



Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
EASTERN VISAYAS – REGION VIII
2nd Floor, Uytingkoc Bldg., Avenida Veteranos, Tacloban City

Date: 27 December 2019
PR RF: 2020-003
Quotation No: RFQ2020-003

Company Name : _____
Address : _____
Tel/Fax No : _____
Business Permit No. : _____
TIN No : _____
PhilGEPS Cert. # : _____
Vatable/Non-vatable (please indicate) : _____

Sir/Madam:p

The Office of Civil Defense Region 8 will undertake an **Alternative Mode of Procurement through Negotiated Procurement in accordance with Section 53.10 Lease of Venue** of the Revised Implementing Rules and Regulations of Republic Act No 9184.

The OCD RO8 hereafter referred to as the "Purchaser", now request submission of a price quotation for the subject below:

Name of Activity	Provision of Meals, Training Venue and Accommodation for Participants, Guest Instructors and Secretariat involved in the 3-Day Community - based DRRM Training Course on 14-18 April 2020
Event Date	14-18 April 2020
Location	Within Samar
Number of Participants	47 individuals
Brief Description	Meals, Training Venue and Accommodation
Terms of Payment	Thirty (30) working days of processing and must accept a send bill policy in the payment of service
ABC (Approved Budget for the Contract)	Php 202, 000.00
Fund Source	GAA/APB2020

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 "**Annex A (Technical Specifications) & Annex "B" Price Quotation Form (PQF)**" (under prescribed form) **non-submission shall automatically be disqualified** not later than **10:00 AM 06 January 2020** at **OCD Region 8, 2F Uytingkoc Bldg. Avenida Veteranos Street Tacloban City** or through email at **procurement.ocd8@gmail.com** duly signed by your authorized representative. For any clarifications, you may contact the **OCD8** at telephone nos. **(053) 523-1112 & 09175898044** or email address at **procurement.ocd8@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:

- Valid and current Mayor's Permit/Business Permit
- PhilGEPS Registration Number
- Latest Income and Business Tax Return.

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.

MARIA LOURDES B. DELA CALZADA
BAC Chairperson

Received by:

(Signature above Printed Name)

(Date and Time)

ANNEX "B"
Price Quotation Form

Maria Lourdes B. Dela Calzada
BAC Chairperson
OFFICE OF CIVIL DEFENSE Region 8
2F Uytingkoc Bldg. Avenida Veteranos Street.
Tacloban City

Ma'am:

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 pax	Total Price
Provision of Meals, Training Venue and Accommodation for Participants, Guest Instructors and Secretariat involved in the 3-Day Community - based DRRM Training Course on 14-18 April 2020	Php	Php
TOTAL		

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 : _____