

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

RFQ No. 2019-11-072

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:

Name of Project	:	Provision of Hotel Accommodation and Lease of Venue including meals and snacks for the conduct of Strategic Planning and Synergy Building back to back with DRRM Training Program Implementation Review
Location	:	Legazpi City
Date of Event	:	December 1-7, 2019
Type of Service	:	Full Board Accommodation
Number of Participants	:	66 pax
Brief Description	:	Provision of hotel accommodation and lease of venue including meals and snacks for total of 66 persons for the conduct of Strategic Planning and Synergy Building back to back with DRRM Training Program Implementation Review.
Terms of Payment	:	30 working days of processing and <u>must accept send bill policy</u>
ABC (Approved Budget for the Contract)	:	Php729,000.00
Fund Source	:	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 November 15, 2019**, at the OCD5 Building, Camp Simeon Ola, Legazpi City. Submit your **sealed quotation (indicate the project name)** 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 Strategic Planning and Synergy Building back to back with DRRM Training
Program Implementation Review

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.	Date of Event: December 1-7, 2019	
II.	Location and Site Condition: Legazpi City	
III.	Neighborhood Data: 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.	Training Venue: MAIN HALL (December 1-4, 2019) 1. Structural Condition: the foundation is made of concrete and structural steel materials or combination of both. 2. One (1) training hall which can accommodate at least 65 persons; 3. Safety Officer of the hotel must be available for a safety briefing on December 1 and 3, 2019 4. No posts/columns which can obstruct the line of sight of the participants; 5. Tables and chairs must be arranged in a classroom type set-up good for 55 persons; 6. Must provide a separate meal area; 7. Three (3) medium-size long tables for secretariat and instructors good for 10 persons; 8. Must come with free Audio system, at least five (5) microphones, with at least two (2) wireless, two (2) projectors, two (2) white screens & four (4) extension wires; 9. Must have space for at least four (4) medium-size whiteboards; 10. <u>Air-conditioned, properly ventilated</u> and adequate lighting with uninterrupted power supply; 11. With podium and elevated platform (stage); 12. Adequate number of comfort rooms comfortably located adjacent the training venue; 13. Have sufficient power & extension wires outlets for laptops. 14. With 24-hrs back-up generator set. 15. Training hall must have access to a stable internet service through a working Wifi connection BREAKOUT ROOMS (December 2,5 and 6, 2019) 16. Three (3) breakout rooms which can accommodate at least 15 persons each; 17. Each breakout room must have a projector and at least 1 (one) extension wire; 18. At least 1 small table for the workshop per breakout room;	
V.	Room Accommodation: December 1-7, 2019 (6 nights) <ul style="list-style-type: none"> • 2 Single Rooms • 6 Twin Sharing Rooms 	

Item No.	Agency Specification	Statement of Compliance
	<p>December 1-5, 2019 (4 nights)</p> <ul style="list-style-type: none"> • 14 Triple Sharing Rooms <p>December 4-7, 2019 (3 nights)</p> <ul style="list-style-type: none"> • 5 Twin Sharing Rooms <p>Others: *</p> <ul style="list-style-type: none"> • Hotel must be located in Legazpi City, Albay; • Room rates must be inclusive of breakfast • NO BED SHARING • Extra bed must have bed frames and not directly lying on the floor; • All rooms must be air-conditioned; • Fully furnished with TV, clean toilet & bathroom, beddings, towels, toiletries (tissue, shampoo, conditioner and soap); • Free bottled drinking water (500 mL) per participant inside the room (to be replenished daily) or its equivalent; • With access to a stable internet service through a working Wi-fi connection; • Hot & cold shower; • GAD-sensitive room assignments. 	
VI.	<p>Meals:</p> <ul style="list-style-type: none"> • December 1, 2019 (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner) good for 56 pax • December 2, 2019 (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner) good for 65 pax • December 3, 2019 (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner and Awarding Night) good for 56 pax • December 4, 2019 (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner) good for 66 pax • December 5, 2019 (packed breakfast) good for 39 pax • December 5, 2019 (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner) good for 27 pax • December 6, 2019 (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner) good for 27 pax • December 7, 2019 (Breakfast, AM Snacks, and PM Snacks) good for 27 pax <p>Others: *</p> <ul style="list-style-type: none"> • Menu Options: Majority of meals must be native Bicolano dishes: Vegetables, Fish, Pork, Chicken, Beef and Rice; • Main course must be choice of chicken/pork, seafood, beef) with vegetable dish, desert, soup and rice • Snacks must be choice of: pasta, noodles, pastry and must come with one beverage • Snack rate inclusive of finger foods (Pica-pica), eg. peanuts, etc during workshop days; • All meals must come with free beverages; • Free-flowing coffee and tea during the entire duration of the stay; 	
VII.	<p>Light Ventilation and Air-Conditioning: Proper Light ventilation and air-conditioning units*</p>	
VIII.	<p>Other Requirements:</p> <ol style="list-style-type: none"> 1. AWARDING NIGHT (December 3, 2019) <ul style="list-style-type: none"> • Hotel must provide “Welcome Lei” or “Garland” good for 65 persons for the Awarding Night on 3 December 2019; • Hall must be available during the night time of 3 December 2019 for the Recognition Night; 2. Hall must be designed by the service provider, complete with plants and other motif with assistance from the host agency; 3. Hotel must provide at least a 5ft(H)x7ft(L) Backdrop Tarpaulin for the event named “National Program Implementation Review and Strategic Planning 	

Item No.	Agency Specification	Statement of Compliance
	<p>for Office of Civil Defense (OCD)” with dates of 1-7 December 2019;</p> <ol style="list-style-type: none"> 4. Hotel must provide at least a 3ft(H)x4ft(L) Welcome Tarpaulin for “OCD CBTS and Regional Offices” outside the hotel on 1-7 December 2019. 5. All equipment and facilities properly maintained. 6. Exhibits professional ambiance; must satisfy the requirements of security and substantive objectives of the OCD-NDRRMC concerned.* 7. Adequate security service (24/7). 8. Free use of telephone for local calls in function room* 9. Free use of extension cords/wires* 10. On call medical personnel in case of emergency. 11. <u>Hotel Must Accept a Send Bill Policy in the payment of services.*</u> 12. Hotel must be able to adjust to the abrupt change in the number of hotel room and conference rooms needed for the event.* 13. Must have been in business for a minimum of two (2) years and at least a three-star hotel.* 	

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 Strategic Planning and Synergy Building back to back with DRRM Training Program Implementation Review

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
Provision of Hotel Accommodation and Lease of Venue including meals and snacks for the conduct of Strategic Planning and Synergy Building back to back with DRRM Training Program Implementation Review					
A. MEALS					
• December 1, 2019					
No. of Pax	Meals	Serving	Menu		
56	Breakfast (Complimentary)	Managed Buffet	Two main Course, rice, fruit, coffee or hot choco		
	AM & PM Snacks	Plated	Choice of pasta, noodles, pastry and must come with one beverage		
	Lunch and Dinner	Managed Buffet	Two main Course (pref. native Bicolano dishes) with vegetable side dish, rice, soup and desert		
• December 2, 2019					
No. of Pax	Meals	Serving	Menu		
65	Breakfast (Complimentary)	Managed Buffet	Two main Course, rice, fruit, coffee or hot choco		
	AM & PM Snacks	Packed	Choice of pasta, noodles, pastry and must come with two (2) 500mL bottled waters each pax		
	Lunch	Packed with utensils and tissue	Two main Course (pref. native Bicolano dishes) with vegetable side dish, rice, desert		

			and two (2) 500mL bottled water each pax
	Dinner	Managed Buffet	Two main Course (pref. native Bicolano dishes) with vegetable side dish, rice, soup and desert

• December 3, 2019

No. of Pax	Meals	Serving	Menu
56	Breakfast (Complimentary)	Managed Buffet	Two main Course, rice, fruit, coffee or hot choco
	AM & PM Snacks	Plated	Choice of pasta, noodles, pastry and must come with one beverage
	Lunch and Dinner	Managed Buffet	Two main Course (pref. native Bicolano dishes) with vegetable side dish, rice, soup and desert
	Awarding Night	Managed Buffet	Filipino and Bicolano Snacks and finger foods and complimentary Filipino drinks,

• December 4, 2019

No. of Pax	Meals	Serving	Menu
66	Breakfast (Complimentary)	Managed Buffet	Two main Course, rice, fruit, coffee or hot choco
	AM & PM Snacks	Plated	Choice of pasta, noodles, pastry and must come with one beverage
	Lunch and Dinner	Managed Buffet	Two main Course (pref. native Bicolano dishes) with vegetable side dish, rice, soup and desert

• December 5, 2019

No. of Pax	Meals	Serving	Menu
39	Breakfast (Complimentary)	Packed for check-out of other national participants	Two main Course, rice, fruit, coffee or hot choco
27	Breakfast (Complimentary)	Managed Buffet for remaining personnel	
	AM & PM Snacks	Packed	Choice of pasta, noodles, pastry and must come with two (2) 500mL bottled waters each pax
	Lunch	Packed with utensils and tissue	Two main Course (pref. native Bicolano dishes) with vegetable side dish, rice, desert and four (4) 500mL bottled water each pax
	Dinner	Managed Buffet	Two main Course (pref. native Bicolano dishes) with vegetable side dish, rice, soup and desert

• December 6, 2019

No. of Pax	Meals	Serving	Menu
27	Breakfast (Complimentary)	Managed Buffet	Two main Course, rice, fruit, coffee or hot choco
	AM & PM Snacks	Packed	Choice of pasta, noodles, pastry and must come with two (2) 500mL bottled waters each pax
	Lunch	Packed with utensils and tissue	Two main Course (pref. native Bicolano dishes) with vegetable side dish, rice, desert and four (4) 500mL bottled water each

			pax
	Dinner	Managed Buffet	Two main Course (pref. native Bicolano dishes) with vegetable side dish, rice, soup and desert

• **December 7, 2019**

No. of Pax	Meals	Serving	Menu
27	Breakfast (Complimentary)	Packed	Two main Course, rice, fruit, coffee or hot choco
	AM & PM Snacks		Choice of pasta, noodles, pastry and must come with one (1) 500mL bottled water each pax

OTHERS:

- Menu Options: Majority of meals must be native **Bicolano dishes**: Vegetables, Fish, Pork, Chicken, Beef and Rice;
- Main course must be choice of chicken/pork, seafood, beef) with vegetable dish, desert, soup and rice
- Snacks must be choice of: pasta, noodles, pastry and must come with one beverage
- Snack rate inclusive of finger foods (Pica-pica), eg. peanuts, etc during workshop days;
- All meals must come with free beverages;
- Free-flowing coffee and tea during the entire duration of the stay;

B. ACCOMMODATION

• **December 1-7, 2019**

No. of Pax	Room set-up	# of Rooms	Check-in	Check-out
1	Single (<i>for national directors</i>)	2	1 Dec 2019, 2:00 PM	7 Dec 2019, 12:00 PM
12	Twin-sharing	6	1 Dec 2019, 2:00 PM	7 Dec 2019, 12:00 PM

• **December 1-5, 2019**

# of Pax	Room set-up	# of Rooms	Check-in	Check-out
42	Triple	14	1 Dec 2019, 2:00 PM	5 Dec 2019, 12:00 PM

• **December 4-7, 2019**

# of Pax	Room set-up	# of Rooms	Check-in	Check-out
10	Twin-	5	4 Dec	7 Dec 2019,

	sharing		2019, 2:00 PM	12:00 PM
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OTHERS:

- Hotel must be located in Legazpi City, Albay;
- Room rates must be inclusive of breakfast
- **NO BED SHARING**
- Extra bed must have bed frames and not directly lying on the floor;
- All rooms must be air-conditioned;
- Fully furnished with TV, clean toilet & bathroom, beddings, towels, toiletries (tissue, shampoo, conditioner and soap);
- Free bottled drinking water (500 mL) per participant inside the room (to be replenished daily) or its equivalent;
- With access to a stable internet service through a working Wi-fi connection;
- Hot & cold shower;
- GAD-sensitive room assignments.

C. TRAINING HALL

- **MAIN HALL (December 1-4, 2019)**
 1. Structural Condition: the foundation is made of concrete and structural steel materials or combination of both.
 2. **One (1) training hall** which can accommodate at least 65 persons;
 3. **Safety Officer** of the hotel must be available for a safety briefing on December 1 and 3, 2019
 4. No posts/columns which can obstruct the line of sight of the participants;
 5. Tables and chairs must be arranged in a **classroom type set-up good for 55 persons**;
 6. **Must provide a separate meal area**;
 7. Three (3) medium-size long tables for secretariat and instructors good for 10 persons;
 8. Must come with free Audio system, at least five (5) microphones, with at least two (2) wireless, two (2) projectors, two (2) white screens & four (4) extension wires;
 9. Must have space for at least four (4) medium-size whiteboards;
 10. Air-conditioned, properly ventilated and adequate lighting with uninterrupted power supply;
 11. With podium and elevated platform (stage);
 12. Adequate number of comfort rooms comfortably located adjacent the training venue;
 13. Have sufficient power & extension wires outlets for laptops.
 14. With 24-hrs back-up generator set.
 15. Training hall must have access to a stable internet service through a working Wifi connection
- **BREAKOUT ROOMS (December 2,5 and 6, 2019)**
 16. **Three (3) breakout rooms** which can accommodate at least 15 persons each;
 17. **Each breakout room must have a projector and at least 1 (one) extension wire**;
 18. At least 1 small table for the workshop per breakout room;

Other Requirements:

1. **AWARDING NIGHT (December 3, 2019)**
 - Hotel must provide “Welcome Lei” or “Garland” good for 65 persons for the Awarding Night on 3 December 2019;
 - Hall must be available during the night time of 3 December 2019 for the Recognition Night;
2. Hall must be designed by the service provider, complete with

<p>plants and other motif with assistance from the host agency;</p> <ol style="list-style-type: none"> 3. Hotel must provide at least a 5ft(H)x7ft(L) Backdrop Tarpaulin for the event named "National Program Implementation Review and Strategic Planning for Office of Civil Defense (OCD)" with dates of 1-7 December 2019; 4. Hotel must provide at least a 3ft(H)x4ft(L) Welcome Tarpaulin for "OCD CBTS and Regional Offices" outside the hotel on 1-7 December 2019. 5. All equipment and facilities properly maintained. 6. Exhibits professional ambiance; must satisfy the requirements of security and substantive objectives of the OCD-NDRRMC concerned.* 7. Adequate security service (24/7). 8. Free use of telephone for local calls in function room* 9. Free use of extension cords/wires* 10. On call medical personnel in case of emergency. 11. <u>Hotel Must Accept a Send Bill Policy in the payment of services.*</u> 12. Hotel must be able to adjust to the abrupt change in the number of hotel room and conference rooms needed for the event.* 13. Must have been in business for a minimum of two (2) years and at least a three-star hotel.* 		
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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 within Fifteen (15) calendar days from receipt of Contract.
3. 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.
4. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
5. 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 : _____