

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-1219-002 EPA

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

The Office of Civil Defense (OCD), through its Bids and Awards Committee (BAC), will undertake an **Early Procurement through 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:

Name of Project	: Provision of hotel/venue/accommodation for the conduct of 2-Day DRRM Training Course for Private Sector (Batch 1-MSEs/Security Group; Batch 2 – Water, Communications and power Concessionaires)
Location	: Within Quezon City
Date	: 22 to 24 January 2020 (Batch 1); and 19 to 21 February 2020 (Batch 2)
Brief Description	: Hotel, Venue and Accommodation; Twin Sharing and Hotel must be at least 3-star
Terms of Payment	: Send Bill Policy
ABC (Approved Budget for the Contract)	: PHP 273,600.00
Fund Source	: OCDRO NCR Indicative APP for CY 2020 based on NEP

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 **10:00 AM on 27 December 2019**, at the OCD BAC Secretariat Office, 2nd 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 at **bacsec.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
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.

DIR. SUSANA G. JUANGCO, RN, MPH
Chairperson
OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications
REQUEST FOR QUOTATION (RFQ) No. OCDRO NCR-1219-002 EPA

Provision of hotel/venue/accommodation for the conduct of 2-Day DRRM Training Course for Private Sector (Batch 1- MSEs/Security Group; Batch 2 – Water, Communications and power Concessionaires)

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																																																
1.	<p>Provision of hotel/ venue/ accommodation for the conduct of event: Name of Events: 2-Day DRRM Training Course for Private Sector No. of Participants: 38 Pax for Batch 1; 38 Pax for Batch 2</p> <ul style="list-style-type: none"> Batch 1- MSEs/Security Group – Jan 22-24, 2020 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Room Requirement</th> <th style="text-align: center;">No. of Rooms</th> <th style="text-align: center;">Check-in date/time</th> <th style="text-align: center;">Check-out date/time</th> <th style="text-align: center;">No. of Nights</th> <th style="text-align: center;">Remarks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Twin Sharing (Separate Beds)</td> <td style="text-align: center;">16</td> <td style="text-align: center;">22 January 2020, 2PM</td> <td style="text-align: center;">24 January 2020, 12 NN</td> <td style="text-align: center;">2</td> <td style="text-align: center;">Participants</td> </tr> <tr> <td style="text-align: center;">Twin Sharing (Separate Beds)</td> <td style="text-align: center;">3</td> <td style="text-align: center;">22 January 2020, 2PM</td> <td style="text-align: center;">24 January 2020, 12 NN</td> <td style="text-align: center;">2</td> <td style="text-align: center;">4 Instructors, 2 Secretariat/ CM</td> </tr> <tr> <td colspan="6" style="text-align: center;">19</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Batch 2 – Water, Communications and power Concessionaires – Feb 19-21, 2020 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Room Requirement</th> <th style="text-align: center;">No. of Rooms</th> <th style="text-align: center;">Check-in date/time</th> <th style="text-align: center;">Check-out date/time</th> <th style="text-align: center;">No. of Nights</th> <th style="text-align: center;">Remarks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Twin Sharing (Separate Beds)</td> <td style="text-align: center;">16</td> <td style="text-align: center;">19 February 2020, 2PM</td> <td style="text-align: center;">21 February 2020, 12 NN</td> <td style="text-align: center;">2</td> <td style="text-align: center;">Participants</td> </tr> <tr> <td style="text-align: center;">Twin Sharing (Separate Beds)</td> <td style="text-align: center;">3</td> <td style="text-align: center;">19 February 2020, 2PM</td> <td style="text-align: center;">21 February 2020, 12 NN</td> <td style="text-align: center;">2</td> <td style="text-align: center;">4 Instructors, 2 Secretariat/CM</td> </tr> <tr> <td colspan="6" style="text-align: center;">19</td> </tr> </tbody> </table> <p>Must have internet connection at least 10 mbps in the rooms and assigned function areas of the hotel Provide bottled drinking water inside the room (to be replenished daily) or its equivalent</p> <p>Conference Room/Function Hall:</p> <ul style="list-style-type: none"> - Function room to comfortably house 40 pax - Function Room set up a day before the event - Optional: Number of breakout rooms required: ___ with ___ capacity each - Optional: Room set-up type classroom - No posts/Columns that will obstruct the line of sight of participants - Must provide AV equipment such as three (3) LCD projector, three (3) flat screen/projector screen, with at least three sound system, with at least three (3) Microphones - Whiteboards with markers and erasers 	Room Requirement	No. of Rooms	Check-in date/time	Check-out date/time	No. of Nights	Remarks	Twin Sharing (Separate Beds)	16	22 January 2020, 2PM	24 January 2020, 12 NN	2	Participants	Twin Sharing (Separate Beds)	3	22 January 2020, 2PM	24 January 2020, 12 NN	2	4 Instructors, 2 Secretariat/ CM	19						Room Requirement	No. of Rooms	Check-in date/time	Check-out date/time	No. of Nights	Remarks	Twin Sharing (Separate Beds)	16	19 February 2020, 2PM	21 February 2020, 12 NN	2	Participants	Twin Sharing (Separate Beds)	3	19 February 2020, 2PM	21 February 2020, 12 NN	2	4 Instructors, 2 Secretariat/CM	19						
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Meals/Restaurant Services:

• **Batch 1- MSEs/Security Group – Jan 22-24, 2020**

Meal / Snack	No. of Pax	Serving Arrangement	Inclusive Date	Menu	Other requirements
Breakfast	38	Buffet	23-24 January 2020	TBD accdg to menu	Including beverages of juice and coffee
AM Snack	38	Plated	23-24 January 2020	TBD accdg to menu	Including beverages of juice and coffee
Lunch	38	Managed Buffet	23-24 January 2020	2 Viands, Vegetable, Soup, Rice, Dessert	Including beverages of soda or juice and coffee
PM Snack	38	Plated	22-23 January 2020	TBD accdg to menu	Including beverages of juice and coffee
Dinner	38	Managed Buffet	22-23 January 2020	2 Viands, Vegetable, Soup, Rice, Dessert	Including beverages of soda or juice and coffee

• **Batch 2 – Water, Communications and power Concessionaires – Feb 19-21, 2020**

Meal / Snack	No. of Pax	Serving Arrangement	Inclusive Date	Menu	Other requirements
Breakfast	38	Buffet	20-21 February 2020	TBD accdg to menu	Including beverages of juice and coffee
AM Snack	38	Plated	20-21 February 2020	TBD accdg to menu	Including beverages of juice and coffee
Lunch	38	Managed Buffet	20-21 February 2020	2 Viands, Vegetable, Soup, Rice, Dessert	Including beverages of soda or juice and coffee
PM Snack	38	Plated	19-20 February 2020	TBD accdg to menu	Including beverages of juice and coffee
Dinner	38	Managed Buffet	19-20 February 2020	2 Viands, Vegetable, Soup, Rice, Dessert	Including beverages of soda or juice and coffee

Must have pork-free alternative meals to cater the Muslim guests

Free flowing coffee/tea during the duration of the activity at the function room

Other Requirements:

- Hotel must be located in/ within Quezon City
- Must be at least 3 star hotel with (amenities required)

	<ul style="list-style-type: none"> • Must be in business for at least two (2) years • Hotel must be able to adjust to the abrupt change in the number of hotel rooms needed for the event • Must have provision for the elderly, PWDs, pregnant women and children • Must provide free at least ten (10) parking space for participants/facilitators • Must have hot and cold water line/water heater • Must replenish toiletries and towels everyday • Preferably has TV set, refrigerator and coffee percolator in the room • Preferably has bidet and hair blower <p>Payment: Must accept SEND BILL policy as payment arrangement</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
REQUEST FOR QUOTATION (RFQ) No. OCDRO NCR-1219-002 EPA

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
Batch 1- MSEs/Security Group;	PHP
Batch 2 – Water, Communications and power Concessionaires	PHP
TOTAL PRICE	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 : _____

