

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

REQUEST FOR QUOTATION No. 2019-IVB-055
(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 services for Venue Rental, Meals and Room Accommodation Services for the Conduct of 2019 Synergy (Team Building) Activity of OCD MIMAROPA Employees
Location	:	Within the vicinity of Batangas Province
Delivery Schedule	:	November 22 – 23, 2019
Approved Budget for the Contract (ABC)	:	Php 79,000.00
Brief Description	:	Procurement of services for leasing of venue with provision of room accommodation services and meals and use of function room for the Conduct of Synergy (Team Building) Activity for employees of OCD MIMAROPA
Terms of Payment	:	Send bill Policy 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
Evaluation Criteria	:	<i>Technical Responsiveness, Full compliance to the requirements and Lowest Quotation</i>
Fund Source	:	DRRM Funds of OCD-MIMAROPA under APB CY 2019

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 **10:00 a.m., November 15, 2019** 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, Committee on Awards and Canvass

ANNEX "A"

Technical Specifications (minimum requirements)

FOR LEASE OF VENUE WITH PROVISION OF MEALS AND ROOM ACCOMMODATION SERVICES

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.	Particulars	Item Description	Statement of Compliance
I.	Event Date	<ul style="list-style-type: none"> • November 22 – 23, 2019 	
II.	Location and Site Condition	<ol style="list-style-type: none"> 1. Within the vicinity of the Province of Batangas 2. Neighborhood Data <ul style="list-style-type: none"> • Proper waste management system such as regular garbage collection and with Sanitary Permit from approximate authority • Proximity to police and fire stations and hospital • Strategic location to commercial establishments, ATM banks and Telecommunications service provider 	
III.	Venue	<ol style="list-style-type: none"> 1. Structural condition: the foundation is made of concrete and structural steel materials or combination of both 2. Must provide one conference/function room big enough for 40 persons to include supplies and audio/visual equipment. Conference /function room must not have posts or other obstructions. 3. Must provide AV equipment such as LCD projector, flat screen/projector screen, sounds system with at least 2 microphones, extension cords, whiteboards and other requirements. 	
IV.	Room Accommodations	<ol style="list-style-type: none"> 1. Can accommodate at least 40 pax 2. Room Type: Quadruple Sharing with separate beds for at least 40 pax <ul style="list-style-type: none"> • Nov. 22, 2019 (Check-in) • Nov. 23, 2019 (Check-out) 3. Must have BOTTLED drinking water inside the rooms 4. With Free Breakfast 	
V.	Food Requirements	<ol style="list-style-type: none"> 1. Must provide buffet service with variety of foods to choose from based on Hotel Menu 2. Must be flexible to the dietary requirements and restrictions of the guests; and 3. Must have pork-free alternative meals to cater the muslim guests 4. Provision of meals must be as follows: <ul style="list-style-type: none"> - <u>November 22, 2019</u> <ul style="list-style-type: none"> • Lunch – 40 pax • Dinner – 40 pax - <u>November 23, 2019</u> <ul style="list-style-type: none"> • Breakfast – 40 pax 	
VI.	Other Requirements	<ol style="list-style-type: none"> 1. Light Ventilation and Air-Conditioning: 2. Space Requirements: <ul style="list-style-type: none"> - Round Table arrangement - 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 systems & on-call waiter - Facilities: Must be gender-sensitive* - Pleasing aesthetic both inside and outside the hotel; Daily housekeeping service; (Should be inclusive- PWD, elderly, child, pregnant and woman friendly), - Free parking space for the participants/facilitators* 	

		<ul style="list-style-type: none"> - Variety of amenities (free use) such stand-by generator set- for guaranteed. - Power supply during the entire stay. - Continuous water supply and accessible comfort room* - Accessible emergency exit and alarm* - Standby fire extinguisher and automatic sprinkler* - Must provide free internet connection in the rooms, hotel and function room and drinking water and other basic amenities inside the rooms*. - Free electrical charge for the use of own equipment's & free use of extension cords.* - Use of whiteboard with markers and eraser; provision of pads, pens & mints* - Backdrop and Welcome streamers/Lobby posting (tarpaulin for the activity)* - Philippine Flag - Must be pleasing aesthetic both inside and outside the hotel. - All equipment and facilities properly maintained - Exhibits professional ambience; must satisfy the requirements of security and substantive objectives of the OCD concerned* - Adequate security service (24/7) - On call medical personnel in case of emergency 	
VII.	Terms Payment	of	Hotel must accept a Send Bill Policy in the payment of services
VIII.			Hotel must be in business for a minimum of two (2) years and Hotel rating must be at least 3 star
IX.	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

FOR LEASE OF VENUE WITH PROVISION OF MEALS AND ROOM ACCOMMODATION SERVICES

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	Unit Price	Total Price
1.	Provision of services for Venue Rental, Meals and Accommodation Services for the Conduct of Synergy (Team Building) Activity for OCD-MIMAROPA Employees: - Location: within the vicinity of Batangas Province - Room Accommodation for at least 40 Participants - Meals for at least 40 Participants	1 lot		

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 : _____