



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

Date: 27 December 2019  
PR RF: 2020-007  
Quotation No: RFQ2020-007

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	<b>Provision of Meals, Training Venue and Accommodation for Participants, Guest Instructors and Secretariat involved in the 3-Day Local DRRM planning Training Course on 19-23 May 2020</b>
Event Date	<b>19-23 May 2020</b>
Location	<b>Within Leyte</b>
Number of Participants	<b>49 individuals</b>
Brief Description	<b>Meals, Training Venue and Accommodation</b>
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)	<b>Php 196,000.00</b>
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 "A"**  
**Technical Specifications**

**Provision of Meals, Training Venue and Accommodation for Participants, Guest Instructors and Secretariat involved in the 3-Day Local DRRM planning Training Course on 19-23 May 2020**

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."

Item No.	Agency Specifications	Statement of Compliance
I.	<b>Provision of Meals, Training Venue and Accommodation for Participants, Guest Instructors and Secretariat involved in the 3-Day Local DRRM planning Training Course on 19-23 May 2020</b>	
II.	<b>Date of Event: 19-23 May 2020</b>	
III.	<b>Location: Within Leyte</b>	
IV.	<p><b>ACCOMMODATION:</b></p> <p>A. Room for 40 Persons (Participants) Check-in Date: 19 May 2020 Check-out Date: 22 May 2020 Room Type: 10 Triple Sharing                   5 Twin Sharing</p> <p>B. Room for 9 Persons (Secretariat/Instructors) Check-in Date: 19 May 2020 Check-out Date: 23 May 2020 Room Type: 3 Twin Sharing                   1 Triple Sharing</p> <p><b>A. Others</b></p> <ul style="list-style-type: none"> <li>• Room rates inclusive of breakfast</li> <li>• Hotel must be located within Leyte</li> <li>• All rooms must be fully air-conditioned</li> <li>• Furnished with TV, closet, clean toilet &amp; beddings, towels, toiletries (shampoo/conditioner and soap)</li> <li>• With free Wi-Fi connection</li> <li>• Hot and cold shower</li> <li>• Preferably hotel with elevator and nearby mall</li> </ul>	
	<p><b>MEALS</b></p> <p><b>A. Provision of Meals</b></p> <ul style="list-style-type: none"> <li>• Dinner for 39 Pax on 19 May 2020.</li> <li>• Breakfast, AM Snacks, Lunch, PM Snacks and Dinner on 20-22 May 2020</li> <li>• Dinner for 9 Pax on 22 May 2020 and Breakfast for 9 Pax on 23 May 2020</li> </ul> <p><b>B. Others:</b></p> <ul style="list-style-type: none"> <li>• All Lunch and Dinner must be assisted buffet</li> <li>• Snacks must be served plated</li> <li>• All meals must come with free beverage.</li> <li>• Menu Options: Vegetables, sea foods, fish, pork, chicken, beef and rice.</li> <li>• Free flowing coffee, milo and tea for the entire duration of the training.</li> </ul>	
	<p><b>TRAINING VENUE:</b></p> <ul style="list-style-type: none"> <li>• Can accommodate 40 persons</li> <li>• With four (4) sets of tables arranged on a ten (10) seating capacity</li> <li>• With <b>availability of break out rooms or space for group discussions</b></li> <li>• Four (4) medium-sized table for secretariat and instructors</li> <li>• Must come with free Audio system (w/ operator), at least three (3) wireless microphones and one (1) projector screen and projector, and podium.</li> <li>• Availability of at least 2 white boards and minimal restrictions on wall postings inside training hall</li> <li>• Air-conditioned and adequate lighting with uninterruptible power supply.</li> <li>• Adequate comfort rooms located inside the training venue or nearby.</li> <li>• Have sufficient power outlets &amp; extension wires for laptops</li> <li>• Training rooms can be extended at least up to 12MN</li> </ul>	
	<p><b>OTHER REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• All equipment and facilities are properly maintained</li> <li>• Willing to have a pencil-booking. Dates of training are subject to change. 2 week prior to scheduled date, OCD will confirm the said training venue</li> <li>• Exhibits professional ambiance; must satisfy the requirements of security and substantive objectives of OCD concerned.</li> </ul>	
	<b><u>Must accept SEND BILL policy as payment for services.</u></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**

**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 Local DRRM planning Training Course on 19-23 May 2020	Php	Php
<b>TOTAL</b>		

**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 : \_\_\_\_\_