

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

REQUEST FOR QUOTATION (RFQ) No. PDPS-0220-002

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 and meals for the conduct of 1st Governance and Strategy Management Workshop
Location	: Within Rizal
Date	: 1 to 8 March 2020
Brief Description	: Meals and Accommodation, Twin-sharing and single rooms and must be classified/registered by PTA, DTI or DOT
Terms of Payment	: <u>Send Bill Policy</u>
ABC (Approved Budget for the Contract)	: PhP 924,000.00
Fund Source	: OCD 2019 Continuing Appropriations under the DRRM MOOE Fund

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 AM on 19 February 2020**, 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 (or Official Receipt of Renewal Application with the Expired 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.



ASEC KRISTOFFER JAMES E. PURISIMA
Chairperson
OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications

Provision of hotel/ venue/ accommodation and meals for the conduct of 1st Governance and Strategy Management Workshop

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																																														
	<p>A. Provision of accommodation for the conduct of event: Name of Event: 1st Governance and Strategy Management Workshop Location: Rizal Inclusive Date: 01 to 08 March 2020 Room Accommodation:</p> <table border="1" data-bbox="245 808 1410 1265"> <thead> <tr> <th>No. of Pax</th> <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>59</td> <td>Twin-sharing in Separate Beds</td> <td>30</td> <td>01 March 2020, 12:00NN</td> <td>08 March 2020, 12NN</td> <td>7</td> <td>Participants Secretariat</td> </tr> <tr> <td>1</td> <td>Single Rooms</td> <td>1</td> <td>01 March 2020, 12:00NN</td> <td>08 March 2020, 12NN</td> <td>7</td> <td>Director, PDPS</td> </tr> <tr> <td>60</td> <td colspan="5" style="text-align: center;">Total</td> <td></td> </tr> </tbody> </table> <p>Must have internet connection at least 4GB, 30 mbps in the rooms and assigned function areas of the hotels Provide free bottled drinking water inside the room (to be replenished daily) or its equivalent Conference Room/Function Hall: Function room to comfortably house 60-70 pax Function room set-up schedule: From 02 to 07 March 2020 at 8:00 AM to 10:00 PM Function room set-up type "classroom" No post/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 Whiteboard with markers and erasers Free-flowing coffee/tea and use of coffee perculator during the duration of activity at the function hall Meals/ Restaurant Services:</p> <table border="1" data-bbox="245 1744 1428 2004"> <thead> <tr> <th>No. of Pax</th> <th>Meal / Snack</th> <th>Serving Arrangement</th> <th>Inclusive Date</th> <th>Menu</th> <th>Other Requirements</th> </tr> </thead> <tbody> <tr> <td>60</td> <td>Complimentary breakfast</td> <td>Managed Buffet</td> <td>02-08 March 2020</td> <td>-</td> <td></td> </tr> <tr> <td>60</td> <td>AM Snacks</td> <td>Plated</td> <td>02-08 March 2020</td> <td>Choices of native delicacies or pastries with one beverage</td> <td></td> </tr> </tbody> </table>						No. of Pax	Room Requirement	No. of Rooms	Check-in date/time	Check-out date/time	No. of Nights	Remarks	59	Twin-sharing in Separate Beds	30	01 March 2020, 12:00NN	08 March 2020, 12NN	7	Participants Secretariat	1	Single Rooms	1	01 March 2020, 12:00NN	08 March 2020, 12NN	7	Director, PDPS	60	Total						No. of Pax	Meal / Snack	Serving Arrangement	Inclusive Date	Menu	Other Requirements	60	Complimentary breakfast	Managed Buffet	02-08 March 2020	-		60	AM Snacks	Plated	02-08 March 2020	Choices of native delicacies or pastries with one beverage		
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60	Lunch	Managed Buffet	01-07 March 2020	3 viands (vegetables, fish and chicken) with dessert preferably fruits in season and one beverage
	PM Snacks	Plated	01-07 March 2020	Choices of pasta, noodles, pastry with one beverage
	Dinner	Managed Buffet	01-07 March 2020	3 viands (vegetables, fish and chicken) with dessert preferably fruits in season and one beverage

Other Requirements:

- Resort/Hotel must be located in/ within **Rizal**
- Must be classified/registered by PTA, DTI or DOT
- Must be in business for at least two (2) years
- Must have provision for the elderly, PWDs, pregnant women and children
- Must provide free 5 parking space for participants/facilitators
- Must have hot and cold water line/water heater
- Must replenish toiletries and towels everyday
- Must have security and medical personnel present during the whole duration of the activity
- Must provide pencil/ball-pen, stationaries, and candies
- Preferably has cable TV set, refrigerator and coffee maker in the room
- Preferably has bidet and hair blower
- No "funeral parlor" and redlight district within 2 km radius from the venue

Payment:

- Must accept **SEND BILL** policy as payment for services

In the event that the scheduled date of activity will change, the winning bidder can accept new schedule, free of charge, with due notification at least fifteen (15) days before the original schedule

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 and meals for the conduct of 1st Governance and Strategy Management Workshop	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 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 : _____

