



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: 26 February 2020  
PR RF: 2020-031  
Quotation No: RFQ2020-030

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 4-Day Rapid Damage Assessment and Needs Analysis Training on 09-14 March 2020
Event Date	09-14 March 2020
Location	Tacloban City
Number of Participants	40 individuals
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 248, 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 02 March 2020** at OCD Region 8, 2F Uytingkoc Bldg. Avenida Veteranos Street Tacloban City or through email at [procurement.ocd8@gmail.com](mailto: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](mailto: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:

- a. Valid and current Mayor's Permit/Business Permit
- b. PhilGEPS Registration Number
- c. 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.

*FOR: Region 8 City*  
\_\_\_\_\_  
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 4-Day Rapid Damage Assessment and Needs Analysis Training on 09-14 March 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 4-Day Rapid Damage Assessment and Needs Analysis Training on 09-14 March 2020</b>																																																					
II.	<b>Date of Event: 09-14 March 2020</b>																																																					
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IV.	<p><b>ACCOMMODATION:</b></p> <table border="1"> <thead> <tr> <th>No of Pax</th> <th>Room Requirement</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>33</td> <td>Twin-sharing</td> <td>17</td> <td>09 March 2020</td> <td>13 March 2020</td> <td>4</td> <td>Participants</td> </tr> <tr> <td>7</td> <td>Twin-sharing</td> <td>3</td> <td>09 March 2020</td> <td>14 March 2020</td> <td>5</td> <td>Facilitators/ Secretariat</td> </tr> <tr> <td>40</td> <td colspan="6" style="text-align: center;">Total</td> </tr> </tbody> </table> <p><b>A. Other Requirement</b></p> <ul style="list-style-type: none"> <li>• Must have internet connection at least 4GB, 5 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 Requirement	No of Rooms	Check-in Date/Time	Check-out Date/Time	No of Nights	Remarks	33	Twin-sharing	17	09 March 2020	13 March 2020	4	Participants	7	Twin-sharing	3	09 March 2020	14 March 2020	5	Facilitators/ Secretariat	40	Total																														
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VI.	<p><b>TRAINING VENUE:</b></p> <ul style="list-style-type: none"> <li>• Hotel must be located in/ within <u>Tacloban City</u></li> <li>• Must be at least 3-star hotel classified by PTA, DTI or DOT</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>• PREFERABLY has bidet and hair blower</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> <li>• Training rooms can be extended up to 10pm without changes</li> </ul>																																																					
VII.	<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
Provision of Meals, Training Venue and Accommodation for Participants, Guest Instructors and Secretariat involved in the 4-Day Rapid Damage Assessment and Needs Analysis Training on 09-14 March 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 : \_\_\_\_\_