

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

REQUEST FOR QUOTATION (RFQ) No. OS-1219-005

Company Name : _____
Address : _____
PhilGEPS Registration Number : _____

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	: Lease of Venue and Meals for the Recognition and Thanksgiving For the EPR Team during 30th SEA Games 2019
Date	: 10 January 2019
Terms of Payment	: Send Bill Policy
ABC (Approved Budget for the Contract)	: PhP 108,000.00
Fund Source	: 30th SEA Games 2019 Funds

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 **10:00 AM on 03 January 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.oecd@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

Lease of Venue and Meals for the Recognition and Thanksgiving For the EPR Team during 30th SEA Games 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.	Name of Event: Recognition and Thanksgiving For the EPR Team during 30 th SEA Games 2019 Location: With in Camp Aguinaldo, Quezon City Date of Event: 10 January 2020																						
	<table border="1"> <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 align="center">120</td> <td align="center">PM Snacks</td> <td align="center">Plated</td> <td align="center" rowspan="2">10 January 2020</td> <td align="center">Choice of pasta, noodles, pastry with one beverage</td> <td align="center" rowspan="2">DND Officials, OCD Officials, NDRRMC Member Agencies Officials and EPR Response</td> </tr> <tr> <td align="center">120</td> <td align="center">Dinner</td> <td align="center">Managed Buffet</td> <td align="center">Choice of pork/chicken/ beef or fish, with side dish and dessert, one beverage</td> </tr> </tbody> </table>	No. of Pax	Meal/ Snack	Serving Arrangement	Inclusive Date	Menu		Remarks	120	PM Snacks	Plated	10 January 2020	Choice of pasta, noodles, pastry with one beverage	DND Officials, OCD Officials, NDRRMC Member Agencies Officials and EPR Response	120	Dinner	Managed Buffet	Choice of pork/chicken/ beef or fish, with side dish and dessert, one beverage					
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Provide Function Room that can accommodate 120 pax for this purpose Other Requirements: (as applicable) <ul style="list-style-type: none"> • Free-flow of hot beverage with choice of coffee and tea • With enough number of waiters or servers • Inclusive of buffet table set-up, table arrangement including chairs and skirtings as required by the end-user • Flexible with dietary requirements Payment: Must accept SEND BILL policy as payment for services																							

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
Lease of Venue and Meals for the Recognition and Thanksgiving For the EPR Team during 30 th SEA Games 2019	1 Lot	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 service(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 : _____

