



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: 15 February 2020  
PR RF: 2020-025  
Quotation No: RFQ2020-024

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

Sir/Madam:

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 Hotel/Venue/Accommodation and Meals for the conduct of Basic DRRM Training for Women</b>
Event Date	<b>04-05 March 2020</b>
Event Location	<b>Southern Leyte</b>
Number of Participants	<b>48 pax</b>
Brief Description	<b>Hotel/Venue/Accommodation and Meals</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 45,600.00</b>
Fund Source	GAA/APB2020

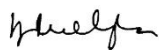
Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein. **All bids higher than ABC shall automatically be disqualified.**

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 24 February 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. (ABC above 500,000)

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 Hotel/Venue/Accommodation and Meals for the conduct of Basic DRRM Training for Women**

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 Hotel/Venue/Accommodation and Meals for the conduct of Basic DRRM Training for Women</b>																										
II.	<b>Date of Event: 04-05 March 2020</b>																										
III.	<b>Event Location: Southern Leyte</b>																										
IV.	<p><b>Specifications:</b></p> <p><b>ACCOMMODATION</b></p> <table border="1"> <thead> <tr> <th>No of Pax</th> <th>Room Requirements</th> <th>No of Rooms</th> <th>Check-in Date/Time</th> <th>Check-out Date/Time</th> <th>No of Nights</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td align="center">8</td> <td>Twin-Sharing</td> <td align="center">4</td> <td align="center">04 March 2020</td> <td align="center">05 March 2020</td> <td align="center">1</td> <td>OCD Secretariat and Resource Speakers</td> </tr> </tbody> </table> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>• Must have internet connection at least 4GB, 30 mbps in the rooms and assigned function areas of the hotel</li> <li>• Provide free bottled drinking water inside the room (to be replenished daily) or its equivalent</li> </ul>	No of Pax	Room Requirements	No of Rooms	Check-in Date/Time	Check-out Date/Time	No of Nights	Remarks	8	Twin-Sharing	4	04 March 2020	05 March 2020	1	OCD Secretariat and Resource Speakers												
No of Pax	Room Requirements	No of Rooms	Check-in Date/Time	Check-out Date/Time	No of Nights	Remarks																					
8	Twin-Sharing	4	04 March 2020	05 March 2020	1	OCD Secretariat and Resource Speakers																					
V.	<p><b>VENUE: CONFERENCE ROOM/FUNCTION HALL:</b></p> <ul style="list-style-type: none"> <li>• Function room to comfortably house <b>48</b> pax</li> <li>• Function room set up a day before event.</li> <li>• With four (4) medium-sized table for secretariat and instructors</li> <li>• Cluster type arrangement (4 sets of rectangular tables with 10-12 chairs)</li> <li>• No posts/columns that will obstruct the line of sight of participants.</li> <li>• Adequate comfort rooms located inside the training venue or nearby</li> <li>• Have sufficient power outlets and extension wires for laptops</li> <li>• Must provide AV equipment such as LCD projector/flat screen, sound system, flipchart</li> <li>• Whiteboard with markers and erasers.</li> </ul>																										
VI.	<p><b>MEALS/RESTAURANT SERVICES:</b></p> <table border="1"> <thead> <tr> <th>No of Pax</th> <th>Meal/Snack</th> <th>Serving Arrangement</th> <th>Inclusive Date</th> <th>Menu</th> </tr> </thead> <tbody> <tr> <td align="center">8</td> <td>Dinner</td> <td align="center">Plated</td> <td align="center">04 March 2020</td> <td align="center">Choice of vegetables, sea foods</td> </tr> <tr> <td align="center">8</td> <td>Complimentary buffet breakfast</td> <td align="center">Plated</td> <td align="center" rowspan="4">05 March 2020</td> <td align="center">Choice of vegetables, sea foods, fish , pork, chicken, beef</td> </tr> <tr> <td align="center" rowspan="3">48</td> <td>AM Snacks</td> <td align="center">Plated</td> <td align="center">Choice of pasta, noodles, pastry</td> </tr> <tr> <td>Lunch</td> <td align="center">Managed Buffet</td> <td align="center">Choice of fish/chicken or beef with side dish and dessert one</td> </tr> <tr> <td>PM Snacks</td> <td align="center">Plated</td> <td align="center">Choice of pasta, noodles, pastry</td> </tr> </tbody> </table>	No of Pax	Meal/Snack	Serving Arrangement	Inclusive Date	Menu	8	Dinner	Plated	04 March 2020	Choice of vegetables, sea foods	8	Complimentary buffet breakfast	Plated	05 March 2020	Choice of vegetables, sea foods, fish , pork, chicken, beef	48	AM Snacks	Plated	Choice of pasta, noodles, pastry	Lunch	Managed Buffet	Choice of fish/chicken or beef with side dish and dessert one	PM Snacks	Plated	Choice of pasta, noodles, pastry	
No of Pax	Meal/Snack	Serving Arrangement	Inclusive Date	Menu																							
8	Dinner	Plated	04 March 2020	Choice of vegetables, sea foods																							
8	Complimentary buffet breakfast	Plated	05 March 2020	Choice of vegetables, sea foods, fish , pork, chicken, beef																							
48	AM Snacks	Plated		Choice of pasta, noodles, pastry																							
	Lunch	Managed Buffet		Choice of fish/chicken or beef with side dish and dessert one																							
	PM Snacks	Plated		Choice of pasta, noodles, pastry																							
VII.	<p><b>OTHER REQUIREMENTS;</b></p> <ul style="list-style-type: none"> <li>• Free flowing coffee (separate coffee, sugar and creamer) /tea during the duration of the activity at the function hall</li> <li>• Hotel must be located in/within <b>Southern Leyte</b></li> <li>• Must be in business for at least two (2) years</li> <li>• Must have provisions for the elderly, PWDS, pregnant women and children</li> <li>• Must have hot and cold water line/water heater</li> <li>• Must replenish toiletries and towels everyday</li> <li>• PREFERABLY has TV set, refrigerator and coffee percolator in the room</li> <li>• At least 3 km away from the "funeral parlor"</li> <li>• Must be able to provide complimentary tarpaulin (at least 3ft * 5ft)</li> </ul>																										
VIII.	<b>Must accept SEND BILL policy as payment for services.</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
<b>Provision of Hotel/Venue/Accommodation and Meals for the conduct of Basic DRRM Training for Women</b>  Date: 04-05 March 2020 Location: Southern Leyte		
<b>TOTAL</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 : \_\_\_\_\_