

Republic of the Philippines
 Department of National Defense
OFFICE OF CIVIL DEFENSE REGION XI
 2nd Floor, LDL Building, CP Garcia Highway,
 Brgy. Communal, Buhangin District, Davao
 City

Date: **06-25-19**
 PR Ref No: **2019-06-121**
 Quotation No.: **14**

REQUEST FOR QUOTATION
(Negotiated Mode of Procurement Under 53.10)

Company/Name : _____
 Address : _____
 Tel. No./ Fax No. : _____

Gentlemen:

For Negotiated Mode of Procurement 53.10 under R.A 9184, please quote your lowest price on the line item listed below, subject to the General Conditions as required. Submit your **quotation** duly signed by your authorized representative not later than **June 28, 2019** to Office of Civil Defense Regional Office XI, 2nd Floor, LDL Building, CP Garcia Highway, Brgy. Communal, Buhangin District, Davao City.

Name of Project	: Event 1. Provision of Meals, Venue & Hotel Accommodation, Services for Participants, Guests and Secretariat involved in the 2-Day Resilience Forum Back-to-Back Poster Making and Essay Writing Contests on July 15-16, 2019 in Davao City
Location	: Within Davao City
Date of Event	: Event 1: July 15-16, 2019
Type of Accommodation	: Full board Accommodation
Number of Participants	: Event 1: 66 pax
Brief Description	: Provision of lease of workshop venue including food and accommodation; (with internet connection at least 4GB, 30mpbs) <u>Hotel Must Accept a Send Bill Policy in the payment of services</u>
ABC (Approved Budget for the Contract)	: Event 1: 145,000.00
Fund Source	: OCD Region XI APB CY 2019

General Conditions:

1. **All bids higher than ABC shall automatically be disqualified.**
2. **Proponent must submit, together with its quotation (prescribed form "Annex A&B") non-submission shall automatically be disqualified.**
3. All quotation must attached photocopies of SEC/DTI Business Name Registration, and Valid Mayor's Permit, PHILGeps Registration, Latest Income and Business Tax Returns or within three (3) days.

4. All quotations shall be inclusive of applicable Value Added Tax (VAT) and shall be firm and valid for a period of at least sixty (60 days) from the date of receipt of quotation & shall be binding upon the supplier within the period.

5. All entries should be accomplished with the word "Comply" or its equivalent. Any interlineations, erasures/overwriting shall be valid only if they are signed/ initialed by the contractor or his/her duly authorized representative/s.

The quotations will be subject to meeting for the next process of choosing the supplier for the said activity

The OCD reserves the right to accept or reject any or all bid, 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. Furthermore the OCD assumes no responsibility to compensate or indemnify the bidder for any expense or loss that may be incurred in the preparation of the bid nor does it guarantee that an award will be made.



DIR. MANUEL LUIS M. OCHOTORENA

Regional Director, OCD XI

ANNEX "A"

Technical Specifications LEASE OF VENUE

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.	Specification	Statement of Compliance
I.	Date of Event: Event 1: July 15-16, 2019	
II.	Location and Site Condition: Within Davao City (with internet connection at least 4GB, 30mpbs)	
III.	Neighborhood Data 1. Proper waste management system such as regular garbage collection and with Sanitary Permit from approximate authority 2. Proximity to police and fire stations 3. Strategic location to commercial establishments & ATM banks 4. Proximity to a hospital	
IV.	Venue B. Functionality 1. Conference Room <ul style="list-style-type: none">▪ Use of one (1) Conference Room that can accommodate 90 pax (big enough for the indoor exercise)▪ Proper light ventilation and air-conditioning units▪ with WiFi access▪ Two (2) medium-size tables with chairs for secretariat/supplies▪ Must come with free Audio system, at least three (3) wireless microphones, one (1) projector with projector screen and podium▪ On-call operator for PA systems▪ On-call waiter▪ Must come with one (1) medium-size whiteboards with markers, writing pads and pencils▪ Have sufficient power outlets & extension wires for laptops▪ adequate number of comfort rooms comfortably located adjacent the Conference Room	

2. Room Arrangements

Event 1:

1. I. ACCOMMODATION: (at least 3 Star Hotel)

A. Rooms for 66 Persons (Participants):

Check In Date: 15 July 2019

Check Out Date: 16 July 2019

Room Type: 22 Twin Sharing Room

2. MEALS ARRANGEMENT

Event 1:

A. Provision of Meals

- AM Snacks and Lunch for 90 pax on July 15, 2019
- PM Snacks & Dinner for 66 pax on July 15, 2019
- Breakfast for 66 pax on July 16, 2019

3. VENUE

Event 1:

- A. One function room that can accommodate 90 persons
- B. Two (2) medium sized tables for secretariat/supplies
- C. Must come with free audio system at least four (4) wireless microphones, one (1) projector with projector screen and audio connectors (laptop to sound system)
- D. Air-conditioned and adequate lighting with uninterrupted power supply
- E. Adequate number of comfort rooms comfortably located adjacent to the training venue
- F. Have sufficient power outlets & extension wires

4. OTHERS:

- A. Room rates inclusive of breakfast
- B. Hotel must be located inside Davao City
- C. All rooms must be air-conditioned
- D. Furnished with TV, clean toilet & Beddings, towels, toiletries (tissue, shampoo, bathroom, conditioner and soap)
- E. Snacks must be served plated
- F. All meals must come with free beverages
- G. Menu Options: Vegetables, Sea Foods, Fish, Chicken, Beef and Rice
- H. Free flowing coffee and tea for the entire duration of the activity

Name of Company/Bidder

Bidder's Signature over Printed Name

Date:

ANNEX B

Price Proposal Submission Sheet

Date: _____

OFFICE OF CIVIL DEFENSE XI
 2nd Floor, LDL Building, CP Garcia Highway, Brgy. Communal,
 Buhangin District, Davao City

Sir:

After having carefully read and accepted the terms and conditions in your bidding documents, here under is our bid for the Provision of Meals, Venue & Hotel Accommodation Services for Participants, Guests and Secretariat involved in the conduct of 2-Day Resilience Forum Back-to-Back Poster Making and Essay Writing Contests on July 15-16, 2019 with the following details:

Item	Quantity	Unit	Cost per Pax	Total Price
<p>Event 1. Provision of Meals, Venue & Hotel Accommodation, Services for Participants, Guests and Secretariat involved in the 2-Day Resilience Forum Back-to-Back Poster Making and Essay Writing Contests on July 15-16, 2019 in Davao City</p> <p>Specific Requirements:</p> <p>I. ACCOMMODATION: (at least 3 Star Hotel)</p> <p>A. Rooms for 66 Persons (Participants): Check In Date: 15 July 2019 Check Out Date: 16 July 2019 Room Type: 22 Triple Sharing Room</p> <p>II. PROVISION OF MEALS</p> <p>A. AM Snacks and Lunch for 90 pax on July 15, 2019 B. PM Snacks & Dinner for 66 pax On July 15, 2019. C. Breakfast for 66 pax on July 16, 2019</p> <p>III. WORKSHOP VENUE</p> <p>A. One function room that can accommodate 90 persons B. Two (2) medium sized tables for secretariat/supplies C. Must come with free audio system at least four (4) wireless microphones, one (1) projector with projector screen and audio connectors (laptop to sound system) D. Air-conditioned and adequate lighting with uninterrupted power supply E. Adequate number of comfort rooms comfortably located adjacent to the training venue F. Have sufficient power outlets & extension wires</p> <p>IV. OTHERS</p> <p>A. Room rates inclusive of breakfast B. Hotel must be located inside Davao City C. All rooms must be air-conditioned</p>	1	Lot		

<p>D. Furnished with TV, clean toilet & Beddings, towels, toiletries (tissue, shampoo, bathroom, conditioner and soap)</p> <p>E. Snacks must be served plated</p> <p>F. All meals must come with free beverages</p> <p>G. Menu Options: Vegetables, Sea Foods, Fish, Chicken, Beef and Rice</p> <p>H. Free flowing coffee and tea for the entire duration of the activity</p>				
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Total bid Price.....Php _____
 (Amount in Words) _____

Note: The Above Quoted Prices are Vat Inclusive

Very Truly yours,

 Name of Company/Bidder

 Complete Name & Signature of Authorize Rep.