

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

REQUEST FOR QUOTATION (RFQ) No. OS-1119-003

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 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 function room and meals for the conduct of After Activity Review re Emergency Preparedness and Response Activities in Support to the 30th Southeast Asian Games 2019 on 18 December 2019
Location	: within Quezon City
Date	: 18 December 2019
Brief Description	: Venue and Meal
Terms of Payment	: <u>Send Bill Policy</u>
ABC (Approved Budget for the Contract)	: PhP63,000.00
Fund Source	: DBM SARO 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 **12:00 Noon on 04 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 **atbacsec.ocd@gmail.com**. **Use of forms other than the attached OCD prescribed format is not acceptable.**

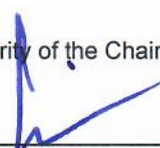
Interested supplier/service provider is required to submit the following documents:

1. Valid/Current Mayor's Permit/Business Permit
2. PhilGEPS Registration Number
3. Latest Income/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 function room and meals for the conduct of After Activity Review re
Emergency Preparedness and Response Activities in Support to the 30th Southeast Asian
Games 2019 on 18 December 2019**

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>Provision of accommodation for the conduct of event: Name of Event: After Activity Review re Emergency Preparedness and Response Activities in support to the 30th Southeast Asian Games 2019 on 18 December 2019 Location: Quezon City Inclusive Date: 18 December 2019 Conference Room/Function Hall: Function room to comfortably house 70 pax Function room set up a day before event Optional: Room set-up type: 8 round-tables with 8 chairs and a table for the secretariat No posts/columns that will obstruct the line of sight of participants Must provide AV equipment such as LCD projector, flat screen/ projector screen, sound system, with at least three (3) Microphones White board with markers and erasers Meals/Restaurant Services:</p> <table border="1" data-bbox="236 1126 1331 1653"> <thead> <tr> <th>No. of Pax</th> <th>Meal/Snack</th> <th>Serving Arrangement</th> <th>Inclusive Date</th> <th>Menu</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td rowspan="3">70</td> <td>AM Snacks</td> <td>Plated</td> <td rowspan="3">18 December 2019, Tuesday</td> <td>Choice of pasta, noodles, pastry or sandwich with one round of beverage</td> <td></td> </tr> <tr> <td>Lunch</td> <td>Buffet</td> <td>Choice of three (3) viands (chicken, seafood or beef), soup, one side dish, dessert, rice and with one round of beverage</td> <td></td> </tr> <tr> <td>PM Snacks</td> <td>Plated</td> <td>Choice of pasta, noodles, pastry or sandwich with one round of beverage</td> <td></td> </tr> <tr> <td>70</td> <td colspan="5" style="text-align: center;">Total</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Free flowing coffee/tea during the duration of activity at the function hall <p>Other Requirements: Hotel must be located within Quezon City Must be at least 3-star hotel classified by PTA, DTI, or DOT Must be in business for at least two (2) years Must have provisions for the elderly, PWDs, pregnant women and children Must provide at least five (5) free parking space for the participants and facilitator/secretariat No "funeral parlor" within one (1) kilometer radius Payment: Must accept SEND BILL policy as payment for services</p>	No. of Pax	Meal/Snack	Serving Arrangement	Inclusive Date	Menu	Remarks	70	AM Snacks	Plated	18 December 2019, Tuesday	Choice of pasta, noodles, pastry or sandwich with one round of beverage		Lunch	Buffet	Choice of three (3) viands (chicken, seafood or beef), soup, one side dish, dessert, rice and with one round of beverage		PM Snacks	Plated	Choice of pasta, noodles, pastry or sandwich with one round of beverage		70	Total					
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70	Total																											

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	Total Price
Provision of function room and meals for the conduct of After Activity Review re Emergency Preparedness and Response Activities in Support to the 30th Southeast Asian Games 2019 on 18 December 2019		
	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 : _____