



Republic of the Philippines  
Department of National Defense  
**OFFICE OF CIVIL DEFENSE VII**  
Labrador Bldg., N. Bacalso Ave., Brgy.  
Sambag 1, Cebu City, Cebu

**REQUEST FOR QUOTATION (RFQ) No. OC7-0119-2020**

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:

<b>Name of Project</b>	: <b>Provision of meals, snacks, training venue and hotel accommodation for 45 persons involved in the conduct of 3-Day Emergency Operations Center (EOC) Training Course for Volunteers and LDRRM Officers on February 18-20 in Cebu City, Cebu.</b>
<b>Location</b>	: Cebu City
<b>Date of Event</b>	: February 18-20, 2020
<b>Type of Accommodation/Meals</b>	: • 23 Twin Sharing Rooms for 45 pax • Full Board
<b>Brief Description</b>	: Must be at least three (3) star hotel
<b>Terms of Payment</b>	: <b><u>Send bill policy as payment for services</u></b>
<b>ABC (Approved Budget for the Contract)</b>	: <b>Total: PHP 196,000.00</b>
<b>Fund Source</b>	: <b>OCD7 APB CY 2020</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 not later than **9:00 AM on 24 January 2020**, at the OCD Region VII, Labrador Bldg., N. Bacalso Ave., Brgy. Sambag 1, Cebu City. Submit your **sealed quotation (indicate the project name) in person or via registered courier service**, duly signed by your authorized representative. For any clarifications, you may contact the **Procurement Unit** at telephone no. **(032) 410-9711** or email address at **ocd7.procurement@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.

**DIR. MARLOU L. SALAZAR**  
Regional Director/Head of Procuring Entity

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

**3-Day Emergency Operations Center (EOC) Training Course for Volunteers and LDRRM Officers on February 18-20 in Cebu City, Cebu.**

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 for Accommodation and Meals	Statement of Compliance
I.	<b>Provision of meals, snacks, training venue and hotel accommodation for 45 persons involved in the conduct of 3-Day Emergency Operations Center (EOC) Training Course for Volunteers and LDRRM Officers on February 18-20 in Cebu City, Cebu.</b>	
II.	Venue must be at least 3-star hotel	
III.	Within Cebu City	
IV.	Rooms' accommodation with complimentary breakfast for the following: <ul style="list-style-type: none"> <li>• 45 pax (23 twin sharing-Separate Beds)</li> <li>• Check in on 18 February 2020 at 2PM</li> <li>• Check out on 20 February 2019 at 12:00 PM</li> </ul>	
V.	Hotel must be able to adjust to the abrupt changes in the number of hotel rooms and conference rooms needed for the event.	
VI.	Room must provide each person complimentary two (2) bottles of mineral water replenished daily including complete toiletries.	
VII.	Provision of well-ventilated and air-conditioned function room for three (3) days and must be big enough to accommodate 45-50 people. Provision of lecture room table arrangement for 45 pax, one (1) projector with screen, three (3) microphones, four (4) round tables for ten (10) pax, one (1) whiteboard, two (2) instructors and secretariat tables (rectangular), Philippine Flag, and with proper lighting conducive for conference.	
VIII.	Must have sufficient power outlets and extension wires for laptops, printer and other equipment.	
IX.	The venue rates must include strong WIFI connection with speed of 6 to 12 mbps for every participant both in the venue and the rooms.	
X.	Preferably offers variety of amenities such as swimming pools, smoking area, etc.	
XI.	The venue can provide free parking spaces for five (5) vehicles for the whole duration of the activity.	
XII.	Hotel security must be present during the whole duration of the activity.	
XIII.	Audio visual equipment such as projectors, flat screens, sound system, projector screen, and other requirements must be available	

XIV.	Requirements for restaurant or events venue must be able to provide meals for the participants/guest, instructors and secretariat:  <ul style="list-style-type: none"> <li>• February 18-20 2019: AM &amp; PM Snacks</li> <li>• February 18-20, 2020 Lunch</li> <li>• February 18-19, 2020 Dinner</li> <li>• February 19-20, 2020 Complimentary buffet breakfast</li> </ul>	
XV.	Lunch and dinner must be in assisted buffet set-up. Minimum of two (2) dishes, with rice, dessert, and beverage.	
XVI.	Must provide finger foods or pika-pika such as but not limited to peanuts, corn chips/bits and fries, in addition to snacks.	
XVII.	Meals must be balanced with a variety of fish, vegetables, pork, chicken, beef, and dietary flexibility for participants with allergy and non-pork eaters.	
XVIII.	Must have free flowing coffee and tea during the duration of the conference	
XIX.	Must provide water station inside the function room.	
XX.	<b>Send Bill Policy</b>	
XXI.	<b>Client's Satisfactory Rating – very satisfactory</b>	

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 VII  
Labrador Bldg., N. Bacalso Ave., Brgy. Sambag 1, Cebu 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 meals, snacks, training venue and hotel accommodation for 45 persons involved in the conduct of 3-Day Emergency Operations Center (EOC) Training Course for Volunteers and LDRRM Officers on February 18-20 in Cebu City, Cebu.	1 Lot	PHP	PHP
<b>TOTAL PRICE</b>		PHP	PHP

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 seven (7) 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 : \_\_\_\_\_