

Republic of the Philippines  
Department of National Defense  
**OFFICE OF CIVIL DEFENSE**  
PEO Compound, Kumintang Ilaya, Batangas City

**REQUEST FOR QUOTATION No. 2021-IVB-001 (EARLY PROCUREMENT)**  
(Section 53.10 of RA 9184, Lease of Venue)

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
PHILGEPS Registration No.: \_\_\_\_\_

The **Office of Civil Defense-MIMAROPA**, through its Regional Bids and Awards Committee will undertake an Alternative Method of Procurement through Negotiated Procurement in accordance with **Section 53.10 (Lease of Venue) of the Revised Implementing Rules and Regulations of RA 9184**.

The OCD-MIMAROPA, hereinafter referred as "The Purchaser" now requests submission of price quotation for the hereunder project:

Name of Project	:	<b>(EARLY PROCUREMENT) Lease of Venue with Provision of Meals and Accommodation for Participants, Secretariat and Speakers for the conduct of Community Based Disaster Risk Reduction &amp; Management Training for CSOs of Oriental Mindoro</b>
Location	:	Within the vicinity of Calapan City, Oriental Mindoro
Delivery Schedule	:	March 15-18, 2021
Total Approved Budget for the Contract (ABC)	:	Php 198,000.00
Brief Description	:	Procurement of Lease of Venue with Provision of Meals and Accommodation for Participants, Secretariat and Speakers for the conduct of Community Based Disaster Risk Reduction & Management Training for CSOs of Oriental Mindoro
Terms of Payment	:	<b><u>Send bill Policy</u></b> - After completion for each event or activities, payment shall be made through Land Bank's Bank Transfer Facility, within fifteen (15) working days after submission of billing statement and User Acceptance of the Product. Bank Transfer Fee shall be charged against the creditor's account. Payment Details: Banking Institution: _____ Account Number: _____ Account Name: _____ Branch: _____
Evaluation Criteria	:	<i><u>Technical Responsiveness, Full compliance to the requirements and Lowest Quotation</u></i>
Fund Source	:	DRRM Funds of OCD-MIMAROPA under APB CY 2021

**Award of contract** shall be made to the Bidder with the lowest quotation on **per lot basis** for the subject goods which comply with the minimum requirements of technical specifications and other terms and conditions stated herein. **All Bids higher than the ABC shall automatically be disqualified.**

Prospective bidder shall accomplish and submit the duly signed "**Annex A, Technical Specifications & Annex B, Price Quotation Form (PQF)**", (under prescribed form) **non submission of same prescribed format shall automatically disqualify**, not later than **1:00 p.m., 30 October 2020** at Procurement Office, OCD-MIMAROPA, PEO compound Kumintang Ilaya, Batangas City. Submit your quotation (indicate the project name) duly signed by your authorized representative via hardcopy or through e-mail address [mimaropabac2019@gmail.com](mailto:mimaropabac2019@gmail.com). For any clarifications, you may contact Ms. NONALIE NIEVES R. VIADO at telephone no/s 0915-456-0307/ (043) 723-4248, (043) 702 -9361- Use of forms other than OCD prescribed form shall not be acceptable.

Interested supplier/service provider is required to submit the following documents:

- 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 No. (Please indicate on the space provided)
  3. Latest Income or Business Tax Return

The OCD-MIMAROPA reserves the right to accept or reject any or all bids / price quotations, to annul the process, and to reject all bids at any time prior to contract of award, without thereby incurring any liability to the affected bidder/s.

  
MARY AN B. ACEVEDA

Vice-Chairman, Bids and Awards Committee

**ANNEX "A"**

**TECHNICAL SPECIFICATIONS (minimum requirements)**

Bidders must either state "Comply" or "Not Comply" or any other equivalent term in the column of "Statement of Compliance" against each of the individual parameters of each "Specifications"

Item Description	Statement of Compliance
<p><i>1. Lease of Venue with Provision of Meals and Accommodation for Participants, Secretariat and Speakers for the conduct of Community Based Disaster Risk Reduction &amp; Management Training for CSOs of Oriental Mindoro</i></p> <ul style="list-style-type: none"> <li>- <b>15 March 2021 (Check-in)</b></li> <li>- <b>18 March 2021 (Check-out)</b></li> </ul>	
<b>Location and Site Condition</b>	
<ol style="list-style-type: none"> <li>1. Within the vicinity of Calapan City, Oriental Mindoro</li> <li>2. Free parking space within or near venue</li> <li>3. With access to main roads and national highways</li> </ol>	
<b>Neighborhood Data</b>	
<ol style="list-style-type: none"> <li>1. Proper waste management system such as regular garbage collection and with Sanitary Permit from approximate authority</li> <li>2. Proximity to police and fire stations and hospital</li> <li>3. Proximity to Banks, Postal and Telecommunications service provider</li> </ol>	
<b>Venue</b>	
<ol style="list-style-type: none"> <li>1. Structural condition: the foundation is made of concrete and structural steel materials or combination of both</li> </ol>	
<b>March 16-18, 2021</b>	
<ol style="list-style-type: none"> <li>1. Available one (1) Function Room</li> <li>2. Classroom set-up for a guaranteed of 35 persons</li> <li>3. Sanitation Equipments</li> <li>4. Amenities include: <ul style="list-style-type: none"> <li>- Secretariat's Table</li> <li>- At least two (2) microphone units (preferably wireless) and extension cords,</li> <li>- LCD Projector with table and Projector Screen</li> <li>- Podium</li> <li>- Philippine Flag and pole</li> <li>- Whiteboards &amp; Markers</li> <li>- Free and steady Wi-Fi connection in the Function Room/s</li> <li>- Waived electricity charges for use of laptops and projector</li> <li>- Area should accommodate a guaranteed at least 35 participants</li> </ul> </li> </ol>	
<b>Room Arrangement</b>	
<ol style="list-style-type: none"> <li>1. Can accommodate at least 35 pax <ul style="list-style-type: none"> <li>- No. of Rooms: Good for 35 pax (Single Occupancy)</li> </ul> </li> <li>2. Must have free internet connection in the hotel premises and,</li> <li>3. Must have FREE BOTTLED drinking water inside the rooms</li> <li>4. With Free Breakfast (Individually packed)</li> <li>5. Must Comply with COVID 19 safety and health protocols</li> </ol>	
<b>Facilities</b>	
<ol style="list-style-type: none"> <li>1. Continuous water supply and accessible comfort room</li> <li>2. At least one (1) Operational Elevator available 24/7, if applicable</li> <li>3. Accessible emergency exits and alarm, standby fire extinguisher and automatic sprinkler</li> <li>4. Available Telephone and/or Internet Connection within the premises of the building</li> <li>5. Audible/Operational Sound System</li> <li>6. Must Comply with COVID 19 safety and health protocols</li> </ol>	
<b>Other Requirements</b>	
<ol style="list-style-type: none"> <li>1. <b>Provision of technical, janitorial and maintenance services</b></li> <li>2. <b>Ambience promotes learning</b></li> <li>3. <b>Adequate security service (24/7)</b></li> </ol>	
<b>Meal Requirements</b>	

<p><b>March 15, 2021 (Check-in: 12NN)</b></p> <ul style="list-style-type: none"> <li>- One (1) Individually packed Dinner for 35 pax</li> </ul> <p><b>March 16, 2021</b> – for a guaranteed of 35 pax</p> <ul style="list-style-type: none"> <li>- One (1) Individually packed AM Snack for each participant</li> <li>- One (1) Individually packed PM Snack for each participant</li> <li>- One (1) Individually packed Lunch (Assisted)</li> <li>- One (1) Individually packed Dinner (Assisted)</li> </ul> <p><b>March 17, 2021</b> – for a guaranteed of 35 pax</p> <ul style="list-style-type: none"> <li>- One (1) Individually packed AM Snack for each participant</li> <li>- One (1) Individually packed PM Snack for each participant</li> <li>- One (1) Individually packed Lunch (Assisted)</li> <li>- One (1) Individually packed Dinner (Assisted)</li> </ul> <p><b>March 18, 2021 (Check-out)</b></p> <ul style="list-style-type: none"> <li>- One (1) Individually packed AM Snacks for each participant</li> <li>- One (1) Individually packed Lunch</li> <li>- One (1) Individually packed PM Snacks for each participant</li> </ul>	
<p>Meals Requirement – Based on Hotel Menu</p> <ul style="list-style-type: none"> <li>a. Individually packed Lunch and Dinner composed of the following: <ul style="list-style-type: none"> <li>• Salad or Soup</li> <li>• Main Course consisting of: <ul style="list-style-type: none"> <li>- At least one (1) variant of meat;</li> <li>- At least one (1) variant of fish</li> <li>- At least one (1) variant of vegetables</li> <li>- Rice</li> <li>- Dessert</li> </ul> </li> </ul> </li> <li>b. Drinks composed of the following: <ul style="list-style-type: none"> <li>• At least one (1) round of bottled iced tea or fruit juice for every meal and every snack</li> <li>• Provision of free-flowing coffee and/or tea (no additional charge)</li> </ul> </li> </ul>	
<p><b>Terms of Payment</b> Hotel must accept a Send Bill Policy in the 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**

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

**The COMMITTEE ON CANVASS AND AWARDS**  
OFFICE OF CIVIL DEFENSE-MIMAROPA  
PEO Compound, Kumintang Ilaya  
Batangas City  
Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotations (RFQ), hereunder are our financial proposal for the items identified below:

Article and Description	Quantity/ Unit Measure	Total Approved Budget for the Contract	Offered Quotation	
			Unit Price	Total Price
<i>Lease of Venue with Provision of Meals and Accommodation for Participants, Secretariat and Speakers for the conduct of Community Based Disaster Risk Reduction &amp; Management Training for CSOs of Oriental Mindoro</i> - <b>15 March 2021 (Check-in)</b> - <b>18 March 2021 (Check-out).</b>	1 lot	Php 198,000.00		
<b>15 March 2021 (Check-in)</b> Please fill in your Offered Rate (Php) <i>per person per day</i> • Meals – Individually packed Dinner for 35 pax				
<b>16-18 March 2021 (Training Proper)</b> - <i>Please fill in your Offered Rate (Php) per person per day</i> • Function Room: good for 35 pax  _____ (Name of Function Room) • Meals – Individually packed AM Snacks for 35 pax • Meals – Individually packed PM Snacks for 35 pax • Meals – Individually packed Lunch for 35 pax • Meals – Individually packed Dinner for 35 pax				
<b>18 March 2021 (Check-out)</b> - <i>Please fill in your Offered Rate (Php) per person per day</i> • Meals – Individually packed AM Snacks for 35 pax • Meals – Individually packed PM Snacks for 35 pax • Meals – Individually packed Lunch for 35 pax				
<b>Room Requirement:</b> 15 March 2021 – Check in 18 March 2021 – Check out - <i>Please fill in your Offered Rate Per Room Per Day/Night (Php)</i> - Room Type: Good for 35 pax (Single Occupancy) inclusive of Breakfast (Individually packed)				

**Amount in Words** : \_\_\_\_\_

Note: The above quoted prices are VAT inclusive.

1. We undertake, if our Quotation or Bid is accepted, to deliver the above goods within \_\_\_\_\_ calendar days from receipt of Purchase Order (PO)/Work Order (WO)/Contract
2. We agree to abide for the Quotation/Bid for a period of sixty (60) calendar days after the dated deadline for submission specified in your RFQ.
3. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good (s) delivered.
4. The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone & Mobile No.: \_\_\_\_\_  
Email Address : \_\_\_\_\_

AUTHORIZED REPRESENTATIVE

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