

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

REQUEST FOR QUOTATION (RFQ) No. OS-0319-004

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 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:

Name of Project	: Provision of Accommodations, Meals and Venue for the Formulation of Responder's Capability Work Plan
Location	: Quezon City, Makati City or San Juan City
Date of Event	: 3 - 5 April 2019
Brief Description	: Hotel must be at least a three-star hotel.
Type of Accommodation	: 30 Pax, Twin Sharing, Single Room, Full Board
Terms of Payment	: Send Bill Policy
ABC (Approved Budget for the Contract)	: PHP216,600.00
Fund Source	: OS APB CY 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.** Submission of sealed quotation is until **9:00 AM on 25 March 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 6** 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 (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.

By the Authority of the Chairperson



DIR. TECSON JOHN S LIM
Vice Chairperson
OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications

Provision of Accommodations, Meals and Venue for the Formulation of Responder's Capability Work Plan

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>ACCOMMODATION, MEALS AND FUNCTION ROOM/VENUE</p> <ul style="list-style-type: none"> • Must be within Quezon City, Makati City or San Juan City • At least 1 km away from funeral homes or parlors / mortuary • Must be at least Three (3) Star Hotel • Not along EDSA 	
II.	<p>MEALS AND ACCOMMODATION FOR PARTICPANTS (20 PAX)</p> <ul style="list-style-type: none"> • Check-in: 3 April 2019 • Check-out: 5 April 2019 - 12:00 NN • April 3, 2019 (Day 1) Breakfast • April 3, 2019 (Day 1) Accommodation with complimentary breakfast, 10 twin sharing (w/ 2 beds) with Meals (AM Snacks, Managed Buffet Lunch PM • April 4, 2019 (Day 2) Accommodation with complimentary breakfast, 10 twin sharing (w/ 2 beds) with Meals (AM Snacks, Managed Buffet Lunch PM Snacks and Managed Buffet Dinner) • April 5, 2019 (Day 3) Meals (Complimentary Breakfast, AM Snacks, Managed Buffet Lunch and PM Snacks) 	
III.	<p>MEALS and ACCOMMODATION FOR RESOURCE SPEAKERS (4 PAX)</p> <ul style="list-style-type: none"> • Check-in: 2 April 2019 • Check-out: 5 April 2019 • April 2, 2019 (Day 0) Accommodation, 4 single rooms for Resource Speakers with PM Snacks and Plated Dinner • April 3, 2019 (Day 1) Accommodation with complimentary breakfast, 4 single rooms for Resource Speakers with Meals (AM Snacks, Managed Buffet • April 4, 2019 (Day 2) Accommodation with complimentary breakfast, 4 single rooms for Resource Speakers with Meals (AM Snacks, Managed Buffet Lunch, PM Snacks and Managed Buffet Dinner) • April 5, 2019 (Day 3) Meals (Complimentary Breakfast, AM Snacks, Managed Buffet Lunch and PM Snacks) 	
IV.	<p>MEALS and ACCOMMODATION FOR SECRETARIAT (6 PAX)</p> <ul style="list-style-type: none"> • Check-in: 2 April 2019 • Check-out: 5 April 2019 • April 2, 2019 (Day 0) Accommodation, 3 twin sharing (w/ 2 beds) for 6 secretariat with PM Snacks and Plated Dinner • April 3, 2019 (Day 1) Accommodation with complimentary breakfast, 3 twin sharing (w/ 2 beds) for 6 secretariat with Meals (AM Snacks, Managed Buffet • April 4, 2019 (Day 2) Accommodation with complimentary breakfast, 3 twin sharing (w/ 2 beds) for 6 secretariat with Meals (AM Snacks, Managed Buffet Lunch, PM Snacks and Managed Buffet Dinner) • April 5, 2019 (Day 3) Meals for 6 secretariat (Complimentary Breakfast, AM Snacks, Managed Buffet Lunch and PM Snacks) 	



V.	THREE (3) BREAK OUT ROOMS: 3 – 5 April 2019
VI.	MEALS: <ul style="list-style-type: none"> • AM / PM Snacks -sandwich, bread, pastry or native delicacies or snacks, pasta or noodles with bread or puto and drinks (iced tea, fruit juice or softdrinks) • COMPLIMENTARY BREAKFAST: - two (2) viands (with a choice of Pork, Chicken, Beef or Seafoods), rice, coffee or tea • MANAGED BUFFET LUNCH/DINNER - two (2) viands (with a choice of Pork, Chicken, Beef or Seafoods), vegetable, soup, dessert, rice , one round of drinks (iced tea, fruit juice or softdrinks)
VII.	FUNCTION/CONFERENCE ROOM REQUIREMENTS: <ol style="list-style-type: none"> 1. Use of function room for 30 pax (minimum of 12- 16 hours per day) with basic amenities (projector, functioning sound system, microphones, extension cords, white board must be available and pens, wide screen, pens and papers, mints), without obstruction of posts and pillars 2. Free flowing coffee or tea 3. Venue must be located in an area conducive for learning and must satisfy the requirements of safety and security. 4. The company should have been in the hotel business for at least two (2) years. 5. With Strong WiFi access at the function room and bedrooms. 6. Parking slots - at least 10% of the number of participants
VIII.	SEND BILL POLICY

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	Quantity	Cost per pax	Total Price
Provision of Accommodations, Meals and Venue for the Formulation of Responder's Capability Work Plan	1 Lot	PHP	PHP
TOTAL PRICE			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 seven (7) calendar days from 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 : _____