



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: 10 September 2019
 PR RF: 2019-TS09-159
 Quotation No: RFQ-2019-TS09-079

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, Guest Instructors and Secretariat involved in the 3-Day Basic Incident Command System Training for Reservists on October 1-5, 2019
Location	Within the Province of Leyte
Event Date	1-5 October 2019
Number of Participants	46 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 252,000.00
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 16 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:

- Valid and current Mayor's Permit/Business Permit
- PhilGEPS Registration Number
- 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, Guest Instructors and Secretariat involved in the 3-Day Basic Incident Command System Training for Reservists on October 1-5, 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 for Accommodation, Meals and Venue	Statement of Compliance
I.	Date of Event: <ul style="list-style-type: none"> • 1-5 October 2019 	
II.	Location: Within the Province of Leyte	
III.	Accommodation: <p>A. Room for 40 Persons (Participants) Check-in Date: 01 October 2019 Check-out Date 04 October 2019 Room Type: 10 Twin Sharing 2 Dorm Type (maximum of 8 pax/ rm)</p> <p>B. Room for 6 Persons (Secretariat/Instructors) Check-in Date: 01 October 2019 Check-out Date: 04 October 2019 Room Type: 3 Twin Sharing 1 Single</p> <p>C. Others:</p> <ul style="list-style-type: none"> • Room rates inclusive of breakfast • Hotel must be located within 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 • Preferably with elevator 	
IV.	Training Venue: <ul style="list-style-type: none"> • Can accommodate 50 persons • With four (4) sets of tables arranged on a ten (10) seating capacity • With 4 break out rooms • Four (4) 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 podium. • Availability of at least 2 white boards and minimal restrictions on wall postings inside training hall • Air-conditioned and adequate lighting with uninterruptible power supply. • Adequate comfort rooms located inside the training venue or nearby. • Have sufficient power outlets & extension wires for laptops • Training rooms can be extended at least up to 12MN (Day 2 of Training) 	
V.	MEALS: <p>A. Provision of Meals</p> <ul style="list-style-type: none"> • Dinner for 46 Pax 01 October 2019. • Breakfast, AM Snacks, Lunch, PM Snacks • Dinner for 6 Pax on 04 October 2019 and Breakfast for 6 Pax 05 October 2019 <p>B. Others</p> <ul style="list-style-type: none"> • All Lunch and Dinner must be 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, milo 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 ambiance 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, Guest Instructors and Secretariat involved in the 3-Day Basic Incident Command System Training for Reservists on October 1-5, 2019 <ul style="list-style-type: none">• Date of Event: October 1-5, 2019• Location: Within the Province of 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 : _____