

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

REQUEST FOR QUOTATION (RFQ) No. PDPS-1119-003-A

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 Senior Leaders' Conference (SLC) for 2nd Semester FY-2019
Location	: Within Quezon City
Date	: 11 to 14 December 2019
Brief Description	: Venue, meals and accommodation, Twin-sharing rooms 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 625,000.00
Fund Source	: PDPS 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 **5:00 PM on 25 November 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.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 Senior Leaders' Conference (SLC) for 2nd 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.	Provision of hotel/venue/accommodation for the conduct of: Name of Event: Senior Leaders' Conference (SLC) for 2 nd Semester FY-2019 Location: Quezon City Venue: At least 4 star Hotel Inclusive Date: 11 to 14 December 2019 Room Accommodation:							
	No. of Pax	Room Requirement	No. of Rooms	Check-in date/time	Check-out date/time	No. of Nights		Remarks
	14	Twin-sharing in separate beds	7	11 December 2019, 12NN	14 December 2019, 12NN	3		Participants Secretariat
	26	Single Rooms	26	11 December 2019, 12NN	14 December 2019, 12NN	3		Directors and Other Officials
	40	Total						
	Must have internet connection at least 4GB, 30 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							
	Conference Room/Function Hall:							
	<ul style="list-style-type: none"> • Function room comfortably house 40-50 pax • Function room set up schedule: From 12 to 13 December 2019 at 8:00 AM to 9:00 PM • Function room set-up type "classroom" • 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 • 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:							
	No. of Pax	Meal / Snack	Serving Arrangement	Inclusive Date	Menu	Other Requirements		
40	Dinner	Management buffet	11-Dec-2019	Choice of vegetables, fish/chicken and beef with dessert preferably fruits in season and one beverage	-			
40	Complimentary breakfast	-	12-14 Dec. 2019	-				
44	AM Snacks	Plated	12-13 Dec. 2019	Choices of native delicacies and pastries with one beverage				

44	Lunch	Management buffet	12-13 Dec. 2019	Choice of vegetables, fish/chicken and beef with dessert preferably fruits in season and one beverage	
	PM Snacks	Plated	12-13 Dec. 2019	Choice of pasta, noodles, pastry with one beverage	
	Dinner	Management buffet	12-13 Dec. 2019	Choice of vegetables, fish/chicken and beef with dessert preferably fruits in season and one beverage	
	46	Fellowship Dinner	Cocktail	12 Dec. 2019	Cocktail menu

Other Requirements:

II.

- Hotel must be located within Quezon City
- 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 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:

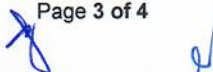
- Must accept **SEND BILL** policy as payment for services

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
Provision of hotel/venue/accommodation for the conduct of Senior Leaders' Conference (SLC) for 2nd Semester FY-2019	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 : _____

