

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

REQUEST FOR QUOTATION (RFQ) No. HRMDD-1018-020

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 Food, Accommodation and Venue for the Conduct of PRIME-HRM Integration Workshop for HR Practitioners
Location	: Quezon City, less than 4kms away from Camp Aguinaldo
Date of Event	: 29 to 31 October 2018
Type of Accommodation	: At least three-star hotel, Full-board, Twin Sharing (Separate Beds)
Terms of Payment	: <u>Send bill policy as payment for services</u>
ABC (Approved Budget for the Contract)	: Php158,400.00
Fund Source	: HRMDD APP CY 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 on 24 October 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

ANNEX "A"
Technical Specifications

**Provision of Food, Accommodation and Venue for the Conduct of PRIME-HRM
Integration Workshop for HR Practitioners**

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 for Accommodation and Meals	Statement of Compliance
I.	Date of Event: 29 to 31 October 2018 (3 Days and 2 Nights) Arrival at 07:30AM on 29 October 2018	
II.	Location: Quezon City, less than 4kms away from Camp Aguinaldo	
III.	Accommodation: 1. At least three-star hotel 2. 12 twin sharing air-conditioned rooms (separate beds) 3. Furnished with television, closet, clean toilet and bathroom, beddings, towels, and basic toiletries (daily housekeeping)	
IV.	Meals/Restaurant Services: (on-site banquet catering) Breakdown <ul style="list-style-type: none"> • Day 1 (October 29, 2018): Breakfast, AM Snack, Lunch, PM Snack, Dinner • Day 2 (October 30, 2018): Breakfast, AM Snack, Lunch, PM Snack, Dinner • Day 3 (October 31, 2018): Breakfast, AM Snacks, and Lunch *Breakfast (Full Buffet) – Fresh fruits in season, Rice or Bread with Butter, at least 3 Main courses (seafood or fish, chicken or pork or beef, and vegetables) *Lunch and Dinner – Soup, salad/appetizer, rice, at least 2 main courses (seafood or fish, chicken or pork or beef, vegetables, desserts/fresh fruits, 1 round of softdrinks) *Snacks – Any of the following: Cakes or pastries or sandwiches, pasta or noodles with bread, native food	
V.	Function Room: <ul style="list-style-type: none"> • 10-12 hours per day • Can accommodate 35 persons with enough space for break-out sessions • Air-conditioned flowing coffee and tea, mints, basic sound system with 3 wireless microphone, WiFi connectivity, whiteboard with markers, pads and pencils, rostrum and flag stand • Tables for the LCD Projector and laptop for the Resource Person *Free parking for vehicles, stand-by generator set-guaranteed no power supply interruption *Hotel must be away from establishments like funeral parlor, etc.	
VI.	Payment: Must accept SEND BILL arrangement.	

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 Food, Accommodation and Venue for the Conduct of PRIME-HRM Integration Workshop for HR Practitioners Date of Event: 29 to 31 October 2018 (3 Days and 2 Nights) Arrival at 07:30AM on 29 October 2018 Location: Quezon City, less than 4kms away from Camp Aguinaldo Arrangement: Full board/Twin Sharing (Separate Beds) Accommodation: At least three-star hotel	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 : _____