

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

**REQUEST FOR QUOTATION (RFQ) No. CBTS-0220-02**

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 or 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>	: <b>Provision of hotel/venue/venue/accommodation including meals for the conduct of 3-Day Community-Based DRRM Training Batch 1 (Volunteers and MSEs) on 21 to 23 April 2020 and Batch 2 (LDRRMOs) on 27 to 29 May 2020</b>
<b>Location</b>	: Quezon City
<b>Date of Event</b>	: 21 to 23 April 2020 and 27 to 29 May 2020
<b>Type of Accommodation/Meals</b>	: • 20 Twin Sharing/ for 39 pax • Full Board
<b>Brief Description</b>	: Must be at least three (3) star hotel
<b>Terms of Payment</b>	: <b><u>Send bill policy as payment for services</u></b>
<b>ABC (Approved Budget for the Contract)</b>	: <b>Total: PHP 514,800.00</b>
<b>Fund Source</b>	: <b>OCD NCR APB CY 2020</b>

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 not later than **12:00 NN on 06 March 2019**, at OCD-NCR, 2<sup>nd</sup> floor, RBA Prime Ventures Building, #81, 15<sup>th</sup> Avenue, Murphy, Cubao, Quezon City. Submit your **sealed quotation (indicate the project name) in person or via registered courier service**, duly signed by your authorized representative. For any clarifications, you may contact the **OCD-NCR BAC** at telephone no. **(02) 8421-1918** or email address at **ocdnrbac2020@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 application for renewal with corresponding receipt)
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.

  
\_\_\_\_\_  
**RODELLA ROSARIO R. RODRIGUEZ**  
Chairperson  
OCD Bids and Awards Committee-NCR

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

**Hotel Room Accommodation, Venue and Meals for the  
Conduct of 3-Day Community-Based DRRM Training Batches 1 and 2**

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 for Accommodation and Meals	Statement of Compliance
I.	<b>Provision of hotel/venue/venue/accommodation including meals for the conduct of events:</b> <b>a) 3-Day Community-Based DRRM Training Batch 1 (Volunteers and MSEs) on 21 to 23 April 2020</b> <b>b) 3-Day Community-Based DRRM Training Batch 2 (LDRRMOs) on 27 to 29 May 2020</b>	
II.	Venue must be at least 3-star hotel (with amenities)	
III.	Within Quezon City	
IV.	Rooms' accommodation for the following: <ul style="list-style-type: none"> <li>• 39 pax (twin-sharing) for Batch 1 on 20 to 23 April 2020 <ul style="list-style-type: none"> <li>• Check in on 20 April 2020 at 2:00 PM</li> <li>• Check out on 23 April 2020 at 12:00 NN</li> </ul> </li> <li>• 39 pax (twin-sharing) for Batch 2 on 26 to 29 May 2020 <ul style="list-style-type: none"> <li>• Check in on 26 May 2020 at 2:00 PM</li> <li>• Check out on 29 May 2020 at 12:00 NN</li> </ul> </li> </ul>	
V.	Must have internet connection at least 10 mbps in the rooms and assigned function areas of the hotel.	
VI.	Provide free bottled drinking water inside the room (to be replenished daily) or its equivalent.	
VII.	Provision of <ul style="list-style-type: none"> <li>• Function room to comfortably house 40 pax</li> <li>• Function room set up a day before event</li> <li>• Classroom set up type</li> </ul>	
VIII.	No posts/columns that will obstruct the line of sight of participants in the function room.	
IX.	Must provide AV equipment such as three (3) LCD projector, three (3) flat screen/projector screen, sound system, with at least three (3) Microphones, Whiteboard with markers and erasers.	
X.	Meals/Restaurant Services: <ul style="list-style-type: none"> <li>• Good for 39 pax on 20 to 23 April 2020 <ul style="list-style-type: none"> <li>• Breakfast for 39 pax on 21 to 23 April 2020 according to menu with beverages of juice and coffee</li> <li>• AM Snacks for 39 pax on 21 to 23 April 2020 according to menu with beverages of juice and coffee</li> <li>• Lunch for 39 pax on 21 to 23 April 2020 with 2 viands, 1 vegetable, soup, rice, dessert with beverages of soda or juice and coffee</li> <li>• PM Snacks for 39 pax on 21 to 23 April 2020 according to menu with beverages of juice and coffee</li> <li>• Dinner for 39 pax on 20 to 22 April 2020 with 2 viands, 1 vegetable, soup, rice, dessert with beverages of soda or juice and coffee</li> </ul> </li> <li>• Good for 39 pax on 26 to 29 May 2020</li> </ul>	

	<ul style="list-style-type: none"> <li>• Breakfast for 39 pax on 27 to 29 May 2020 according to menu with beverages of juice and coffee</li> <li>• AM Snacks for 39 pax on 27 to 29 May 2020 according to menu with beverages of juice and coffee</li> <li>• Lunch for 39 pax on 27 to 29 May 2020 with 2 viands, 1 vegetable, soup, rice, dessert with beverages of soda or juice and coffee</li> <li>• PM Snacks for 39 pax on 27 to 29 May 2020 according to menu with beverages of juice and coffee</li> <li>• Dinner for 39 pax on 26 to 28 May 2020 with 2 viands, 1 vegetable, soup, rice, dessert with beverages of soda or juice and coffee</li> </ul>	
XI.	Breakfast, lunch, and dinner will be managed buffet while AM and PM snacks are plated.	
XII.	Must have pork-free alternative meals to cater the Muslim guests	
XIII.	Free-flowing coffee/tea during the duration of activity at the function hall	
XIV.	Must provide finger foods or pika-pika such as but not limited to peanuts, corn chips/bits and candies, in addition to snacks.	
XV.	Must provide water station inside the function room.	
XVI.	Must be in business for at least two (2) years	
XVII.	Hotel must be able to adjust to the abrupt change in the number of hotel rooms needed for the event	
XVIII.	Must have provisions for the elderly, PWDs, pregnant women and children	
XIX.	Must provide at least 10 free parking space for participants/facilitators	
XX.	Must have hot and cold-water line/water heater	
XXI.	Must replenish toiletries and towels everyday	
XXII.	PREFERABLY has TV set, refrigerator and coffee percolator in the room	
XXIII.	PREFERABLY has bidet and hair blower	
XXIV.	<b>Send Bill Policy (payment after every activity)</b>	

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 -NCR  
15<sup>th</sup> Avenue, Murphy, Cubao, 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	Quantity	Cost per pax	Total Price
<b>Provision of hotel/venue/venue/accommodation including meals for the conduct of 3-Day Community-Based DRRM Training Batch 1 (Volunteers and MSEs) on 21 to 23 April 2020 and Batch 2 (LDRRMOs) on 27 to 29 May 2020</b>	1 Lot	PHP	PHP
<b>TOTAL PRICE</b>		PHP	PHP

**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 the scheduled activity and upon receipt of Contract.
3. 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.
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 : \_\_\_\_\_

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

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

**AUTHORIZED REPRESENTATIVE** : \_\_\_\_\_

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

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

