

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

REQUEST FOR QUOTATION (RFQ) No. PAO-1219-001

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 hotel/venue/accommodation for the conduct of Public Affairs Office Team Building
Location	: Bagac, Bataan or Morong, Bataan
Date	: 17 to 19 January 2020
Brief Description	: Venue, meals and accommodation, Twin-sharing rooms
Terms of Payment	: <u>Send Bill Policy</u>
ABC (Approved Budget for the Contract)	: PhP 44,000.00
Fund Source	: PAO 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 **10:00 AM on 27 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 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 hotel/venue/accommodation for the conduct of Public Affairs Office Team Building

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 hotel/venue/accommodation for the conduct of: Name of Event: Public Affairs Office Team Building Location: Bagac, Bataan or Morong, Bataan Room Accommodation:</p> <table border="1" data-bbox="280 752 1214 943"> <thead> <tr> <th>Room Requirement</th> <th>No. of Rooms</th> <th>Check-in date/time</th> <th>Check-out date/time</th> <th>No. of Nights</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Twin-sharing (Twin Beds)</td> <td align="center">5</td> <td>Jan 17 2020 (1400H)</td> <td>Jan 19 2020 (1200H)</td> <td align="center">2</td> <td></td> </tr> <tr> <td align="right" colspan="6">Total</td> </tr> </tbody> </table> <p>Rooms must have fully functioning air-conditioning units Beds must include comforter/thick sheets Must have internet connection at least 3 mbps in the rooms and assigned function areas of the hotel Provide free bottled drinking water inside the room (to be replenished daily) or its equivalent</p> <p>Conference Room/Function Hall:</p> <ul style="list-style-type: none"> • Function room comfortably house twenty five (25) pax • Can have different set-ups • Function room Amenable to changes in set-up • Must provide AV equipment such as LCD projector, flat screen/projector screen, sound system, with at least three (3) microphones; preferably one (1) wireless • Whiteboard with markers and erasers • Conference room must be usable from January 17 to 18 from 0700 until 2200H <p>Meals/ Restaurant Services:</p> <table border="1" data-bbox="280 1424 1214 1771"> <thead> <tr> <th>Meal / Snack</th> <th>Serving Arrangement</th> <th>Inclusive Date</th> <th>Menu</th> <th>Other Requirements</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td>Plated</td> <td>18 January 2020</td> <td align="center" rowspan="5">Must Send Menu</td> <td rowspan="5"></td> </tr> <tr> <td>AM Snack</td> <td>Plated</td> <td>17-18 January 2020</td> </tr> <tr> <td>Lunch</td> <td>Plated</td> <td>17-18 January 2020</td> </tr> <tr> <td>PM Snacks</td> <td>Plated</td> <td>17-18 January 2020</td> </tr> <tr> <td>Dinner</td> <td>Plated</td> <td>17-18 January 2020</td> </tr> </tbody> </table> <p>Meals shall be coordinate with organizer Meals must be sourced in-house</p> <p>Other Requirements:</p> <ul style="list-style-type: none"> • Hotel must be located in/ within Bagac, Bataan or Morong, Bataan • Hotel must be in business for at least three (3) years • Hotel must be able to adjust to the abrupt change in the number of hotel rooms needed for 	Room Requirement	No. of Rooms	Check-in date/time	Check-out date/time	No. of Nights	Remarks	Twin-sharing (Twin Beds)	5	Jan 17 2020 (1400H)	Jan 19 2020 (1200H)	2		Total						Meal / Snack	Serving Arrangement	Inclusive Date	Menu	Other Requirements	Breakfast	Plated	18 January 2020	Must Send Menu		AM Snack	Plated	17-18 January 2020	Lunch	Plated	17-18 January 2020	PM Snacks	Plated	17-18 January 2020	Dinner	Plated	17-18 January 2020	
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	<ul style="list-style-type: none"> • Must have provisions for the elderly, PWDs, pregnant women and children • Must provide free at least one (1) parking space for participants/facilitators • Must have hot and cold water line/water heater • Must replenish toiletries and towels everyday • PREFERABLY has TV set, refrigerator and coffee maker in the room • PREFERABLY has bidet and hair blower <p>Payment: Must accept SEND BILL policy as payment for services</p>	
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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 hotel/venue/accommodation for the conduct of Public Affairs Office Team Building	Lot 1	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 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 : _____