

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
Caraga Region

REQUEST FOR QUOTATION (RFQ) No. 2019-05-13

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 53.9 Small Value Procurement (Catering Services)** 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 Lease of Venue including Meals, Snacks and Accommodation: Lot 1: One-Day Coordinative Meeting with CBTS, LGU and OCD on May 21-22, 2019 in Bayugan City; Lot 2: Regional and Local DRRMCs Evaluators' Training on June 10- 11, 2019 in Butuan City; Lot 3: One-Day Final Dry Run (Briefing with Umpires, Evaluators and Actors) on June 19, 2019; and Lot 4: Second Quarter National Simultaneous Earthquake Drill (NSED) Drill Day on June 20, 2019
Location	: Within Butuan City
Date of Event	: Lot 1: May 21-22, 2019 Lot 2: June 10-11, 2019 Lot 3: June 19, 2019 Lot 4: June 20, 2019
Type of Accommodation	: Lot 1: Twin Sharing at 2 rooms Lot 2: Twin Sharing at 5 rooms Lot 3: Twin Sharing at 2 rooms Superior Room for VIPs at 13 rooms
Number of Participants	: Lot 1: 3 pax Lot 2: 60 pax and 10 pax Lot 3: 75 pax; 4 pax and 13 pax Lot 4: 20 pax and 30 pax
Brief Description	: Provision of Lease of Venue including Meals, Snacks and Accommodation
Terms of Payment	: 30 working days of processing and <u>must accept send bill policy</u>
ABC (Approved Budget for the Contract)	: <i>Please see attached</i>
Fund Source	: 2 nd Quarter NSED 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.**

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** not later than **1:00 PM on May 15, 2019**, at the **OCD Caraga, 109 T.Calo Extension, Butuan City**. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **Procurement Unit** at telephone nos. **(085) 341-8629** or email address at **civildefensecaraga@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 and current Mayor's Permit/Business Permit
2. PhilGEPS Registration Number
3. Latest Income and Business Tax Return
4. Omnibus Sworn Statement

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.


LIZA R. MAZO
Regional Director

ANNEX "A"
Technical Specifications
Hotel Venue and Meals Services

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 Specification	Statement of Compliance
I.	Date of Event: Lot 1: May 21-22, 2019 Lot 2: June 10-11, 2019 Lot 3: June 19, 2019 Lot 4: June 20, 2019	
II.	Location and Site Condition: Within Butuan City	
III.	Facilities: <ol style="list-style-type: none"> 1. Must be gender-sensitive; 2. Pleasing aesthetic both inside and outside the hotel; 3. Daily housekeeping service; (Should be inclusive- PWD, elderly, child, pregnant and woman friendly), 4. Free parking space for the participants/facilitators; 5. Variety of amenities (free use) such stand-by generator set- for guaranteed power supply during the entire stay; 6. Continuous water supply and accessible comfort room; 7. Accessible emergency exit and alarm; 8. Standby fire extinguisher and automatic sprinkler; 9. Must provide an internet connection at least 4GB, 30 mbps in the rooms, hotel and function room and drinking water and other basic amenities inside the rooms; 10. Free electrical charge for the use of own equipment's & free use of extension cords; Other Requirements: <ol style="list-style-type: none"> 1. All equipment and facilities properly maintained 2. Exhibits professional ambience; must satisfy the requirements of security and substantive objectives of the OCD concerned*. 3. Adequate security service (24/7) 4. Free use of telephone for local calls in function room* 5. Free use of extension cords/wires* 6. On call medical personnel in case of emergency 7. <u>Hotel Must Accept a Send Bill Policy in the payment of services*</u> 8. Hotel must be able to adjust to the abrupt change in the number of hotel room and conference rooms needed for the event* 9. Must have been in business for a minimum of two (2) years* Catering Services <ul style="list-style-type: none"> • Must provide buffet service (2 viands of Meat, 1 Vegetable Meal) with variety of foods to choose from; • Must be flexible to the dietary requirements and restrictions of the guests; and • Must have pork-free alternative meals to cater the Muslim guests 	
XI.	Client's Satisfactory Rating – very satisfactory	

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
Caraga Region
109 T. Calo Extension, Butuan City

Sir/Madam:

- 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:

Lot No.	Unit	Item Description	Quantity	Estimated Unit Cost	Estimated Total Cost
1	lot	2 Meals (Breakfast and Dinner) for 3 pax on May 21-22, 2019	3 pax		
		Accommodation for 1 night on May 21, 2019 (Twin Sharing)	2 rooms		
2	lot	1 Meal and 2 Snacks for 2 days (June 10-11, 2019)	60 pax		
		1 Meal (Dinner) for Resource Speakers	10 pax		
		Accommodation for 2 nights on June 9-11, 2019, 2019 (Twin Sharing)	5 rooms		
3	lot	2 Meals (Breakfast and Dinner) on June 19, 2019 for VIPs, Technical Staff and OCD Personnel	75 pax		
		Accommodation for 2 nights on June 19-21, 2019	2 rooms		
		Accommodation for VIPs for 2 nights on June 19-21, 2019	13 rooms		
4	lot	1 Meal (Breakfast) and 1 Snack (AM Snacks) for VIPs, IMT and OCD Caraga on June 20, 2019	20 pax		
		Dinner for VIP and Staff on June 20, 2019	30 pax		
		xxxxxxx nothing follows xxxxxxxxxx			

AMOUNT IN WORDS: _____

Note: The above quoted prices are VAT Inclusive

- We undertake, if our Quotation or bid is accepted, to deliver the above goods within seven (7) calendar days from receipt of Contract.
- 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.
- We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
- 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 : _____

ABC (Approved Budget for the Contract)

Lot No.	Unit	Item Description	Quantity	Estimated Unit Cost	Estimated Total Cost
1	lot	2 Meals (Breakfast and Dinner) for 3 pax on May 21-22, 2019	3 pax	300.00	2,700.00
		Accommodation for 1 night on May 21, 2019 (Twin Sharing)	2 rooms	2,500.00	5,000.00
2	lot	1 Meal and 2 Snacks for 2 days (June 10-11, 2019)	60 pax	500.00	60,000.00
		1 Meal (Dinner) for Resource Speakers	10 pax	300.00	3,000.00
		Accommodation for 2 nights on June 9-11, 2019, 2019 (Twin Sharing)	5 rooms	2,500.00	25,000.00
3	lot	2 Meals (Breakfast and Dinner) on June 19, 2019 for VIPs, Technical Staff and OCD Personnel	75 pax	600.00	45,000.00
		Accommodation for 2 nights on June 19-21, 2019	2 rooms	2,500.00	10,000.00
		Accommodation for VIPs for 2 nights on June 19-21, 2019	13 rooms	3,500.00	91,000.00
4	lot	1 Meal (Breakfast) and 1 Snack (AM Snacks) for VIPs, IMT and OCD Caraga on June 20, 2019	20 pax	450.00	9,000.00
		Dinner for VIP and Staff on June 20, 2019	30 pax	350.00	10,500.00
		xxxxxxx nothing follows xxxxxxxxxx			261,200.00