



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: 03 September 2019  
PR RF: 2019-PS09-151  
Quotation No: RFQ-2019-PS09-071

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 Meals and Meeting Venue for the Participants involved in the 1-day Regional Disaster Risk Reduction and Management Council VIII – Technical Working Group Meeting.</b>
Location	<b>Tacloban City or Palo, Leyte</b>
Event Date	<b>13 September 2019</b>
Number of Participants	<b>30 Persons</b>
Brief Description	<b>Meeting Venue 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 13,500.00</b>
Fund Source	GAA/APB2019

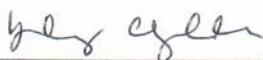
Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein. **All bids higher than ABC shall automatically be disqualified.**

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](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.

  
\_\_\_\_\_  
MARIA LOURDES B. DELA CALZADA  
BAC Chairperson

Received by:

\_\_\_\_\_  
(Signature above Printed Name)

\_\_\_\_\_  
(Date and Time)



**ANNEX "A"**  
**Technical Specifications**

**Provision of Meals and Meeting Venue for the Participants involved in the 1-day Regional Disaster Risk Reduction and Management Council VIII – Technical Working Group Meeting.**

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 Meals and Venue	Statement of Compliance
I.	<b>Date of Event:</b> • 13 September 2019	
II.	<b>Location: Tacloban City or Palo, Leyte</b>	
III.	<b>MEALS:</b> <b>A. Provision of Meals</b> • AM Snacks (30 pax) and Lunch (30 pax) on 13 September 2019  <b>B. Others:</b> • Lunch 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 meeting.	
IV.	<b>MEETING VENUE:</b> • Can accommodate at least 30 persons • With tables and chairs arranged in a U-shape • One (1) medium-size table for secretariat • 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 meeting venue or nearby. • Have sufficient power outlets & extension wires for laptops	
V.	<b>Other Requirements:</b> 1. All Equipment and facilities are properly maintained. 2. Exhibits professional ambiance and must satisfy the requirements for security and other substantive details to meet the objectives of OCD	
VII	<b><u>Must accept SEND BILL policy as payment for services.</u></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 and Meeting Venue for the Participants involved in the 1-day Regional Disaster Risk Reduction and Management Council VIII – Technical Working Group Meeting. <ul style="list-style-type: none"> <li>• Date of Event: <b>13 September 2019</b></li> <li>• Location: <b>Tacloban City or Palo, Leyte</b></li> </ul>	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 : \_\_\_\_\_