

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

REQUEST FOR QUOTATION (RFQ) No. PDPS-1119-010

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 Accommodation for the conduct of Thematic Cluster Planning Workshop (Prevention/Mitigation and Rehab/Recovery) for the Conduct of Action Planning for the Updated NDRRMP
Location	:	within Metro Manila City
Date	:	02-05 March 2020
Brief Description	:	Meals and Accommodation, Twin-sharing rooms and must be at least 3-star hotel
Terms of Payment	:	<u>Send Bill Policy</u>
ABC (Approved Budget for the Contract)	:	PhP330,000.00
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 **12:00 Noon on 04 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.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/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 Accommodation for the conduct of Integrated Planning Workshop for the Conduct of Action Planning for the Updated NDRRMP

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 accommodation for the conduct of event: Name of Event: Integrated Planning Workshop for the Conduct of Action Planning for the Updated NDRRMP Location: Metro Manila City Inclusive Date: 11-13 February 2019 Room Accommodation:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 10%;">No. of Pax</th> <th style="width: 15%;">Room Requirement</th> <th style="width: 10%;">No. of Rooms</th> <th style="width: 15%;">Check-in date/time</th> <th style="width: 15%;">Check-out date/time</th> <th style="width: 10%;">No. of Nights</th> <th style="width: 25%;">Remarks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">50</td> <td style="text-align: center;">Twin Sharing Rooms (Separate Beds)</td> <td style="text-align: center;">25</td> <td style="text-align: center;">02 March 2020, 12:00PM</td> <td style="text-align: center;">05 March 2020 2:00PM</td> <td style="text-align: center;">3 nights</td> <td></td> </tr> <tr> <td style="text-align: center;">50</td> <td colspan="6" style="text-align: center;">Total</td> </tr> </tbody> </table> <ul style="list-style-type: none"> With complimentary buffet breakfast Must have internet connection at least 4GB, 30 mbps in the rooms and conference room/function hall Must have complimentary drinking water for two pax inside the room and replenished daily Must have hot and cold water line/water heater Must replenish toiletries and towels everyday PREFERABLY has TV set, refrigerator and coffee percolator in the room PREFERABLY has bidet and hair blower <p>Conference Room/Function Hall:</p> <ul style="list-style-type: none"> Can accommodate minimum of 60 pax (in sitting capacity) Unlimited use of conference room Flexible for minimum of five (4) round or cluster set-up of table arrangement with minimum of 12 chairs per table, able to accommodate minimum of 60 pax 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 <p>Meals/ Restaurant Services:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">No. of Pax</th> <th style="width: 20%;">Meal / Snack</th> <th style="width: 15%;">Serving Arrangement</th> <th style="width: 10%;">Inclusive Date</th> <th style="width: 25%;">Menu</th> <th style="width: 20%;">Other Requirements</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">50</td> <td style="text-align: center;">Dinner</td> <td style="text-align: center;">Managed Buffet</td> <td style="text-align: center;">02 March 2020</td> <td style="text-align: center;">Choice of beef/chicken + choice of fish/pork + side dish, soup + desserts + two beverages</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	50	Twin Sharing Rooms (Separate Beds)	25	02 March 2020, 12:00PM	05 March 2020 2:00PM	3 nights		50	Total						No. of Pax	Meal / Snack	Serving Arrangement	Inclusive Date	Menu	Other Requirements	50	Dinner	Managed Buffet	02 March 2020	Choice of beef/chicken + choice of fish/pork + side dish, soup + desserts + two beverages		
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50	AM & PM Snack	Plated	03-05 March 2020	Choice of pastry, sandwich, or pasta + two beverage, tea&coffee	
50	Lunch & Dinner	Managed buffet	03-04 March 2020	Choice of beef/chicken + choice of fish/pork + sideh, sopu + desserts + two beverages + tea&coffee	
50	Dinner	Managed buffet	05 March 2020	Choice of beef/chicken + choice of fish/pork + sideh, sopu + desserts + two beverages+ tea&coffee	

- Must provide AV equipment such as LCD projector, flat screen/projector screen, sound system, with at least three (3) Microphones
- Must provide water glass and water for the participants everyday for the whole duration of the activity
- Must provide free flowing coffee/tea during the duration of the activity
- With whiteboard with markers and erasers

Other Requirements:

- Must be at least 3-star hotel
- Must be within Metro Manila
- Must be in business for at least two (2) years
- Must have a provision of 24-hour security
- Must consider the “no single use of plastic materials” policy such as use of glass water containers, etc
- Free access/use of Hotel Amenities
- Must able to provide **free wifi access** for the participants and secretariat
- Must provide at least ten (10) use of parking space for free for participants and secretariat

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 : _____

1

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 Accommodation for the conduct of Integrated Planning Workshop for the Conduct of Action Planning for the Updated NDDRMP		
	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 : _____