



**Republic of the Philippines**  
**DEPARTMENT OF NATIONAL DEFENSE**  
**OFFICE OF CIVIL DEFENSE IV-A**

**#175, 2nd Floor, CPDC Bldg, Brgy Paciano Rizal, Calamba City**

Date: April 8, 2019

PR Ref No.: 2019-01-100

Quotation No.: 2019-04-0030

Company Name	
Address	
Tel. No/ Fax No.	
Business Permit No.	
TIN No.	
PhilGEPS Cert. #	
Vatable/Non Vatable (please indicate)	

**REQUEST FOR QUOTATION OF PRICES**

Gentlemen:

The Office of Civil Defense IV-A will undertake an Alternative Method of Procurement through Negotiated Procurement in accordance with Section 53.10 Lease of Real Property of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

The OCD hereinafter referred to as the "Purchaser", now request submission of a price quotation for the subject below:

Name of Project	Lease of Venue including Meals and Accommodation for Three (3) day Emergency Operations Center Training for RLAs in CALABARZON
Location	Within Cavite Province area
Event Date	April 22-25, 2019 (inclusive of Day 0)
Number of participants/guests	45 pax
Brief Description	Leasing of venue including meals and accommodation
Terms of Payment	Thirty (30) working days of processing and must accept a send bill policy in the payment of services
ABC (Approved Budget of the Contract)	Php 252,000.00
Fund Source	APB 2019

Proponent must submit, together with its quotation "Annex A (Technical Specifications) & Annex B (Price Quotation Form)" (under prescribed form) non-submission shall be disqualified not later than 0800H, 11 April 2019, at the 2<sup>nd</sup> Floor, CPDC Building, Brgy. Paciano Rizal, Calamba City. Submit your quotation duly signed by your authorized representative. For any clarifications, you may contact us at telephone nos. (049) 531-7266/ 531-7279 or 0917-125-7488 email address at [ocd.rdrmmc4a@yahoo.com](mailto:ocd.rdrmmc4a@yahoo.com)

**General Conditions:**

1. All bids higher than ABC shall automatically be disqualified.
2. Proponent must submit the following documents:
  - a. Valid and current Mayor's Permit/Business Permit
  - b. PHILGEPS Registration
  - c. Latest Income and Business Tax Returns.
  - d. SEC/DTI Registration
3. All prices to be denominated in Philippine Peso and 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 and shall be binding upon the supplier within said period.

4. Any interlineations, erasures/overwriting shall be valid only if they are signed/ initiated by the proponent or his/her duly authorized representative(s).

The OCD IV-A reserves the right to accept or reject any or all bid, waive any defect of informality therein, accept the bid and award the contract to the most advantageous offer, for and in behalf of the project. Furthermore, the OCD IV-A assumes no responsibility to compensate or indemnify the bidder for any expense or loss that may be incurred in the preparation of the bid or guarantees that an award will be made.

DIR OLIVIA M LUCES   
Regional Director

Received by:

\_\_\_\_\_  
Signature above printed name

\_\_\_\_\_  
Date and time of receipt

*\*Kindly fill in and send back this letter to sender to acknowledge receipt*

ANNEX "A"

Technical Specification

## Lease of Venue including Meals and Accommodation

Bidders must state either “Comply” or “Not Comply” or any equivalent term in the column “Statement of Compliance” against each of the individual parameter of each “Specification.”

ITEM No.	Specification	Statement of Compliance
I.	<b>Availability:</b>	
	Event Date: April 22-25, 2019 (inclusive of Day 0)	
II.	<b>Location and Site Condition</b>	
	1. Within Cavite Province Area	
	2. With available Parking Space	
III.	<b>Neighborhood Data:</b>	
	1. Proper waste management system such as regular garbage collection and within Sanitary Permit from approximate authority	
	2. Proximity to police and fire stations	
	3. Strategic location to commercial establishment and ATM Banks	
	4. Proximity to a hospital	
IV.	<b>Venue</b>	
	<b>1. Structural Condition:</b> <ul style="list-style-type: none"> <li>➤ The foundation is made of concrete and structural steel materials or combination of both.</li> <li>➤ Compliant with the standards provided by the Building Code of the Philippines</li> </ul>	
	<b>2. Functionality</b> <ul style="list-style-type: none"> <li>➤ <b>Conference Room</b> Use of one (1) function rooms (good for forty-five (45) participants; 8am-5pm of April 23-25, 2019 Use of three (3) additional function rooms (good for ten (10) participants each: 8am-10am of April 25, 2019</li> <li>➤ Conference room must not contain pillars</li> <li>➤ Amenities include: <ul style="list-style-type: none"> <li>i. Secretariat's table - long table with chairs</li> <li>ii. Registration desk</li> <li>iii. Sound system with at least three (3) microphone units and podium</li> <li>iv. Whiteboard and/or flipchart with markers, pads, and pencils</li> <li>v. Waived electricity charges for use of laptops and projectors</li> <li>vi. On-call operator for PA systems and on-call waiter</li> </ul> </li> <li>➤ Must have high speed internet connection</li> </ul>	
	<ul style="list-style-type: none"> <li>➤ <b>Light, ventilation and air conditioning</b></li> <li>➤ Proper and adequate light and ventilated rooms*</li> </ul>	
	<ul style="list-style-type: none"> <li>➤ <b>Space requirement</b> Conference room can accommodate forty-five (45) participants or more.</li> </ul>	
	<b>3. Facilities: Must be gender-sensitive*</b> <ul style="list-style-type: none"> <li>a. Continuous water supply and accessible comfort room</li> <li>b. Proper and adequate light ventilation</li> <li>c. Accessible emergency exit</li> <li>d. Functional fire alarm and standby fire extinguisher and automatic sprinkler*</li> <li>e. Available telephone and/or internet connection within the premises of the building</li> <li>f. Audible/operational sound system</li> </ul>	
	<b>4. Other requirements:</b> <ul style="list-style-type: none"> <li>a. All equipment and facilities are properly maintained</li> <li>b. Exhibits professional ambience; must satisfy the requirements of security and substantive objectives of the OCD4A concerned.*</li> <li>c. Adequate Security service 24/7.</li> <li>d. Standby generator set – for guaranteed power supply during the entire stay*</li> <li>e. Provision of three (3) tarpaulin backdrop and three (3) welcome streamers/lobby posters</li> <li>f. Free use of extension cords.*</li> <li>g. On call medical personnel in case of emergency.*</li> </ul>	

	<p>h. <b>Hotel must accept send bill policy in the payment of services.*</b></p> <p>i. Hotel must be able to adjust to the abrupt change in the number of hotel room and conference rooms needed for the event.*</p> <p>j. Must have Philippine flag with flag poles</p>	
	<p><b>a. Accommodation arrangement</b></p> <p>Can accommodate at least 45 participants/guests; 14 triple sharing and 1 deluxe room</p> <p>Check- in date: April 22-5pax  Check- in date: April 23-24-45 pax  Check-out date: April 25-45pax</p>	
	<p><b>5. Catering Services</b></p> <p>April 22, 2019: Dinner (5 pax)  April 23, 2019: Breakfast (5 pax)  April 23, 2019: AM Snacks, lunch, PM snacks and dinner (45 pax)  April 24, 2019: Breakfast, AM Snacks, Lunch, PM Snacks, and dinner (45 pax)  April 25, 2019: Breakfast, AM Snacks, Lunch, and PM Snacks (45 pax)</p> <p>*Must provide buffet service; flexibility of dietary requirements of guests; selection of sustainable menu options; must have pork-free alternative meals to cater the Muslim guests. *</p>	
	<p><b>6. Clients satisfactory Rating</b></p>	

I hereby commit to comply with all the above requirements.

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

Signature : \_\_\_\_\_  
Complete Name : \_\_\_\_\_  
Date : \_\_\_\_\_

**ANNEX "B"**  
Price Quotation Form

Date: \_\_\_\_\_

**DIR OLIVIA M LUCES**  
Regional Director  
Office of Civil Defense IV-A  
#175 CPDC Bldg., Brgy Paciano Rizal  
Calamba City, Laguna

Ma'am:

1. After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our financial proposal for the items identified below:

Item	Item & Description	Qty	Unit	Cost per participant	Total Price
	<b>Lease of Venue including Meals and Accommodation for Three day Emergency Operations Center Training for RLAs in CALABARZON</b> <ul style="list-style-type: none"><li>➤ <b>Event date:</b> April 22-25, 2019 (inclusive of Day 0)</li><li>➤ <b>Location:</b> Within Cavite Province area</li><li>➤ <b>Number of participants:</b> 45 pax</li></ul> With function room <ul style="list-style-type: none"><li>➤ <b>Meals for:</b> April 22, 2019: Dinner (5 pax) April 23, 2019: Breakfast (5 pax) April 23, 2019: AM Snacks, lunch, PM snacks and dinner (45 pax) April 24, 2019: Breakfast, AM Snacks, Lunch, PM Snacks, and dinner (45 pax) April 25, 2019: Breakfast, AM Snacks, Lunch, and PM Snacks (45 pax)</li></ul>	1	lot		
				<b>Total Amount</b>	

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 (15) calendar days from receipt of Work Order (WO) /Purchase Order (PO).
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 RFO.
4. We understand that payment of 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.

Very truly yours,

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address of Company

\_\_\_\_\_/\_\_\_\_\_  
Office Telephone No. / Mobile No.

\_\_\_\_\_  
Email address/es

**PURCHASE REQUEST**  
OFFICE OF CIVIL DEFENSE

Agency

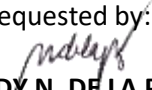
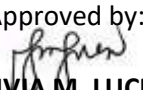
Department : \_\_\_\_\_ PR No.:2019-01-100 Date: 04/08/19  
Section : CBTS SAI No.: \_\_\_\_\_ Date: \_\_\_\_\_

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Total Cost
	Lot 1	<p><b>Meals and Accommodation Services for Three (3) day Emergency Operations Center</b></p> <p><b>Availability:</b> Event Date: April 22-25, 2019 (inclusive of Day 0) Check-in Date: April 22, 2019 (5pax) Check-in Date: April 23-24, 2019 (45pax) Check-out Date: April 25, 2019 (45pax)</p>			<b>P 252,000.00</b>
	xxx	<p><b>Location and Site Condition</b></p> <ol style="list-style-type: none"> <li>1. Within Cavite Province Area</li> <li>2. With available Parking Space</li> </ol> <p><b>Neighborhood Data:</b></p> <ol style="list-style-type: none"> <li>1. Proper waste management system such as regular garbage collection and within Sanitary Permit from approximate authority</li> <li>2. Proximity to police and fire stations</li> <li>3. Strategic location to commercial establishment and ATM Banks</li> <li>4. Proximity to a hospital</li> </ol>			
	xxx	<p><b>Venue</b></p> <ol style="list-style-type: none"> <li>1. Structural Condition: <ul style="list-style-type: none"> <li>• The foundation is made of concrete and structural steel materials or combination of both.</li> <li>• Compliant with the standards provided by the Building Code of the Philippines</li> </ul> </li> <li>2. Functionality <ol style="list-style-type: none"> <li>a. Conference Room</li> </ol> </li> </ol> <p><b>April 23-25:</b> Use of one (1) function room (good for forty-five (45) participants)</p>			

		<p><b>April 25:</b> Use of three (3) additional function room good for 10 pax each.</p> <ul style="list-style-type: none"> <li>• Long table set-up - Classroom type (at least ten (10) participants per table)</li> <li>• Conference room must not contain pillars</li> <li>• Amenities include: <ul style="list-style-type: none"> <li>i. Secretariat's table - long table with chairs</li> <li>ii. Registration desk</li> <li>iii. Sound system with at least three (3) microphone units and podium</li> <li>iv. Whiteboard and/or flipchart with markers, pads, and pencils</li> <li>v. Waived electricity charges for use of laptops and projectors</li> <li>vi. On-call operator for PA systems and on-call waiter</li> </ul> </li> <li>• Must have high speed internet connection</li> <li>b. Room arrangement <ul style="list-style-type: none"> <li>• Can accommodate at least 45 participants/guests; 14 triple sharing and 2 deluxe room</li> <li>• Check- in date: April 22-5pax</li> <li>• Check- in date: April 23-24: 47 pax</li> <li>• Check-out date: April 25-45pax</li> </ul> </li> <li>• Daily housekeeping services</li> <li>• Must have high speed internet connection</li> <li>• Must have bottled drinking water inside the rooms</li> <li>c. Light, ventilation and air conditioning <ul style="list-style-type: none"> <li>• Proper and adequate light and ventilated rooms*</li> </ul> </li> </ul> <p><b>Space requirement</b></p> <ul style="list-style-type: none"> <li>• Conference room can accommodate forty-five (45) participants or more. *</li> </ul> <p>3. Facilities: Must be gender-sensitive*</p> <ul style="list-style-type: none"> <li>a. Continuous water supply and accessible comfort room</li> </ul>			
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	xxx	<ul style="list-style-type: none"> <li>b. Proper and adequate light ventilation</li> <li>c. Accessible emergency exit</li> <li>d. Functional fire alarm and standby fire extinguisher and automatic sprinkler*</li> <li>e. Available telephone and/or internet connection within the premises of the building</li> <li>f. Audible/operational sound system</li> <li>4. Other requirements: <ul style="list-style-type: none"> <li>a. All equipment and facilities are properly maintained</li> <li>b. Exhibits professional ambiance; must satisfy the requirements of security and substantive objectives of the OCD4A concerned. *</li> <li>c. Adequate Security service 24/7.</li> <li>d. Standby generator set – for guaranteed power supply during the entire stay*</li> <li>e. Provision of one (1) tarpaulin backdrop and one (1) welcome streamers/lobby posters</li> <li>f. Free use of extension cords.*</li> <li>g. On call medical personnel in case of emergency. *</li> <li>h. Hotel must accept send bill policy in the payment of services. *</li> <li>i. Hotel must be able to adjust to the abrupt change in the number of hotel room and conference rooms needed for the event.*</li> <li>j. Must have Philippine flag with flag poles</li> </ul> </li> <li>5. Catering Services – meals for 45 pax <ul style="list-style-type: none"> <li>a. April 22, 2019: Dinner (5 pax)</li> <li>April 23, 2019: Breakfast (5 pax) and am snacks, lunch, pm snacks and dinner (45 pax)</li> <li>April 24, 2019: Breakfast, AM snacks, lunch, pm snack, and dinner (45pax)</li> <li>April 25, 2019: Breakfast, AM snack, lunch, pm snack (45 pax)</li> </ul> </li> <li>b. Drinks: one bottled juice for every meals and snacks</li> <li>c. with free flowing coffee</li> </ul>			
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		<p>*Must provide buffet service; flexibility of dietary requirements of guests; selection of sustainable menu options; must have pork-free alternative meals to cater the Muslim guests. *</p> <p>6. Clients satisfactory Rating: Very satisfactory</p> <p>xxxxxxx nothing follows xxxxxxxxxx</p> <p>Note: Chargeable against OCD-DRRM CY 2019 under APB 2019.</p>			
				<b>TOTAL COST:</b>	<b><u>Php 252,000.00</u></b>
<b>Purpose:</b> Provision of Meals and Accommodation icow Three (3) day Emergency Operations Center Training for RLAs in CALABARZON .					
Signature: Printed Name: Designation:	Requested by:  <b>RANDY N. DE LA PAZ</b> Section Chief, CBTS		Approved by:  <b>OLIVIA M. LUCAS</b> Regional Director		