



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: 11 August 2019
PR RF: 2019-OS08-144
Quotation No: RFQ-2019-OS08-064

Company Name : _____
Address : _____
Tel/Fax 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 Real Property and 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	Lease of venue including meals and snacks for the Regional Gawad Kalasag Recognition and Culmination Ceremony of the National Disaster Resilience Month 2019
Date of Event	August 20, 2019
Brief Description	Venue 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. 200,000.00
Fund Source	CBTS/APB2019

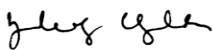
Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein. **All bids higher than ABC shall automatically be disqualified.**

Prospective bidders shall accomplish and submit the duly signed "**Annex A (Technical Specifications) & Annex "B" Price Quotation Form (PQF)**" (under prescribed form). **Non-submission shall automatically be disqualified.** Submission of Quotation is until **10:00 AM 15 August 2019** at **OCD Region 8, 2F Uytingkoc Bldg. Avenida Veteranos Street** duly signed by your authorized representative via email at **procurement.ocd8@gmail.com** . For any clarifications, you may contact the **OCD8 BAC Secretariat** 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. (For ABC Above 500,000.00)

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

**Lease of venue including meals and snacks for the Regional GAWAD
KALASAG Recognition and Culmination Ceremony of the National Disaster
Resilience Month 2019**

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 Venue and Meals	Statement of Compliance
I	Date of Event: August 20, 2019 at 11AM onwards	
II	Place: Within Tacloban City	
III	Venue Specification: <ul style="list-style-type: none"> • Can accommodate at least 150pax with provision for stage. • Inclusive of lights and sounds with free use of projectors and podium • Inclusive of appropriate stage and venue decoration for formal event • Must have space for pictorials and photo booths • Must be accessible and have sufficient parking space for the guest • Must have a working air conditioning • Must have a standby power generator in case of power outage. • Must be PWD friendly and gender sensitive. • With working alarm system and emergency exits are accessible 	
IV	Food Specification: <ul style="list-style-type: none"> • Assisted buffet good for 150pax with five (5) course meal with dessert and unlimited drinks (choice of soda/juice or iced tea) • Must be flexible to the dietary requirements of the guest and have a pork-free alternative to cater Muslim guest. • Can serve appetizer/hors d'oeuvre (pika2x) good for 150 pax during the entire course of the event • 	
I.	Other Requirements <ul style="list-style-type: none"> • All equipment and facilities are properly maintained • Must be near a police station and hospital. • Exhibits professional ambiance; must satisfy the requirements of security and substantive objectives of OCD concerned. 	
VII	<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
Lease of venue including meals and snacks for the Regional GAWAD KALASAG Recognition and Culmination Ceremony of the National Disaster Resilience Month 2019	Php	Php
TOTAL		

AMOUNT IN WORDS: _____

Note: The above quoted prices are VAT Inclusive

2. We agree to abide by the Quotation/bid for a period of sixty (60) days after the dated deadline of submission specified by your RFQ.
3. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of service(s) delivered.
4. The above-quoted price is inclusive if all cost and applicable taxes

Company Name : _____

Address : _____

Office Tel. No. & Mobile No. : _____

Email Address : _____

AUTHORIZED REPRESENTATIVE : _____

Signature : _____

Date : _____