

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

REQUEST FOR QUOTATION No. QRF-2020-IVB-004 (REPOSTING)
(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 | : Lease of venue with provision of meals and accommodation for PDNA Composite Team for the conduct of Post-Disaster Needs Assessment (PDNA) in the Province of Marinduque Affected by Typhoon Tisoy and Ursula: |
| Brief Description | : Provision of Lease of venue with provision of meals and accommodation for PDNA Composite Team ICOW Post-Disaster Needs Assessment (PDNA) in the in the Province Marinduque affected by Typhoon Tisoy and Ursula |
| Delivery Site | : Hotel venue must be located within Marinduque |
| Delivery Schedule | : March 15 – April 10, 2020 |
| Approved Budget for the Contract (ABC) | : Php 1,248,750.00 |
| Terms of Payment | : Send bill Policy <ul style="list-style-type: none"> • Payment shall be made through Landbank'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: Bank institution: _____ Account Number: _____ Account Name: _____ Branch: _____ |
| Evaluation Criteria | : <u>Technical Responsiveness, Full compliance to the requirements and Lowest Quotation</u> |
| Fund Source | : QRF Funds |


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 prescribed format shall automatically disqualified**, not later than **1:30 p.m., 04 March 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 hardcopy or through e-mail address mimaropabac2019@gmail.com. For any clarifications, you may contact Ms. NONALIE NIEVES R. VIADO at telephone no/s (043) 723-4248, (043) 702 -9361- 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 (BIR RR No. 3-2005)

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, Committee on Awards and Canvass

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 |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Lot 1 | I. Provision of Lease of venue rental, meals and accommodation for participants, secretariat and speakers for the conduct of <i>Post-Disaster Needs Assessment (PDNA) in the Province of Marinduque affected by Typhoon Tisoy and Ursula</i> | |
| | Technical Specifications (minimum requirements): A. Availability: March 15, 2020 (check-in) 12:00 NN April 10, 2020 (check-out) 12:00 NN | |
| | B. Venue Requirements: a. Hotel venue must be located <i>within the vicinity of Marinduque Province</i> b. Structural condition: the foundation is made of concrete and structural steel materials of combination or both c. Must provide one conference/function room big enough for 25-30 persons to include supplies and audio visual equipment. d. Conference/function room must not have posts or other obstructions e. Must provide AV equipment such as LCD projector, projector screen, sound system, with at least two microphones (preferably wireless), extension cords, whiteboards and other requirements (batteries etc.) Neighborhood Data 1) Proper waste management system such as regular garbage collection and with Sanity permit from approximate authority 2) Proximity to police and fire stations & hospitals 3) Strategic location to commercial establishments, ATM banks and Telecommunications service provider | |
| | C. Room Arrangement: 1. Can accommodate <i>at least twenty five (25) pax</i> 2. Room type: Twin/Triple sharing with separate beds (with FREE breakfast) 3. No. of Rooms: twelve (12) participants and secretariat 4. Availability on: a. March 15, 2020 (check-in) 12:00 NN b. April 10, 2020 (check-out) 12:00 NN 5. Must have free internet connection in all areas of hotel premises, with air conditioning unit, comfort rooms and television set | |
| | D. Food Requirement: 1) Must provide buffet service (<i>3 viands of meat/fish, vegetable, soup, rice and desert with one round of drinks every meal</i>) with variety of foods to choose from: -variant of meat -variant of fish -variant of vegetables -rice -dessert -At least one (1) round of drinks every meal and every snack -Provision of free flowing coffee and/or tea (no additional charge) 2) Must be flexible to the dietary requirements and restrictions of the guests 3) Must have pork-free alternative meals to cater Muslim guests 4) Provision of meals must be as follows: • March 15, 2020 –Assisted buffet dinner for at least 25 persons • March 16, 2020 9:00 AM: Orientation of PDNA Team Marinduque - Plated AM snacks for at least 25 persons - Assisted buffet lunch for at least 25 persons - Packed PM snacks for at least 25 persons – for initial field validation | |

| | | |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | <ul style="list-style-type: none"> - Assisted Buffet Dinner for at least 25 persons <ul style="list-style-type: none"> • March 17-28, 2020 – Actual field validation and assessment in Marinduque - Plated AM snacks for at least 25 persons - Packed lunch for at least 25 persons - Packed PM snacks for at least 25 persons - Assisted Buffet Dinner for at least 25 persons <ul style="list-style-type: none"> • March 29 – April 8, 2020 – PDNA Report Computation/consolidation and Write shop - Plated AM snacks for at least 25 persons - Assisted buffet lunch for at least 25 persons - Plated PM snacks for at least 25 persons - Assisted Buffet Dinner for at least 25 persons <ul style="list-style-type: none"> • April 9, 2020 – Presentation of PDNA Report to PDRRMC Marinduque - Plated AM snacks for at least 25 persons - Assisted buffet lunch for at least 50 persons - Plated PM snacks for at least 50 persons - Assisted Buffet Dinner for at least 25 persons <ul style="list-style-type: none"> • April 10, 2020 – Check-out of participants - Plated AM snacks for at least 25 persons | |
| | <p><u>E. Other Facilities Requirement:</u></p> <ul style="list-style-type: none"> -Proper light ventilation and air-conditioning units -Classroom type arrangement -With provision of small table near the projector for resource person -Long table/registration desk, telephone and extra tables for the secretariat with chairs -On-call operator for PA system and on-call waiter/waitress -Must be gender- sensitive -Pleasing aesthetic both inside and outside the hotel; Daily housekeeping service; (should be inclusive PWD, elderly, child, pregnant and women friendly) <p><u>-Free Parking space for the participants/facilitators</u></p> <ul style="list-style-type: none"> -Variety of amenities (free of use) such as stand-by generator set in case of power interruption -Power supply during the entire stay -Continuous water supply and accessible comfort rooms -Accessible emergency exit alarm -Standby free extinguisher and automatic sprinkler -Must provide and internet connection at least 4gb, 30 mbps in the rooms, and drinking water and other basic amenities inside the rooms -Adequate security service (24/7) -Free use of telephone for local calls | |
| | <p>II. <u>Send Bill Policy:</u></p> <ul style="list-style-type: none"> A. Within fifteen (15) working days upon submission of required documents i.e. delivery receipt, sales invoice or charge invoice or billing statement and certificate of acceptance | |

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 COMMITTEE ON CANVASS AND AWARDS
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 |
| Lot 1 | <p>i. Procurement of venue rental, meals and accommodation for PDNA Composite Team Oriental Mindoro for the conduct of Post-Disaster Needs Assessment (PDNA) in the Marinduque affected by Typhoon Tisoy and Ursula</p> <p>A. Event Date : March 15, 2020 (check-in) 12:00 NN April 10, 2020 (check-out) 12:00 NN</p> <p><u>Note: Please fill in your offered rate (Php)</u></p> <p>B. Food Requirement: Provision of meals must be as follows:</p> <ul style="list-style-type: none"> • March 15, 2020 – Assisted buffet dinner for at least 25 persons • March 16, 2020 9:00 AM: Orientation of PDNA Team Marinduque <ul style="list-style-type: none"> - Plated AM snacks for at least 25 persons - Assisted buffet lunch for at least 25 persons - Packed PM snacks for at least 25 persons – for initial field validation - Assisted Buffet Dinner for at least 25 persons • March 17-28, 2020 – Actual field validation and assessment in Marinduque <ul style="list-style-type: none"> - Plated AM snacks for at least 25 persons - Packed lunch for at least 25 persons - Packed PM snacks for at least 25 persons - Assisted Buffet Dinner for at least 25 persons • March 29 – April 8, 2020 – PDNA Report Computation/consolidation and Write shop <ul style="list-style-type: none"> - Plated AM snacks for at least 25 persons - Assisted buffet lunch for at least 25 persons - Plated PM snacks for at least 25 persons - Assisted Buffet Dinner for at least 25 persons • April 9, 2020 – Presentation of PDNA Report to PDRRMC Marinduque <ul style="list-style-type: none"> - Plated AM snacks for at least 25 persons - Assisted buffet lunch for at least 50 persons | 1 Lot | 1,248,750.00 | | |

- Plated PM snacks for at least 50 persons
- Assisted Buffet Dinner for at least 25 persons
- **April 10, 2020 – Check-out of participants**
- Plated AM snacks for at least 25 persons

Note: Please fill in your offered rate Per Room Per Day/Night (Php)

C. Room arrangement:

- a. Can accommodate at least twenty five (25) pax
- b. Room type: Twin/Triple sharing with separate beds (with FREE breakfast)
- c. No. of Rooms: twelve (12) participants and secretariat
- d. Availability on:
 - March 15, 2020 (check-in) 12:00 NN
 - April 10, 2020 (check-out) 12:00 NN

II. Send Bill Policy:

- A. Within fifteen (15) working days upon submission of required documents i.e. delivery receipt, sales invoice or charge invoice or billing statement and certificate of acceptance

Amount in Words : _____

Note: The above quoted prices are VAT inclusive.

1. 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
2. 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.
3. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good (s) delivered.
4. The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : _____
 Address : _____
 Telephone & Mobile No.: _____
 Email Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____
 Date : _____