



REQUEST FOR QUOTATION (RFQ) No. **020-2019**

Company Name
Address
PhilGEPS Cert. #

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 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 Activity	Meals and Training Venue in the conduct of Basic DRRM for Youth and Student Sector on March 13, 2019 and Basic DRRM for Person with Disability on March 14, 2019 in Lanao del Sur
Brief Description	Provision of meals and training venue for 45 participants per activity
Terms of payment	Send bill policy as payment for services
ABC (Approved Budget for the Contract)	Php 115,200.00
Fund Source	APB 2019

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.**

Proponent must submit, together with its quotation "**Annex A (Technical Specifications) & Annex B (Price Quotation Form)**" (under prescribed form) **non-submission shall automatically be disqualified** not later than **08:00 AM on January 21, 2018**, at Camp GH Siongco, Awang, Datu Odin Sinsuat, Maguindanao. Submit your quotation duly signed by your authorized representative. For any clarifications, you may contact us at Telephone Nos. **(064)431-0001 and (064)421-1535** or email at ocdarmm.main@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:

- Platinum PhilGEPS Registration only with valid and current annexes

While for Red Membership:

- Valid and current Mayor's Permit/Business Permit
- PhilGEPS Registration Number
- 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-ARMM 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.

Regional Director

Received by:

(Signature above Printed Name)

(Date and Time of Receipt)

*Kindly fill-out and send back this letter to sender

ANNEX "A"

Meals and Training Venue in the conduct of Basic DRRM

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"

ITEM No.	Specification	Statement of Compliance
I.	Meals and Training Venue in the conduct of Basic DRRM for Youth and Student Sector on March 13, 2019	
a.	Meals	
	<p>AM Snack, Lunch and PM Snack</p> <p>6. Provision of Meals: Choices of menu with different variety of foods. AM Snack, Lunch and PM Snack for 35 pax</p> <p>7. Others: Lunch preferably assisted buffet Strictly no pork for lunch and snacks (halal) Must provide water station AM and PM snacks must be served plated With free flowing coffee Shall assure reasonable serving per dish, good quality of food and maintain a high standard of sanitation</p>	
b.	Venue	
	<p>Complete table for participants and catering set-up Must provide secretariat and registration table Have sufficient power outlets and extension wires for laptops, printer and other equipment Well ventilated, air-conditioned and adequate lighting with uninterrupted power supply Conducive for learning Can accommodate the number of participants Has friendly staff for the participants/guest Adequate number of comfort room comfortably located adjacent to the venue With wifi connection Free audio system, atleast 2 microphone, white board and projector</p>	
	Meals and Training Venue in the conduct of Basic DRRM for Person with Disability on March 14, 2019 in Lanao del Sur	
a.	Meals	
	<p>AM Snack, Lunch and PM Snack</p> <p>8. Provision of Meals: Choices of menu with different variety of foods. AM Snack, Lunch and PM Snack for 35 pax</p> <p>9. Others: Lunch preferably assisted buffet Strictly no pork for lunch and snacks (halal) Must provide water station AM and PM snacks must be served plated With free flowing coffee Shall assure reasonable serving per dish, good quality of food and maintain a high standard of sanitation</p>	
b.	Venue	
	<p>Complete table for participants and catering set-up Must provide secretariat and registration table Have sufficient power outlets and extension wires for laptops, printer and other equipment Well ventilated, air-conditioned and adequate lighting with uninterrupted power supply</p>	

	Conducive for learning Can accommodate the number of participants Has friendly staff for the participants/guest Adequate number of comfort room comfortably located adjacent to the venue With wifi connection Free audio system, atleast 2 microphone, white board and projector	
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I hereby commit to comply with all the above requirements.

Company Name : _____
Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____
Complete Name : _____
Date : _____

ANNEX "B"

PRICE QUOTATION FORM

Regional Director
Office of Civil Defense-ARMM
Camp GH Siongco, Awang,
Datu Odin Sinsuat, Maguindanao

Sir/Madam:

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

Item	Quantity	Cost per Participant	Total Price
Meals and Training Venue in the conduct of Basic DRRM for Youth and Student Sector in Lanao del Sur Date: March 13, 2019 <ul style="list-style-type: none"> • Location: Lanao del Sur • Number of Participants: forty five(45) • Meals for 45 participants: <ul style="list-style-type: none"> ➢ AM Snack, Lunch and PM Snack 			
Meals and Training Venue in the conduct of Basic DRRM for Persons with Disability in Lanao del Sur Date: March 14, 2019 <ul style="list-style-type: none"> • Location: Lanao del Sur • Number of Participants: forty five(45) • Meals for 45 participants: <ul style="list-style-type: none"> ➢ AM Snack, Lunch and PM Snack 			

TOTAL OFFERED QUOTATION Php _____
 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 from receipt of Work Order (WO)/Purchase Order(PO).
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 : _____