

Republic of the Philippines
 Department of National Defense
OFFICE OF CIVIL DEFENSE
 PEO Compound, Kumintang Ilaya, Batangas City

REQUEST FOR QUOTATION No, 2020-IVB-003
(Section 53.10 of RA 9184, Lease of Venue)

Company Name: _____
Address: _____
PHILGEPS Registration No.: _____

The **Office of Civil Defense-MIMAROPA**, through its Regional Bids and Awards Committee will undertake an Alternative Method of Procurement through Negotiated Procurement in accordance with **Section 53.10 (Lease of Venue) of the Revised Implementing Rules and Regulations of RA 9184.**

The OCD-MIMAROPA, hereinafter referred as “The Purchaser” now requests submission of price quotation for the hereunder project:

Name of Project	:	Provision of Venue Rental, Meals and Accommodation Services for the Conduct of Quarterly RDRRMC Full Council Meeting for Region MIMAROPA
Location	:	Within the vicinity of Manila
Delivery Schedule	:	<u>Conduct of Quarterly RDRRMC Full Council Meeting</u> - February 25-26, 2020 (Live-out Package) - April 22-23, 2020 (Live-out Package) - July 21-22, 2020 (Live-out Package) - October 21-22, 2020 (Live-out Package)
Total Approved Budget for the Contract (ABC)	:	Php 65,000.00 – 1 st Quarter Meeting (February 25-26, 2020) Php 65,000.00 – 2 nd Quarter Meeting (April 22-23, 2020) Php 65,000.00 – 3 rd Quarter Meeting (July 21-22, 2020) <u>Php 65,000.00 – 4th Quarter Meeting (October 21-22, 2020)</u> <u>Php260,000.00 – Total Budget</u>
Brief Description	:	Lease of Venue with meals and accommodation for the participants, guest and secretariat for the conduct of Quarterly RDRRMC Full Council Meeting
Terms of Payment	:	<u>Send bill Policy</u> - Upon completion of each activity, payment shall be made through Land Bank’s Bank Transfer Facility, within fifteen (15) working days after submission of billing statement and User Acceptance of the Product. Bank Transfer Fee shall be charged against the creditor’s account. Payment Details: Banking Institution: _____ Account Number: _____ Account Name: _____ Branch: _____
Evaluation Criteria	:	<u>Technical Responsiveness, Full compliance to the requirements and Lowest Quotation</u>
Fund Source	:	DRRM Funds of OCD-MIMAROPA under APB CY 2020

Award of contract shall be made to the Bidder with the lowest quotation on **per lot basis** for the subject goods which comply with the minimum requirements of technical specifications and other terms and conditions stated herein. **All Bids higher than the ABC shall automatically be disqualified.**

Prospective bidder shall accomplish and submit the duly signed “ **Annex A, Technical Specifications & Annex B, Price Quotation Form (PQF)**”, (under prescribed form), non submission of same in prescribed format shall automatically disqualified, not later than **1:30 p.m., January 30, 2020** at Procurement Office, OCD-MIMAROPA, PEO compound Kumintang Ilaya, Batangas City. Submit your quotation (indicate the project name) duly signed by your authorized representative via hard copy or through email at mimaropabac2019@gmail.com. For clarifications, you may contact Ms. Minerva R. Alcaraz at telephone no/s (043) 723-4248 or email at mimaropabac2019@gmail.com. Use of forms other than OCD prescribed form shall not be acceptable.

Interested supplier/service provider is required to submit the following documents:

- Platinum PHILGEPS Registration only with valid and current annexes
- - While for Red Membership:
 1. Valid and current Mayor’s Permit/Business Permit
 2. PHILGEPs Registration No.
 3. Latest Income and Business Tax Return

The OCD-MIMAROPA reserves the right to accept or reject any or all bids / price quotations, to annul the process, and to reject all bids at any time prior to contract of award, without thereby incurring any liability to the affected bidder/s.


RICHARD T. CARANDANG
Chairman, Bids and Awards Committee

ANNEX “A”

TECHNICAL SPECIFICATIONS (minimum requirements)

Bidders must either state “Comply” or “Not Comply” or any other equivalent term in the column of “Statement of Compliance” against each of the individual parameters of each “Specifications”

Item No.	Item Description	Statement of Compliance
I.	<p><i>Availability (To be confirmed within 5 days before the event)</i></p> <p>a.) Conduct of Quarterly RDRRMC Full Council Meeting</p> <ul style="list-style-type: none"> - 1st Quarter <ul style="list-style-type: none"> • Event Date: 25-26 February 2020 • Check-in: February 25,2020 – 5 person (Secretariat) • Check-out: February 26, 2020 - 2nd Quarter <ul style="list-style-type: none"> • Event Date: 22-23 April 2020 • Check-in: April 22, 2020 – 5 person (Secretariat) • Check-out: April 23, 2020 - 3rd Quarter <ul style="list-style-type: none"> • Event Date: 21-22 July 2020 • Check in: July 21, 2020 • Check-out: July 22, 2020 - 4th Quarter <ul style="list-style-type: none"> • Event Date: 21-22 October 2020 • Check-in: October 21, 2020 • Check-out: October 22, 2020 	
II.	<p><i>Location and Site Condition</i></p> <ol style="list-style-type: none"> 1. Within the vicinity of Manila 2. Free parking space within or near venue 3. With access to main roads and national highways 	
III.	<p><i>Neighborhood Data</i></p> <ol style="list-style-type: none"> 1. Proper waste management system such as regular garbage collection and with Sanitary Permit from approximate authority 2. Proximity to police and fire stations and hospital 3. Proximity to Banks, Postal and Telecommunications service provider 	
IV.	<p><i>Venue</i></p> <ol style="list-style-type: none"> 1. Structural condition: the foundation is made of concrete and structural steel materials or combination of both 	
V.	<p><i>Functionality of Function Room</i></p> <ol style="list-style-type: none"> 1. Available one (1) Function Room from 8:00 a.m. to 5:00 p.m. on the dates mentioned above. 2. Classroom set-up for guaranteed of 50 pax 3. Room must not have pillars. If any, pillars must not obstruct participants' view of stage and projector screen/s 4. Amenities include: <ul style="list-style-type: none"> • Secretariat's Table • At least two (2) microphone units (preferably wireless) and extension cords, • LCD Projector with table and Projector Screen • Podium • Philippine Flag and pole • Whiteboards, • Free and steady Wi-Fi connection in the Function Room/s • Waived electricity charges for use of laptops and projector • Area should accommodate a guaranteed 50 pax 	
V.	<p><i>Room Arrangement</i></p> <ol style="list-style-type: none"> 1. Can accommodate at least 5 person 2. No. of Rooms: twin/triple sharing with separate beds on the following dates: 	

	<ul style="list-style-type: none"> • 1st Quarter RDRRMC Full Council Meeting **25-February 2020 - Check-in for 10 pax (Secretariat) **26 February 2020 – Check-out • 2nd Quarter RDRRMC Full Council Meeting **22 April 2020 – Check in for 10 pax (Secretariat) **23 April 2020 – Check out • 3rd Quarter RDRRMC Full Council Meeting **21 July 2020 – Check in for 10 pax (Secretariat) **22 July 2020 – Check out • 4th Quarter RDRRMC Full Council Meeting **21 October 2020 – Check in for 10 pax (Secretariat) **22 October 2020 – Check out <p>3. Must have free internet connection in the hotel premises and, 4. Must have BOTTLED drinking water inside the rooms 5. With Free Breakfast</p>	
VI.	Facilities	
	<ol style="list-style-type: none"> 1. Continuous water supply and accessible comfort room 2. Compliance with the standards provided in the National Building Code of the Philippines 3. At least one (1) Operational Elevator available 24/7, if applicable 4. Accessible emergency exits and alarm, standby fire extinguisher and automatic sprinkler 5. Available Telephone and/or Internet Connection within the premises of the building 6. Audible/Operational Sound System 	
VI.	Other Requirements	
	<ol style="list-style-type: none"> 1. Provision of technical, janitorial and maintenance services 2. Ambience promotes learning 3. Adequate security service (24/7) 	
VII.	Catering Services	
	<ol style="list-style-type: none"> 1. Location must be inside the Function Room or outside but near the Function Room 2. Meals for a guaranteed of 20 participants 	
	<p>- Conduct of 1st Quarter RDRRMC Full Council Meeting February 25, 2020 (Check-in: 12NN) – for at least 10 pax Secretariat</p> <ul style="list-style-type: none"> • One (1) Assisted Buffet Dinner <p>February 26, 2020 - for a guaranteed 50 pax.(Secretariat and Participants/Guests)</p> <ul style="list-style-type: none"> • One (1) Plated AM Snack for each participant • One (1) Plated PM Snack for each participant • One (1) Assisted Buffet Lunch 	
	<p>- Conduct of 2nd Quarter RDRRMC Full Council Meeting April 22, 2020 (Check-in: 12NN) – for at least 10 pax (Secretariat)</p> <ul style="list-style-type: none"> • One (1) Assisted Buffet Dinner <p>April 23, 2020 (Check-in; 12NN) – for a guaranteed 50 pax (Secretariat and Participants/Guests)</p> <ul style="list-style-type: none"> • One (1) Plated AM Snacks for each participant • One (1) Assisted Buffet Lunch • One (1) Plated PM Snacks for each participant 	
	<p>- Conduct of 3rd Quarter RDRRMC Full Council Meeting July 21, 2020 (Check-in: 12NN) – for at least 10 pax</p> <ul style="list-style-type: none"> • One (1) Assisted Buffet Dinner <p>July 22, 2020 (Check-in; 12NN) – for a guaranteed 50 pax</p> <ul style="list-style-type: none"> • One (1) Plated AM Snacks for each participant • One (1) Assisted Buffet Lunch • One (1) Plated PM Snacks for each participant 	
	<p>- Conduct of 4th Quarter RDRRMC Full Council Meeting October 21, 2020 (Check-in: 12NN) – for at least 10 pax</p> <ul style="list-style-type: none"> • One (1) Assisted Buffet Dinner <p>October 22, 2020 (Check-in; 12NN) – for a guaranteed 50 pax</p> <ul style="list-style-type: none"> • One (1) Plated AM Snacks for each participant • One (1) Assisted Buffet Lunch • One (1) Plated PM Snacks for each participant 	

		<p>3. Meals Requirement – Base on Hotel Menu</p> <p>a. Buffet Lunch and Dinner composed of the following:</p> <ul style="list-style-type: none"> • Salad or Soup • Main Course consisting of: <ul style="list-style-type: none"> - At least one (1) variant of meat; - At least one (1) variant of fish - At least one (1) variant of vegetables - Rice - Dessert <p>b. Drinks composed of the following:</p> <ul style="list-style-type: none"> • At least one (1) round of iced tea or juice for every meal and every snack • Provision of free-flowing coffee and/or tea (no additional charge) 	
VIII	Terms of Payment	Hotel must accept a Send Bill Policy in the payment of services	
IX.		Hotel must be in business for a minimum of two (2) years	
X.	Client's Satisfactory Rating	Very satisfactory with at least 90% Rating	

I hereby certify to comply and deliver all the above requirements.

Company Name : _____

Address : _____

AUTHORIZED REPRESENTATIVE:

Signature : _____

Complete Name : _____

Date : _____

ANNEX "B"

PRICE QUOTATION

Date: _____

The BIDS AND AWARDS COMMITTEE
 OFFICE OF CIVIL DEFENSE-MIMAROPA
 PEO Compound, Kumintang Ilaya
 Batangas City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotations (RFQ), hereunder are our financial proposal for the items identified below:

Item No.	Article and Description	Quantity/ Unit Measure	Total Approved Budget for the Contract	Offered Quotation	
				Unit Price	Total Price
1.	Provision of Venue Rental, Meals and Accommodation Services for the Conduct of Quarterly RDRRMC Full Council Meeting for Region MIMAROPA:	1 lot	260,000.00		
	<p><u>A.) 25-26 February 2020</u> <u>(live-in package)-1st Quarter</u> <u>RDRRMC Full Council Meeting</u></p> <p>- Please fill in your Offered Rate (Php)</p> <ul style="list-style-type: none"> • Function Room: good for 50 pax – February 26, 2020 <p align="center">_____</p> <p align="center">(Name of Function Room)</p> <p><u>* February 26, 2020</u></p> <ul style="list-style-type: none"> • Meals – AM Snacks for 50 pax • Meals – PM Snacks for 50 pax • Meals – Buffet Lunch for 50 pax • Meals – Buffet Dinner for 50 pax <p><u>*February 25, 2020</u></p> <ul style="list-style-type: none"> • Meals – Plated Meals for 10 pax (Secretariat) <p>- Please fill in your Offered Rate Per Room Per Day/Night (Php)</p> <ul style="list-style-type: none"> • Room Requirements: • Twin/Triple Sharing with separate beds inclusive of breakfast for 10 pax (1night/1day) 				
	<p><u>B.) 22-23 April 2020 (live-in package) -</u> <u>2nd Quarter RDRRMC Full Council</u> <u>Meeting</u></p> <p>- Please fill in your Offered Rate (Php)</p>				

	<ul style="list-style-type: none"> • Function Room: good for 50 pax <hr/> <p>(Name of Function Room)</p> <p><u>*April 23, 2020</u></p> <ul style="list-style-type: none"> • Meals – AM Snacks for 50 pax • Meals – PM Snacks for 50 pax • Meals – Buffet Lunch for 50 pax • Meals – Buffet Dinner for 50 pax <p><u>*April 22,2020</u></p> <ul style="list-style-type: none"> • Meals – Buffet Dinner for 10 pax (Secretariat) <p>- Please fill in your Offered Rate Per Room Per Day/Night (Php)</p> <ul style="list-style-type: none"> • Room Requirements: • Twin/Trippl Sharing with separate beds inclusive of breakfast for 10 pax (1night/1day) 			
	<p><u>C.) 21-22 July 2020 (live-in package) - 3rd Quarater RDRRMC Full Council Meeting</u></p> <p>- Please fill in your Offered Rate (Php)</p> <ul style="list-style-type: none"> • Function Room: good for 50 pax <hr/> <p>(Name of Function Room)</p> <p><u>*July 22, 2020</u></p> <ul style="list-style-type: none"> • Meals – AM Snacks for 50 pax • Meals – PM Snacks for 50 pax • Meals – Buffet Lunch for 50 pax • Meals – Buffet Dinner for 50 pax <p><u>*July 21, 2020</u></p> <ul style="list-style-type: none"> • Meals – Buffer Dinner for 10 pax (Secretariat) <p>- Please fill in your Offered Rate Per Room Per Day/Night (Php)</p> <ul style="list-style-type: none"> • Room Requirements: • Twin/Trippl Sharing with separate beds inclusive of breakfast for 10 pax (1night/1day) 			
	<p><u>D.) 21-22 October 2020 (live-in package) - 4th Quarater RDRRMC Full Council Meeting</u></p> <p>- Please fill in your Offered Rate (Php)</p> <ul style="list-style-type: none"> • Function Room: good for 50 pax <hr/> <p>(Name of Function Room)</p> <p><u>*October 22, 2020</u></p> <ul style="list-style-type: none"> • Meals – AM Snacks for 50 pax • Meals – PM Snacks for 50 pax • Meals – Buffet Lunch for 50 pax • Meals – Buffet Dinner for 50 pax 			

	<p><u>*October 21, 2020</u></p> <ul style="list-style-type: none"> • Meals – Buffet Dinner for 10 pax (Secretariat) <p>- Please fill in your Offered Rate Per Room Per Day/Night (Php)</p> <ul style="list-style-type: none"> • Room Requirements: • Twin/Triple Sharing with separate beds inclusive of breakfast for 10 pax (1night/1day) 			
	GRAND TOTAL -----			

Amount in Words : _____

Note: The above quoted prices are VAT inclusive.

2. We undertake, if our Quotation or Bid is accepted, to deliver the above goods within _____ calendar days from receipt of Purchase Order (PO)/Work Order (WO)/Contract
3. We agree to abide for the Quotation/Bid for a period of sixty (60) calendar days after the dated deadline for submission specified in your RFQ.
4. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good (s) delivered.
5. The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : _____

Address : _____

Telephone & Mobile No.: _____

Email Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Date : _____