

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
Camp General Martin Teofilo B. Delgado, Fort San Pedro, Iloilo City

REQUEST FOR QUOTATION (RFQ) No. 2020-0302-011

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 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 lease of venue and meals in the conduct of Drafting of PDNA Report for TY Ursula
Location	: Within Western Visayas
Date of Event	: 16 -17 March 2020
Brief Description	: Lease of venue and meals
Terms of Payment	: <u>Send Bill Policy</u>
ABC (Approved Budget for the Contract)	: Total: PHP54,000.00
Fund Source	: OCD QRF CY 2020

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 not later than **5:00 PM on 06 March 2020**, at the OCD BAC Secretariat Office, OCD VI, Camp Martin Teofilo B. Delgado, Fort San Pedro, Iloilo 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. **(033) 336-9353** or email address at **ocdrc6@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 (or application for renewal with corresponding receipt)
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.



JOSE ROBERTO R. NUÑEZ
HOPE/Regional Director
Office of Civil Defense VI

ANNEX "A"
Technical Specifications

Provision of lease of venue and meals in the conduct of Drafting of PDNA Report for TY Ursula

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>Name of Event: Provision of lease of venue and meals in the conduct of Drafting of PDNA Report for TY Ursula Date of Event: March 16-17, 2020 Location: within Western Visayas</p> <p align="center"><i>Meals/Restaurant Services:</i></p> <table border="1" data-bbox="296 725 1262 1196"> <thead> <tr> <th data-bbox="296 725 440 775">No. of Pax</th> <th data-bbox="440 725 632 775">Meal/Snack</th> <th data-bbox="632 725 847 775">Serving Arrangement</th> <th data-bbox="847 725 1031 775">Inclusive Date</th> <th data-bbox="1031 725 1262 775">Menu</th> </tr> </thead> <tbody> <tr> <td data-bbox="296 775 440 909">30</td> <td data-bbox="440 775 632 909">Breakfast</td> <td data-bbox="632 775 847 909">Managed Buffet</td> <td data-bbox="847 775 1031 909">March 16-17, 2020</td> <td data-bbox="1031 775 1262 909">Choice of 2 main entrees, rice, egg, assorted fruits in season and coffee/tea or choco</td> </tr> <tr> <td data-bbox="296 909 440 987"></td> <td data-bbox="440 909 632 987">AM Snacks</td> <td data-bbox="632 909 847 987">Plated</td> <td data-bbox="847 909 1031 987">March 16-17, 2020</td> <td data-bbox="1031 909 1262 987">Choice of pasta, noodles, pastry with one beverage</td> </tr> <tr> <td data-bbox="296 987 440 1088"></td> <td data-bbox="440 987 632 1088">Lunch</td> <td data-bbox="632 987 847 1088">Managed Buffet</td> <td data-bbox="847 987 1031 1088">March 16-17, 2020</td> <td data-bbox="1031 987 1262 1088">Choice of pork, chicken or beef with side dish and dessert and one beverage</td> </tr> <tr> <td data-bbox="296 1088 440 1196"></td> <td data-bbox="440 1088 632 1196">PM Snacks</td> <td data-bbox="632 1088 847 1196">Plated</td> <td data-bbox="847 1088 1031 1196">March 16-17, 2020</td> <td data-bbox="1031 1088 1262 1196">Choice of pork, chicken or beef with side dish and dessert and one beverage</td> </tr> </tbody> </table>	No. of Pax	Meal/Snack	Serving Arrangement	Inclusive Date	Menu	30	Breakfast	Managed Buffet	March 16-17, 2020	Choice of 2 main entrees, rice, egg, assorted fruits in season and coffee/tea or choco		AM Snacks	Plated	March 16-17, 2020	Choice of pasta, noodles, pastry with one beverage		Lunch	Managed Buffet	March 16-17, 2020	Choice of pork, chicken or beef with side dish and dessert and one beverage		PM Snacks	Plated	March 16-17, 2020	Choice of pork, chicken or beef with side dish and dessert and one beverage	
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II.	<p>OTHER REQUIREMENTS:</p> <ul style="list-style-type: none"> • Shall assure reasonable serving per dish, good quality of food and maintain high standard of sanitation • Flexibility of dietary requirements for guests with special diet (non-pork, food allergies) • Complete table set-up for participants and for food • Must provide secretariat an registration table • Caterer must be able to adjust to the abrupt change in the number of pax • Must be in the business for at least two (2) years 																										
III.	<p>Payment: Must accept SEND BILL policy as payment for services.</p>																										

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 VI
Camp Gen. Martin Teofilo B. Delgado
Fort San Pedro, Iloilo 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	Cost per pax	Total Price
Provision of lease of venue and meals in the conduct of Drafting of PDNA Report for TY Ursula on March 16-17, 2020	1 Lot	PHP	PHP
TOTAL PRICE		PHP	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 : _____