

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

**REQUEST FOR QUOTATION (RFQ) No.OCD-NCR-ADMIN-2018-10-037**

Company Name :  
Address :  
PhilGEPS :  
Registration No. :

The Office of Civil Defense (OCD), through its Bids and Awards Committee (BAC), will undertake Negotiated Mode of Procurement 53.10 (Lease of Real Property) in accordance with **Section 53.10 Lease of Real Property or Venue** with meals 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:

<b>Name of Project</b>	:	<b>Provision of Venue and with Meals for the conduct of Gender Sensitivity Training for Stakeholders</b>
<b>Location</b>	:	Quezon City
<b>Date of Event</b>	:	December 5 - 7, 2018
<b>Terms of Payment</b>	:	<b><u>Send bill policy as payment for services</u></b>
<b>ABC (Approved Budget for the Contract)</b>	:	Php 261,000.00
<b>Fund Source</b>	:	

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 **1:30 PM on 26 November 2018**, at the #81 RBA Building, 15<sup>th</sup> Avenue, Murphy, Cubao, Quezon City. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **BAC Secretariat Office** at telephone no. **(02) 421-1918** or email address at **civildefensencr@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.

  
**MGEN ROMULO M CABANTAC, JR (RET)**  
Senior Vice Chairperson, MMDRRMC and  
Regional Director, OCD-NCR

**ANNEX "A"**  
**Technical Specifications**

**Provision of Venue with Meals during the Conduct of Community Based Disaster Risk Reduction and Management Training for Urban Poor Communities and Basic Incident Command System for Reservists**

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.	Agency Specifications for Accommodation and Meals	Statement of Compliance
I.	<b>Date of Event:</b> 05 – 07 December 2018	
II.	<b>Location:</b> Quezon City within 4 kms. from Camp Aguinaldo	
III.	<b>Technical Specifications:</b> 1. One (1) Instructor, (2) secretariats, and (29) participants 2. Proper waste management system such as regular garbage collection and with Sanitary	
IV.	<b>Venue:</b> 1. Must be at least 3 star hotel: 2. Structural Condition: the foundation is made of concrete and structural steel materials or combination of both: 3. Must be able to adjust to the abrupt change in the number of rooms; 4. Venue and room accommodations must include strong internet 4G connection of WIFI with speed of 6 to 12 MBPS for every participant. 5. Must be able to provide the following meal requirements and flowing coffee/tea during the Workshop: <ul style="list-style-type: none"> <li>• Buffet Lunch and dinner for 32 persons on December 5 - 7, 2018</li> <li>• Lunch and Dinner: 3 sets of Meals (chicken/beef, vegetable &amp; fish) w/ soup and fruit dessert, rice and drink</li> <li>• AM and PM snacks for 32 persons on December 5 – 7, 2018</li> </ul> <b>AM Snacks:</b> selection of pasta with sandwich and lemonade <b>PM Snacks:</b> selection of Filipino foods with bread and lemonade 6. Functionality of Function Room: conference rooms: 1. Use of one (1) air-conditioned function room that can accommodate 40 pax or more and must not have posts or other obstructions on 8:00 AM of 5 December to 5:00 PM of 7 December 2018; with free WIFI connection, flipcharts, audio-visual equipment (projector, microphones, PA systems, flat screen monitors), Philippine Flag, podium, pads and pencils.	
V.	<b>Room Arrangements</b> 1. Can accommodate: At least 32 pax with meals (inclusive of breakfast); 14 rooms (twin sharing with separate beds)* 4 rooms (single occupancy) Check-in Date: 05 December (32 pax); Check-out Date: 07 December (32 pax)	
VI.	<b>Facilities</b> 1. Must be gender-sensitive. Pleasing aesthetic both inside and outside the hotel; Daily housekeeping service; (Should be inclusive- PWD, elderly, child, pregnant and woman friendly), Free parking space for the participants/facilitators* 2. Continuous water supply and accessible comfort room* 3. Accessible emergency exit and alarm* 4. Standby fire extinguisher and automatic sprinkler* 5. Must provide an internet in the rooms, hotel and function room and service drinking water inside the rooms*. 6. Free electrical charge for the use of own equipment's & free use of extension cords.*	

VII.	<p><b>Other Requirements:</b></p> <ol style="list-style-type: none"> <li>1. All equipment and facilities properly maintained</li> <li>2. Exhibits professional ambiance; must satisfy the requirements of security and substantive objectives of the OCD-NCR concerned*.</li> <li>3. Adequate security service (24/7)</li> <li>4. Free use of telephone for local calls in function room*</li> <li>5. Free use of extension cords/wires*</li> <li>6. On call medical personnel in case of emergency</li> <li>7. <b><u>Hotel Must Accept a Send Bill Policy in the payment of services*</u></b></li> <li>8. 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>9. Client's Satisfactory Rating – very satisfactory</li> </ol>	
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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:

<b>ARTICLE AND DESCRIPTIONS</b>	<b>Cost per pax</b>	<b>Total Price</b>
Provision of Venue and Meals for the conduct of Gender Sensitivity Training Date of Event: December 5-7, 2018 <ul style="list-style-type: none"><li>• Location: Within Quezon City</li><li>• Meals for 32 pax</li></ul>	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 : \_\_\_\_\_