

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

**REQUEST FOR QUOTATION (RFQ) No. PDPS-1119-001**

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:

<b>Name of Project</b>	: <b>Provision of hotel/ venue/ accommodation for the conduct of Planning Family Conference (PFC) for 2<sup>nd</sup> Semester FY-2019</b>
<b>Location</b>	: <b>La Union</b>
<b>Date</b>	: <b>23-27 November 2019</b>
<b>Brief Description</b>	: <b>Meals and Accommodation, Twin-sharing rooms and must be at least hotel classified by the PTA, DTI or DOT</b>
<b>Terms of Payment</b>	: <b><u>Send Bill Policy</u></b>
<b>ABC (Approved Budget for the Contract)</b>	: <b>PhP 369,600.00</b>
<b>Fund Source</b>	: <b>PDPS APB CY 2019</b>

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 **5:00 PM on 18 November 2019**, at the OCD BAC Secretariat Office, 2<sup>nd</sup> 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.oed@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**

**Provision of hotel/ venue/ accommodation for the conduct of Planning Family Conference (PFC) for 2<sup>nd</sup> Semester FY-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><b>Provision of hotel/venue/accommodation for the conduct of event:</b>            Name of Event: Planning Family Conference (PFC) for 2<sup>nd</sup> Semester FY-2019            Date: 23-27 November 2019            Location: La Union            Venue: Resort/Hotel</p> <p><b>Room Accommodation:</b></p> <table border="1" data-bbox="228 835 1289 1290"> <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>40</td> <td>Twin-sharing</td> <td>20</td> <td>23 Nov. 2019, 12 NN</td> <td>27 Nov. 2019, 12 NN</td> <td>4</td> <td>Participants Secretariat</td> </tr> <tr> <td>2</td> <td>Single Rooms</td> <td>2</td> <td>23 Nov. 2019, 12 NN</td> <td>27 Nov. 2019, 12 NN</td> <td>4</td> <td>Directors</td> </tr> <tr> <td>42</td> <td align="center" colspan="6"><b>Total</b></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Must have internet connection at least 4GB, 30 mbps in the rooms and assigned function areas of the hotel</li> <li>• Provide free bottled drinking water inside the room (to be replenished daily) or its equivalent</li> </ul> <p><b>Conference Room/Function Hall:</b></p> <ul style="list-style-type: none"> <li>• Function room to comfortably house 40-50 pax</li> <li>• Function room set up schedule: From 24 to 26 November 2019 at</li> <li>• Function room set-up type "classroom"</li> <li>• No posts/columns that will obstruct the line of sight of participants</li> <li>• Must provide AV equipment such as LCD projector, flat screen/projector screen, sound system, with at least three (3) Microphones</li> <li>• Whiteboard with markers and erasers</li> </ul> <p>Free-flowing coffee/tea during the duration of activity at the function hall</p> <p><b>Meals/ Restaurant Services:</b></p> <table border="1" data-bbox="228 1738 1315 2018"> <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>42</td> <td>PM Snacks, Lunch and Dinner</td> <td>Managed buffet</td> <td>23-Nov-2019</td> <td>Choice of vegetables, fish/chicken and beef with dessert preferably fruits in season and one beverage</td> <td></td> </tr> <tr> <td>42</td> <td>Complimentary breakfast</td> <td>-</td> <td>24-27 Nov 2019</td> <td>-</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	40	Twin-sharing	20	23 Nov. 2019, 12 NN	27 Nov. 2019, 12 NN	4	Participants Secretariat	2	Single Rooms	2	23 Nov. 2019, 12 NN	27 Nov. 2019, 12 NN	4	Directors	42	<b>Total</b>						No. of Pax	Meal / Snack	Serving Arrangement	Inclusive Date	Menu	Other Requirements	42	PM Snacks, Lunch and Dinner	Managed buffet	23-Nov-2019	Choice of vegetables, fish/chicken and beef with dessert preferably fruits in season and one beverage		42	Complimentary breakfast	-	24-27 Nov 2019	-		
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	AM Snacks	Plated	24-26 Nov 2019	Choices of native delicacies and pastries with one beverage
	Lunch	Managed Buffet	24-26 Nov 2019	Choice of vegetables, fish/chicken and beef with dessert preferably fruits in season and one beverage
	PM Snacks	Plated	24-26 Nov 2019	Choice of pasta, noodles, pastry with one beverage
	Dinner	Managed Buffet	24-26 Nov 2019	Choice of vegetables, fish/chicken and beef with dessert preferably fruits in season and one beverage

**Other Requirements:**

- Hotel must be located within La Union
- Must be classified/registered by PTA, DTI or DOT
- Hotel must be in business for at least two (2) years
- Must have provisions for the elderly, PWDs, pregnant women and children
- Must provide free 10 parking space for participants/facilitators vehicles
- 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 cadies
- PREFERABLY has 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

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
<b>Provision of hotel/ venue/ accommodation for the conduct of Planning Family Conference (PFC) for 2<sup>nd</sup> Semester FY-2019</b>	1 Lot	
<b>TOTAL PRICE</b>		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 : \_\_\_\_\_

