



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: 03 September 2019
PR RF: 2019-PS08 -149
Quotation No: RFQ-2019-PS08-069

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 Meals, Training Venue & Accommodation for the Participants, Guests, Instructors and Secretariat involved in the 3-Day Contingency Plan Enhancement Workshop for Region VIII |
| Location | Tacloban City or Palo, Leyte |
| Event Date | 25-27 September 2019 |
| Number of Participants | 48 Persons |
| Brief Description | Training Venue, Meals and Accommodation |
| 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 315,000.00 |
| Fund Source | GAA/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 "**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 09 September 2019** 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:

- 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.

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 & Accommodation for the Participants, Guests, Instructors and Secretariat involved in the 3-Day Contingency Plan Enhancement Workshop for Region VIII

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 for Accommodation, Meals and Venue | Statement of Compliance |
|----------|--|-------------------------|
| I. | Date of Event: <ul style="list-style-type: none"> • 25-27 September 2019 | |
| II. | Location: Tacloban City or Palo, Leyte | |
| III. | Accommodation: <p>A. Room for 48 Persons (Facilitators, Participants and Secretariat) Check-in Date: 25 September 2019 (2:00 PM) Check-out Date: 27 September 2019 (12:00 NN) Room Type: 24 Twin Sharing</p> <p>B. Others:</p> <ul style="list-style-type: none"> • Others: • Room rates inclusive of breakfast • Hotel must be located in Tacloban City or Palo, Leyte. • All rooms must be fully air-conditioned • Furnished with TV, closet, clean toilet & beddings, towels, toiletries (shampoo, conditioner and soap) • With free Wi-Fi connection • Hot and cold shower | |
| IV. | Training Venue: <ul style="list-style-type: none"> • Can accommodate at least 50 persons • With eight (8) sets tables arranged on a five (5) seating capacity • Two (2) medium-sized table for secretariat and instructors • Must come with free Audio system (w/ operator), at least three (3) wireless microphones and one (1) projector screen and projector, and with podium. • Air-conditioned and adequate lighting with uninterruptible power supply. • Adequate comfort rooms located inside the training venue or nearby. • Sufficient power outlets & extension wires for laptops | |
| V. | MEALS: <p>A. Provision of Meals</p> <ul style="list-style-type: none"> • Breakfast (48 pax), AM Snacks (48 pax), Lunch (48 pax), PM Snacks (48 pax) & Dinner (48 Pax) on 25 and 26 September 2019. • Breakfast, AM Snacks, Lunch & PM Snacks for 48 Pax on 27 September 2019. <p>B. Others</p> <ul style="list-style-type: none"> • All lunch and dinner preferably assisted buffet • Snacks must be served plated • All meals must come with free beverage. • Menu Options: Vegetables, sea foods, fish, pork, chicken, beef and rice. • Free flowing coffee and tea for the entire duration of the training. | |
| VI. | Other Requirements: <ol style="list-style-type: none"> 1. All Equipment and facilities are properly maintained. 2. Exhibits professional ambience and must satisfy the requirements for security and other substantive details to meet the objectives of OCD | |
| 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 |
|---|--------------|-------------|
| Provision of Meals, Training Venue & Accommodation for the Participants, Guests, Instructors and Secretariat involved in the 3-Day Contingency Plan Enhancement Workshop for Region VIII • Date of Event: 25-27 September 2019 • Location: Tacloban City or Palo, Leyte | Php | Php |
| TOTAL | | |

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 : _____