

Republic of the Philippines  
Department of National Defense  
**OFFICE OF CIVIL DEFENSE**  
Camp General Emilio Aguinaldo, Quezon City

**REQUEST FOR QUOTATION (RFQ) No. OCDRO NCR-0120-004**

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

The Office of Civil Defense (OCD), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated Procurement** in accordance with **Section 53.10 Lease of Real Property and Venue** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The OCD hereinafter referred to as "the Purchaser", now requests submission of a price quotation for the subject below:

<b>Name of Project</b>	: Provision of meals, snacks and venue/accommodation for the conduct of 3-Day Local DRRM Planning Training Course for LDRRMOs
<b>Location</b>	: Within Laguna or Rizal
<b>Date</b>	: 08-12 March 2020
<b>Brief Description</b>	: Hotel, Venue and Accommodation; Twin Sharing and Hotel must be at least 3-star
<b>Terms of Payment</b>	: <u>Send Bill Policy</u>
<b>ABC (Approved Budget for the Contract)</b>	: PHP 272,800.00
<b>Fund Source</b>	: OCDRO NCR APB CY 2020

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein. **All bids higher than ABC shall automatically be disqualified.**

Prospective bidders shall accomplish and submit the duly signed "**Annex A (Technical Specifications) & Annex "B" Price Quotation Form (PQF)**" (under prescribed form). **Non-submission shall automatically be disqualified.** Submission of SEALED QUOTATION is until **12:00 Noon on 12 February 2020**, at the OCD BAC Secretariat Office, 2<sup>nd</sup> Floor, OCD Annex Building, Camp General Emilio Aguinaldo, Quezon City. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **BAC Secretariat Office** at telephone no. **(02) 912-2964** or email address **atbacsec.ocd@gmail.com**. **Use of forms other than the attached OCD prescribed format is not acceptable.**

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

1. Valid/Current Mayor's Permit/Business Permit (or Official Receipt of Renewal Application with the Expired Business Permit)
2. PhilGEPS Registration Number
3. Latest Income and Business Tax Return

Any alterations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative. The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for everyday of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of liquidated damage reaches ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The OCD reserves the right to accept or reject any or all bids, waive any defect or informality therein, accept the bid and award the contract to the most advantageous offer, for and in behalf of the project.

  
\_\_\_\_\_  
ASEC KRISTOFFER JAMES E. PURISIMA  
Chairperson  
OCD Bids and Awards Committee

**ANNEX "A"**  
**Technical Specifications**

**Provision of meals, snacks and venue/accommodation for the conduct of 3-Day Local DRRM Planning Training Course for LDRRMOs**

Bidders must state either "**Comply**" or "**Not Comply**" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each "Specification."

**Legend:** \*MANDATORY REQUIREMENTS. Failure to comply with any of the mandatory requirements will disqualify your quotation.

Item No.	Agency Specifications	Statement of Compliance																																																																		
I.	<p><b>VENUE AND MEAL</b> Provision of meals, snacks and venue/ accommodation for the conduct of event: Name of Events: 3-Day Local DRRM Planning Training Course for LDRRMOs Location: Within Laguna or Rizal Date: 08-12 March 2020</p> <table border="1"> <thead> <tr> <th>No. of Pax</th> <th>Room Requirement</th> <th>No. of Rooms</th> <th>Check-in date/time</th> <th>Check-out date/time</th> <th>No. of Nights</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>Twin Sharing</td> <td>4</td> <td>08 Mar 2020, (2PM)</td> <td>12 Mar 2020, (12NN)</td> <td>4</td> <td>Facilitators and Instructors</td> </tr> <tr> <td>32</td> <td>Twin Sharing</td> <td>16</td> <td>09 Mar 2020, (2PM)</td> <td>12 Mar 2020, (12NN)</td> <td>3</td> <td>Participants</td> </tr> <tr> <td>39</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Must have internet connection at least 4GB, 30 mbps in the rooms and assigned function areas of the hotel Provide free bottled drinking water inside the room (to be replenished daily) or its equivalent <b>Meals/Restaurant Services:</b></p> <table border="1"> <thead> <tr> <th>No. of Pax</th> <th>Meal / Snack</th> <th>Serving Arrangement</th> <th>Inclusive Date</th> <th>Menu</th> <th>Other requirements</th> </tr> </thead> <tbody> <tr> <td>7</td> <td rowspan="2">Complimentary Breakfast</td> <td rowspan="2">-</td> <td>09-12 Mar 2020</td> <td rowspan="2">-</td> <td rowspan="2"></td> </tr> <tr> <td>32</td> <td>10-12 Mar 2020</td> </tr> <tr> <td rowspan="3">39</td> <td>AM Snack</td> <td>Plated</td> <td>09-12 Mar 2020</td> <td>Choice of Pasta, noodles, pastry with one beverage</td> <td></td> </tr> <tr> <td>Lunch</td> <td>Managed Buffet</td> <td>09-12 Mar 2020</td> <td>Choice of pork/chicken or beef, with side dish and dessert, one beverage</td> <td></td> </tr> <tr> <td>PM Snack</td> <td>Plated</td> <td>09-12 Mar 2020</td> <td>Choice of Pasta, noodles, pastry with one beverage</td> <td></td> </tr> <tr> <td>7</td> <td rowspan="2">Dinner</td> <td rowspan="2">Managed Buffet</td> <td>08-11 Mar 2020</td> <td rowspan="2">Choice of pork/chicken or beef, with side dish and dessert, one beverage</td> <td rowspan="2"></td> </tr> <tr> <td>32</td> <td>09-11 Mar 2020</td> </tr> </tbody> </table> <p>-Free flowing coffee/tea during the duration of the activity at the function hall -Use of clean, biodegradable, environment friendly and/ or reusable containers for packed meals and snack -Waiters and Technical staff on standby</p>	No. of Pax	Room Requirement	No. of Rooms	Check-in date/time	Check-out date/time	No. of Nights	Remarks	7	Twin Sharing	4	08 Mar 2020, (2PM)	12 Mar 2020, (12NN)	4	Facilitators and Instructors	32	Twin Sharing	16	09 Mar 2020, (2PM)	12 Mar 2020, (12NN)	3	Participants	39							No. of Pax	Meal / Snack	Serving Arrangement	Inclusive Date	Menu	Other requirements	7	Complimentary Breakfast	-	09-12 Mar 2020	-		32	10-12 Mar 2020	39	AM Snack	Plated	09-12 Mar 2020	Choice of Pasta, noodles, pastry with one beverage		Lunch	Managed Buffet	09-12 Mar 2020	Choice of pork/chicken or beef, with side dish and dessert, one beverage		PM Snack	Plated	09-12 Mar 2020	Choice of Pasta, noodles, pastry with one beverage		7	Dinner	Managed Buffet	08-11 Mar 2020	Choice of pork/chicken or beef, with side dish and dessert, one beverage		32	09-11 Mar 2020	
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	<p><b>Conference Room/Function Hall:</b></p> <ul style="list-style-type: none"> <li>- Function room to comfortably house 40 pax with enough space for groupings/activities</li> <li>- No posts/Columns that will obstruct the line of sight of participants</li> <li>- Must provide AV equipment such as LCD projector, flat screen/projector screen, with at least three sound system, with at least three (3) Microphones</li> <li>- Whiteboards with markers and erasers</li> <li>- Free flowing coffee/tea during the duration of the activity at the function hall</li> </ul> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>• Hotel must be located in/ within <b>Laguna or Rizal</b></li> <li>• Must be at least 3 star hotel classified by PTA, DTI or DOT</li> <li>• Must be in business for at least two (2) years</li> <li>• Must have provision for the elderly, PWDs, pregnant women and children</li> <li>• Must provide free 5 parking space for participants</li> <li>• Must have hot and cold water line/water heater</li> <li>• Must replenish toiletries and towels everyday</li> <li>• PREFERABLY has TV set, refrigerator and coffee percolator in the room</li> <li>• PREFERABLY has bidet and hair blower</li> </ul> <p><b>Payment:</b> Must accept <b>SEND BILL</b> policy as payment for services</p>	
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I hereby certify to comply and deliver all the above requirements.

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

Signature : \_\_\_\_\_  
Complete Name : \_\_\_\_\_  
Date : \_\_\_\_\_



**ANNEX "B"**  
**Price Quotation Form**

**The Bids and Awards Committee**  
OFFICE OF CIVIL DEFENSE  
Camp Gen. Emilio Aguinaldo, Quezon City

Sir/Madam:

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

ARTICLE AND DESCRIPTIONS	Total Price
Provision of meals, snacks and venue/accommodation for the conduct of 3-Day Local DRRM Planning Training Course for LDRRMOs	PHP
<b>TOTAL PRICE</b>	PHP

**AMOUNT IN WORDS:** \_\_\_\_\_

Note: The above quoted prices are VAT Inclusive.

2. We agree to abide by the Quotation/bid for a period of sixty (60) days after the dated deadline of 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 : \_\_\_\_\_

Office Tel. No. & Mobile No. : \_\_\_\_\_

Email Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

