



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: 17 February 2020
PR RF: 2020-026
Quotation No: RFQ2020-025

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	Provision of Hotel/Venue/Accommodation and Meals for the conduct of EOC Executive Course
Event Date	08-09 March 2020
Event Location	Leyte
Number of Participants	48 pax
Brief Description	Hotel/Venue/Accommodation and Meals
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 40,700.00
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 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 EOC Executive Course

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.	Provision of Hotel/Venue/Accommodation and Meals for the conduct of EOC Executive Course																											
II.	Date of Event: 08-09 March 2020																											
III.	Event Location: Leyte																											
IV.	Specifications: ACCOMMODATION <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">08 March 2020</td> <td align="center">09 March 2020</td> <td align="center">1</td> <td>OCD Secretariat and Resource Speakers</td> </tr> </tbody> </table> Other Requirements: <ul style="list-style-type: none"> • Must have internet connection at least 4GB, 30 mbps in the rooms and assigned function areas of the hotel • Provide free bottled drinking water inside the room (to be replenished daily) or its equivalent 	No of Pax	Room Requirements	No of Rooms	Check-in Date/Time	Check-out Date/Time	No of Nights	Remarks	8	Twin-Sharing	4	08 March 2020	09 March 2020	1	OCD Secretariat and Resource Speakers													
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V.	VENUE: CONFERENCE ROOM/FUNCTION HALL: <ul style="list-style-type: none"> • Function room to comfortably house 48 pax • Function room set up a day before event. • With four (4) medium-sized table for secretariat and instructors • Cluster type arrangement (4 sets of rectangular tables with 10-12 chairs) • No posts/columns that will obstruct the line of sight of participants. • Adequate comfort rooms located inside the training venue or nearby • Have sufficient power outlets and extension wires for laptops • Must provide AV equipment such as LCD projector/flat screen, sound system, flipchart • Whiteboard with markers and erasers. 																											
VI.	MEALS/RESTAURANT SERVICES: <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">08 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="3">09 March 2020</td> <td align="center">Choice of vegetables, sea foods, fish , pork, chicken, beef and rice</td> </tr> <tr> <td align="center" rowspan="2">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></td> <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	08 March 2020	Choice of vegetables, sea foods	8	Complimentary buffet breakfast	Plated	09 March 2020	Choice of vegetables, sea foods, fish , pork, chicken, beef and rice	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	
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VII.	OTHER REQUIREMENTS; <ul style="list-style-type: none"> • Free flowing coffee (separate coffee, sugar and creamer) /tea during the duration of the activity at the function hall • Hotel must be located in/within Leyte • Must be in business for at least two (2) years • Must have provisions for the elderly, PWDS, pregnant women and children • Must have hot and cold water line/water heater • Must replenish toiletries and towels everyday • PREFERABLY has TV set, refrigerator and coffee percolator in the room • At least 3 km away from the "funeral parlor" • Must be able to provide complimentary tarpaulin (at least 3ft * 5ft) 																											
VIII.	<u>Must accept SEND BILL policy as payment for services.</u>																											

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 Hotel/Venue/Accommodation and Meals for the conduct of EOC Executive Course Date: 08-09 March 2020 Location: Leyte		
TOTAL	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 : _____