

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
Camp General Emilio Aguinaldo, Quezon City

REQUEST FOR QUOTATION (RFQ) No. CBTS-1018-026

Company Name : _____
Address : _____
PhilGEPS Registration No. : _____

The Office of Civil Defense (OCD), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated Procurement** in accordance with **Section 53.10 Lease of Real Property or Venue** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

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

Name of Project	: Provision of Hotel Venue Rental/Accommodation Services for Tabletop Exercise for Harmonized National CP for 7.2 Magnitude Earthquake
Location	: Within Metro Manila
Date of Event	: Group 1: NDRRMC + MMDRMC Participants (November 18 to 23, 2018) Group 2: East Quadrant Participants (November 19 to 21, 2018) Group 3: North Quadrant + Central Luzon Participants (November 20 to 22, 2018) Group 4: West Quadrant Participants (November 21 to 23, 2018) Group 5: South Quadrant + CALABARZON Participants (November 22 to 24, 2018)
Brief Description	: Must be at least three-star hotel
Type of Accommodation	: Twin-Sharing and Single Rooms
Terms of Payment	: <u>Must accept send bill policy</u>
ABC (Approved Budget for the Contract)	: Php. 1,157,100.00
Fund Source	: CBTS DRRM Fund FY 2018

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 duly signed "**Annex A (Technical Specifications) & Annex "B" Price Quotation Form (PQF)**" (under prescribed form) **non-submission shall automatically be disqualified** not later than **01:30 PM 05 November 2018**, at the OCD BAC Secretariat Office, 2nd Floor, OCD Annex Building, Camp General Emilio Aguinaldo, Quezon City. Submit your **sealed quotation (indicate the project name) duly signed by your authorized representative to our office.** For any clarifications, you may contact the **BAC Secretariat Office** at telephone no. **(02) 912-2964** or email address at **bacsec.oed@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:

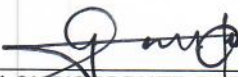
- a. Platinum PhilGEPS Registration only with valid and current annexes

While for Red Membership:

1. Valid and current Mayor's Permit/Business Permit
2. PhilGEPS Registration Number
3. Latest Income and Business Tax Return

Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative. The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for everyday of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of liquidated damage reaches ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

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.



MR. CHRISTOPHER B. GACUTAN
Vice-Chairperson
OCD Bids and Awards Committee
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ANNEX "A"
Technical Specifications

**Provision of Hotel Venue Rental/Accommodation Services for Tabletop Exercise
for Harmonized National CP for 7.2 Magnitude Earthquake**

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."

Legend: *MANDATORY REQUIREMENTS. Failure to comply with any of the mandatory requirements will disqualify your quotation.

Item No.	Agency Specifications	Statement of Compliance
I.	<p>Date of Event: Group 1: NDRRMC + MMDRMC Participants (November 18 to 23, 2018) Group 2: East Quadrant Participants (November 19 to 21, 2018) Group 3: North Quadrant + Central Luzon Participants (November 20 to 22, 2018) Group 4: West Quadrant Participants (November 21 to 23, 2018) Group 5: South Quadrant + CALABARZON Participants (November 22 to 24, 2018)</p>	
II.	<p>Specifications:</p> <ul style="list-style-type: none"> • Hotel should be located within Metro Manila (not along EDSA), should be accessible, PWD friendly and not near the Red-Light District and Funeral Parlor • Hotel must have an indoor clinic with standby medical personnel and must be near hospitals (within 4 km radius). • Hotel must satisfy the requirements of security (standby security personnel) and substantive objectives of the OCD-NDRRMC. • Hotel should be able to provide twin-sharing rooms with bottled water, meals and other requirements. • The function room must be located within the hotel and must be big enough to accommodate the number of participants for a boardroom and U-shape set-up without any obstruction with provision for a secretariat area. • Hotel must provide a meal area enough for the identified number of participants and enough parking lot for all the participants. • Hotel must be at least a three-star hotel. • Hotel must be able to adjust to the abrupt change in the number of hotel rooms and conference rooms needed for the event. • The hotel rates must include strong unlimited internet connection (wired/wireless broadband) for every participant both in the venue and rooms. • Audio-visual equipment such as projector screens, functioning sound system, etc. should be provided. • With flexibility of dietary requirements of guests. • With selection of sustainable menu options. • With International and local cuisine and a variety of food to choose from. • Pleasing aesthetic both inside and outside the hotel. • The company should have been in the business for at least of two (2) years. 	
III.	<p>Group 1 NDRRMC + MMDRMC Participants</p> <ul style="list-style-type: none"> • November 18, 2018 <ul style="list-style-type: none"> - Check-in: 50 pax, twin-sharing and 1 pax, single occupancy - PM Snacks and Dinner: 51 pax • November 19-22, 2018 <ul style="list-style-type: none"> - Full-board for 51 pax • November 23, 2018 <ul style="list-style-type: none"> - Breakfast, AM Snacks, Lunch, PM Snacks for 51 pax - Check-out: 51 pax 	

	<p>Group 2 East Quadrant Participants</p> <ul style="list-style-type: none"> • November 19, 2018 <ul style="list-style-type: none"> - Check-in: 16 pax - Dinner: 16 pax • November 20, 2018 <ul style="list-style-type: none"> - Breakfast, AM Snacks, Lunch, and PM Snacks for 16 pax - Dinner: 12 pax - Check-out: 4 pax • November 21, 2018 <ul style="list-style-type: none"> - Breakfast: 12 pax - Check-out: 12 pax <p>Group 3 North Quadrant + Central Luzon Participants</p> <ul style="list-style-type: none"> • November 20, 2018 <ul style="list-style-type: none"> - Check-in: 28 pax - Dinner: 28 pax • November 21, 2018 <ul style="list-style-type: none"> - Breakfast, AM Snacks, Lunch, and PM Snacks for 28 pax - Dinner: 12 pax - Check-out: 16 pax • November 22, 2018 <ul style="list-style-type: none"> - Breakfast: 12 pax - Check-out: 12 pax <p>Group 4 West Quadrant Participants</p> <ul style="list-style-type: none"> • November 21, 2018 <ul style="list-style-type: none"> - Check-in: 18 pax - Dinner: 18 pax • November 22, 2018 <ul style="list-style-type: none"> - Breakfast, AM Snacks, Lunch, and PM Snacks for 18 pax - Dinner: 12 pax - Check-out: 6 pax • November 23, 2018 <ul style="list-style-type: none"> - Breakfast: 12 pax - Check-out: 12 pax <p>Group 5 South Quadrant + CALABARZON Participants</p> <ul style="list-style-type: none"> • November 22, 2018 <ul style="list-style-type: none"> - Check-in: 44 pax - Dinner: 44 pax • November 23, 2018 <ul style="list-style-type: none"> - Breakfast, AM Snacks, Lunch, and PM Snacks for 44 pax - Dinner: 20 pax - Check-out: 24 pax • November 24, 2018 <ul style="list-style-type: none"> - Breakfast: 20 pax - Check-out: 20 pax <p>Additional: 4 Breakout Rooms</p> <ul style="list-style-type: none"> • November 19 to 23, 2018 • With four round tables per breakout room (1 room big enough for 40 pax) • With LCD Projector and sound system per breakout room 	
IV.	<p>Payment: Must accept SEND BILL policy as payment of services.</p>	

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

The Bids and Awards Committee
OFFICE OF CIVIL DEFENSE
Camp Gen. Emilio Aguinaldo, Quezon City

Sir/Madam:

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	Quantity	Cost per pax	Total Price
Provision of Hotel Venue Rental/Accommodation Services for Tabletop Exercise for Harmonized National CP for 7.2 Magnitude Earthquake Location: Within Metro Manila Room Arrangement: Twin Sharing and Single Room Accommodation: Must be at least three-star hotel Date of Event: <ul style="list-style-type: none"> • Group 1: NDRRMC + MDRMC Participants (November 18 to 23, 2018) • Group 2: East Quadrant Participants (November 19 to 21, 2018) • Group 3: North Quadrant + Central Luzon Participants (November 20 to 22, 2018) • Group 4: West Quadrant Participants (November 21 to 23, 2018) • Group 5: South Quadrant + CALABARZON Participants (November 22 to 24, 2018) 	1 lot	Php	Php

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 : _____