

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

**REQUEST FOR QUOTATION (RFQ) No. PDPS-1119-012**

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 Thematic Cluster Planning Workshop (Preparedness and Response Cluster) for the Conduct of Action Planning for the Updated NDRRMP</b>
<b>Location</b>	: <b>Within Metro Manila</b>
<b>Date</b>	: <b>16-19 March 2020</b>
<b>Brief Description</b>	: <b>Venue, meals and accommodation, Twin-sharing rooms and Single Rooms, and Must be 3 Star hotel</b>
<b>Terms of Payment</b>	: <b>Send Bill Policy</b>
<b>ABC (Approved Budget for the Contract)</b>	: <b>PhP 330,000.00</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 **12:00 Noon on 04 December 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.oecd@gmail.com**. **Use of forms other than the attached OCD prescribed format is not acceptable.**

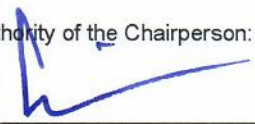
Interested supplier/service provider is required to submit the following documents:

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 Thematic Cluster Planning Workshop (Preparedness and Response Cluster) 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><b>Provision of hotel/venue/accommodation for the conduct of:</b>            Name of Event: Thematic Cluster Planning Workshop (Preparedness and Response Cluster) for the Conduct of Action Planning for the Updated NDRRMP            Location: Within Metro Manila            Date: 16-19 March 2020            Venue: Hotel  <b>Room Accommodation:</b></p> <table border="1" data-bbox="316 790 1241 1055"> <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>50</td> <td>Twin Sharing Rooms (Separate Beds)</td> <td>25</td> <td>16 March 2020 12:00PM</td> <td>19 March 2020 2:00PM</td> <td>3 nights</td> <td></td> </tr> <tr> <td>50</td> <td colspan="6" style="text-align: center;"><b>Total</b></td> </tr> </tbody> </table> <p>With complimentary buffet breakfast            Must have internet connection at least 4GB, 30 mbps in the rooms and assigned function areas of the hotel            Must have complimentary drinking water for two pax inside the room and replenished daily            Must replenish toiletries and towels everyday            PREFERABLY has TV set, refrigerator and coffee maker in the room            PREFERABLY has bidet and hair blower</p> <p><b>Conference Room/Function Hall:</b></p> <ul style="list-style-type: none"> <li>• Can Accommodate minimum of 60 pax (in seating capacity)</li> <li>• Unlimited use of conference room</li> <li>• Flexible for minimum of four (4) round or cluster set-up of table arrangement with minimum of 12 chairs per table</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> </ul> <p><b>Meals/ Restaurant Services:</b></p> <table border="1" data-bbox="316 1592 1257 1859"> <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>50</td> <td>Dinner</td> <td>Managed Buffet</td> <td>16 Mar 2020</td> <td>Choice of beef/chicken + choice of fish/pork + side dish, soup + desserts + two 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	50	Twin Sharing Rooms (Separate Beds)	25	16 March 2020 12:00PM	19 March 2020 2:00PM	3 nights		50	<b>Total</b>						No. of Pax	Meal / Snack	Serving Arrangement	Inclusive Date	Menu	Other Requirements	50	Dinner	Managed Buffet	16 Mar 2020	Choice of beef/chicken + choice of fish/pork + side dish, soup + desserts + two beverage		
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50	AM & PM Snack	Plated	17-19 Mar 2020	Choice of pastry, sandwich, or pasta + two beverage, tea&coffee
50	Lunch & Dinner	Managed Buffet	17-18 Mar 2020	Choice of beef/chicken + choice of fish/pork + side dish, soup + desserts + two beverage + tea&coffee
50	Lunch	Managed Buffet	19 Mar 2020	Choice of beef/chicken + choice of fish/pork + side dish, soup + desserts + two beverage + tea&coffee

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  
Whiteboard with markers and erasers

II.

**Other Requirements:**

- Must be at least three (3) star hotel
- Must be within Metro Manila
- Hotel 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 for the whole duration of stay
- Must provide for at least ten (10) parking space for free for the 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 : \_\_\_\_\_

  
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**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 Thematic Cluster Planning Workshop (Preparedness and Response Cluster) for the Conduct of Action Planning for the Updated NDRRMP</b>	Lot 1	PHP
<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 : \_\_\_\_\_