

Republic of the Philippines  
Department of National Defense  
**OFFICE OF CIVIL DEFENSE**  
Camp Simeon Ola, Legazpi City

RFQ No. 2020-01-006

**REQUEST FOR QUOTATION**

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

The Office of Civil Defense (OCD) Region V, 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 or 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>	:	Provision of Hotel Accommodation and Lease of Venue including meals and snacks for the conduct of Four-day Contingency Plan Training for DRRMCs of Bicol Region
<b>Location</b>	:	Naga City
<b>Date of Event</b>	:	April 14-17, 2020
<b>Type of Service</b>	:	Full Board Accommodation
<b>Number of Participants</b>	:	50
<b>Brief Description</b>	:	Provision of hotel accommodation and lease of venue including meals and snacks for total of 50 persons for the conduct of Four-day Contingency Plan Training for DRRMCs of Bicol Region
<b>Terms of Payment</b>	:	30 working days of processing and <b><u>must accept send bill policy</u></b>
<b>ABC (Approved Budget for the Contract)</b>	:	Php421,000.00
<b>Fund Source</b>	:	DRRM

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**" not later than **12:00 PM on January 30, 2020**, at the OCD5 Building, Camp Simeon Ola, Legazpi City. Submit your **sealed quotation (indicate the project name) address to the Bids and Awards Committee** duly signed by your authorized representative. For any clarifications, you may contact the **OCD Regional Office V** at telephone nos. **481-5031** or email address at **procurement.ocd5@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 and 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.

  
CLAUDIO L. YUCOT  
Regional Director, OCD

**ANNEX "A"**  
**Technical Specifications**

**Provision of Hotel Accommodation and Lease of Venue including meals and snacks for the conduct of Four-day Contingency Plan Training for DRRMCs of Bicol Region**

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 Specification	Statement of Compliance
I.	<b>Date of Event:</b> April 14-17, 2020	
II.	<b>Location and Site Condition:</b> Naga City	
III.	<b>Neighborhood Data:</b> 1. Proper waste management system such as regular garbage collection and with Sanitary Permit from approximate authority. 2. Proximity to police and fire stations & hospital. 3. Strategic location to commercial establishments, ATM banks and Telecommunications service provider.	
IV.	<b>Training Venue:</b> 1. Structural Condition: the foundation is made of concrete and structural steel materials or combination of both. 2. <b>One (1) training hall</b> which can accommodate at least 50 persons; 3. No posts/columns which can obstruct the line of sight of the participants; 4. With four (4) sets of long table arranged and on ten (10) seating capacity each; 5. Three (3) medium-size rectangular tables for secretariat and instructors; 6. Must come with free Audio system, at least three (3) microphones, with at least two (2) wireless, one (1) projectors, two (2) white screens & four (4) extension wires; 7. Must have space for at least four (4) medium-size whiteboards; 8. <u>Air-conditioned, properly ventilated</u> and adequate lighting with uninterrupted power supply; 9. With podium and elevated platform (stage); 10. Adequate number of comfort rooms comfortably located adjacent the training venue; 11. Have sufficient power & extension wires outlets for laptops. 12. With 24-hrs back-up generator set. 13. Training hall must have access to a stable internet service through a working Wifi connection	
V.	<b>Room Accommodation:</b>  <b>April 13-17, 2020 (4 nights)</b> • 4 Twin Sharing Rooms  <b>April 14- 17, 2020 (3 nights)</b> • 6 Triple Sharing Rooms • 2 Twin Sharing Rooms  <b>April 13- 18, 2020 (5 nights)</b> • 4 Triple Sharing Rooms • 4 Twin Sharing Rooms  <b>Others: *</b> • Hotel must be located in Naga City; • Room rates must not be inclusive of breakfast • <b>NO BED SHARING</b>	

Item No.	Agency Specification	Statement of Compliance
	<ul style="list-style-type: none"> <li>• Extra bed must have bed frames and not directly lying on the floor;</li> <li>• All rooms must be air-conditioned;</li> <li>• Fully furnished with TV, clean toilet &amp; bathroom, beddings, towels, toiletries (tissue, shampoo, conditioner and soap);</li> <li>• Free bottled drinking water (500 mL) per participant inside the room (to be replenished daily) or its equivalent;</li> <li>• With access to a stable internet service through a working Wi-fi connection;</li> <li>• Hot &amp; cold shower;</li> <li>• GAD-sensitive room assignments.</li> </ul>	
VI.	<p><b>Meals:</b></p> <ul style="list-style-type: none"> <li>• April 13, 2020 (PM Snacks) good for 10 pax</li> <li>• April 13, 2020 (Dinner) good for 30 pax</li> <li>• April 14-16, 2020 (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner) good for 50 pax</li> <li>• April 17, 2020 (Breakfast, AM Snacks, and Lunch) good for 50 pax</li> <li>• April 17, 2020 (packed PM Snacks) good for 50 pax</li> <li>• April 17, 2020 (Dinner) good for 30 pax</li> <li>• April 18, 2020 (Breakfast) good for 20 pax</li> </ul> <p><b>Others: *</b></p> <ul style="list-style-type: none"> <li>• Breakfast and Lunch (April 14-17) and Dinner (April 14-16) preferably assisted buffet</li> <li>• Breakfast, Lunch, Dinner must have at least 1 vegetable viand and fruit/desert;</li> <li>• Meals for training preferably with unlimited rice service;</li> <li>• Main course must be choice of chicken/pork, seafood, beef) with vegetable dish, desert, soup and rice</li> <li>• Snacks must be served plated</li> <li>• Snack rate inclusive of finger foods (Pica-pica), eg. peanuts, etc during workshop days;</li> <li>• All meals must come with free beverages;</li> <li>• Free-flowing coffee and tea during the entire duration of the stay;</li> </ul>	
VII.	<p><b>Light Ventilation and Air-Conditioning:</b> Proper Light ventilation and air-conditioning units*</p>	
VIII.	<p><b>Other Requirements:</b></p> <ol style="list-style-type: none"> <li>1. All equipment and facilities properly maintained.</li> <li>2. Exhibits professional ambiance; must satisfy the requirements of security and substantive objectives of the OCD-NDRRMC concerned.*</li> <li>3. Adequate security service (24/7).</li> <li>4. Free use of telephone for local calls in function room*</li> <li>5. Free use of extension cords/wires*</li> <li>6. On call medical personnel in case of emergency.</li> <li>7. <b><u>Hotel Must Accept a Send Bill Policy in the payment of services.*</u></b></li> <li>8. Hotel must be able to adjust to the abrupt change in the number of hotel room and conference rooms needed for the event.*</li> <li>9. Must have been in business for a minimum of two (2) years and at least a three-star hotel.*</li> </ol>	

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**

**Provision of Hotel Accommodation and Lease of Venue including meals and snacks for the  
conduct of Four-day Contingency Plan Training for DRRMCs of Bicol Region**

**BIDS AND AWARDS COMMITTEE**

OFFICE OF CIVIL DEFENSE, RO V  
Camp Simeon Ola, Legazpi 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	Cost per item	Total Price
<p><b>Provision of Hotel Accommodation and Lease of Venue including meals and snacks for the conduct of Four-day Contingency Plan Training for DRRMCs of Bicol Region</b></p> <p><b>A. MEALS</b></p> <ul style="list-style-type: none"> <li>• April 13, 2020 (PM Snacks) good for 10 pax</li> <li>• April 13, 2020 (Dinner) good for 30 pax</li> <li>• April 14-16, 2020 (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner) good for 50 pax</li> <li>• April 17, 2020 (Breakfast, AM Snacks, and Lunch) good for 50 pax</li> <li>• April 17, 2020 (packed PM Snacks) good for 50 pax</li> <li>• April 17, 2020 (Dinner) good for 30 pax</li> <li>• April 18, 2020 (Breakfast) good for 20 pax</li> </ul> <p><b>OTHERS *:</b></p> <ul style="list-style-type: none"> <li>• Breakfast and Lunch (April 14-17) and Dinner (April 14-16) preferably assisted buffet</li> <li>• Breakfast, Lunch, Dinner must have at least 1 vegetable viand and fruit/ desert;</li> <li>• Meals for training preferably with unlimited rice service;</li> <li>• Main course must be choice of chicken/pork, seafood, beef) with vegetable dish, desert, soup and rice</li> <li>• Snacks must be served plated</li> <li>• Snack rate inclusive of finger foods (Pica-pica), eg. peanuts, etc during workshop days;</li> <li>• All meals must come with free beverages;</li> <li>• Free-flowing coffee and tea during the entire duration of the stay;</li> </ul> <p><b>B. ACCOMMODATION</b></p> <p><b><i>April 13-17, 2020 (4 nights)</i></b></p> <ul style="list-style-type: none"> <li>• 4 Twin Sharing Rooms  Check in: April 13, 2020, 2 PM  Check out: April 17, 2020, 12 PM</li> </ul> <p><b><i>April 14- 17, 2020 (3 nights)</i></b></p> <ul style="list-style-type: none"> <li>• 6 Triple Sharing Rooms</li> <li>• 2 Twin Sharing Rooms  Check in: April 14, 2020, 2 PM  Check out: April 17, 2020, 12 PM</li> </ul> <p><b><i>April 13- 18, 2020 (5 nights)</i></b></p> <ul style="list-style-type: none"> <li>• 4 Triple Sharing Rooms</li> <li>• 4 Twin Sharing Rooms  Check in: April 13, 2020, 2 PM  Check out: April 18, 2020, 12 PM</li> </ul>		

<p><b>OTHERS *:</b></p> <ul style="list-style-type: none"> <li>• Hotel must be located in Naga City;</li> <li>• Room rates must not be inclusive of breakfast</li> <li>• <b>NO BED SHARING</b></li> <li>• Extra bed must have bed frames and not directly lying on the floor;</li> <li>• All rooms must be air-conditioned;</li> <li>• Fully furnished with TV, clean toilet &amp; bathroom, beddings, towels, toiletries (tissue, shampoo, conditioner and soap);</li> <li>• Free bottled drinking water (500 mL) per participant inside the room (to be replenished daily) or its equivalent;</li> <li>• With access to a stable internet service through a working Wi-fi connection;</li> <li>• Hot &amp; cold shower;</li> <li>• GAD-sensitive room assignments.</li> </ul> <p><b>C. TRAINING HALL</b></p> <ol style="list-style-type: none"> <li>1. Structural Condition: the foundation is made of concrete and structural steel materials or combination of both.</li> <li>2. <b>One (1) training hall</b> which can accommodate at least 50 persons;</li> <li>3. No posts/columns which can obstruct the line of sight of the participants;</li> <li>4. With four (4) sets of long table arranged and on ten (10) seating capacity each;</li> <li>5. Three (3) medium-size rectangular tables for secretariat and instructors;</li> <li>6. Must come with free Audio system, at least three (3) microphones, with at least two (2) wireless, one (1) projectors, two (2) white screens &amp; four (4) extension wires;</li> <li>7. Must have space for at least four (4) medium-size whiteboards;</li> <li>8. <u>Air-conditioned, properly ventilated</u> and adequate lighting with uninterrupted power supply;</li> <li>9. With podium and elevated platform (stage);</li> <li>10. Adequate number of comfort rooms comfortably located adjacent the training venue;</li> <li>11. Have sufficient power &amp; extension wires outlets for laptops.</li> <li>12. With 24-hrs back-up generator set.</li> <li>13. Training hall must have access to a stable internet service through a working Wifi connection</li> </ol> <p><b>OTHER REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. <b><u>Hotel Must Accept a Send Bill Policy in the payment of services.*</u></b></li> <li>2. Hotel must be able to adjust to the abrupt change in the number of hotel room and conference rooms needed for the event.*</li> <li>3. Must have been in business for a minimum of two (2) years and at least a three-star hotel.*</li> </ol>		
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**AMOUNT IN WORDS:** \_\_\_\_\_

Note: The above quoted prices are VAT Inclusive

2. We undertake, if our Quotation or bid is accepted, to deliver the above goods as stipulated in the contract.
3. We agree to accept change of schedule, if there will be any, upon informing the supplier five (5) days before the conduct of the activity.
4. 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.
5. We understand that payment for items will be made to the supplier after the inspection and acceptance of good(s) delivered.
6. 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 : \_\_\_\_\_