

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
Camp General Martin Delgado, Fort San Pedro, Iloilo City

REQUEST FOR QUOTATION (RFQ) No. OCDRO6-0327-001

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 meals and snacks, training venue and hotel accommodation for a total of 110 persons comprise of 100 participants and 10 Resource Persons/ Secretariat/ Facilitators in the conduct of 3-Day Emergency Operations Center Training for Formal Sector on April 15-17, 2019 in Iloilo City.
Location	:	Iloilo City
Date of Event	:	April 15-17, 2019
Type of Accommodation	:	Hotel Accommodation
Number of Participants	:	110 pax
Brief Description	:	Leasing of venue for 3-Day Emergency Operations Center Training for Formal Sector in Iloilo City
Terms of Payment	:	30 working days of processing and <u>must accept send bill policy</u>
ABC (Approved Budget for the Contract)	:	Php253,800.00
Fund Source	:	APB 2019 (DRR)

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.** Submission of sealed quotation is not later than **1:00 p.m. on April 2, 2019**, at the OCD RCC Office, Camp General Martin Delgado, Fort San Pedro, Iloilo City. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **Regional Canvass Committee Office** at telephone nos. **(033) 337-6671/3369353** or email address at **ocdrc6gmail.com**. **Use of forms other than the attached OCD prescribed format is not acceptable.**

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

1. Valid/Current Mayor's Permit/Business Permit (or application for renewal with corresponding receipt)
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.



DIR. JOSÉ ROBERTO R. NUÑEZ
Regional Director, OCD VI

ANNEX “A”
Technical Specifications

Provision of meals and snacks, training venue and hotel accommodation for a total of 110 persons comprise of 100 participants and 10 Resource Persons/ Secretariat/ Facilitators in the conduct of 3-Day Emergency Operations Center Training for Formal Sector on April 15-17, 2019 in Iloilo City

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 Specification	Statement of Compliance
I.	Date of Event: 3-Day Emergency Operations Center Training for Formal Sector on April 15-17, 2019*	
II.	Location and Site Condition: Strategically located in Iloilo City*	
III.	Neighborhood Data 1. Proper waste management system such as regular garbage collection and with Sanitary Permit from approximate authority 2. Proximity to police, fire stations and hospital	
IV.	Venue 1. 2 Function Rooms (good for 55 pax each); Complete table for resource persons, participants and catering set up. 2. Structural Condition: the foundation is made of concrete and structural steel materials or combination of both.	
V.	Room Arrangements Can accommodate: 46 pax (3 or 4 single/separate beds) <ul style="list-style-type: none"> • 3-Day Emergency Operations Center Training for Formal Sector on April 15-17, 2019 in Iloilo City* <p style="text-align: center;">Rooms for 46pax</p> <p>6 pax (twin sharing) Check-in date and time: 14 April 2019 at 2pm Check-out date and time: 17 April 2019 at 12pm</p> <p>40 pax (quad sharing or triple sharing) Check-in date and time: 14 April 2019 at 2pm Check-out date and time: 17 April 2019 at 12pm</p> <p>with separate beds Note: Resource Speakers/Facilitators and Secretariat may stay at the hotel on Day 0 to facilitate workshop/training requirements. Note: <ul style="list-style-type: none"> ▪ Room rates inclusive of breakfast </p>	
VI.	Light Ventilation and Air-Conditioning: <ul style="list-style-type: none"> • Proper Light ventilation and air-conditioning units* 	
VII.	Space Requirements: <ul style="list-style-type: none"> - Classroom Type Arrangement with four (4) long tables* - Small table for the projector* - Long tables and chairs for the Participants* - Separate table and chairs for the Resource Persons, Secretariat and 	

	<p>Registration*</p> <ul style="list-style-type: none"> - Complete table for the catering set-up* - On-call operator for PA systems & on-call waiter* - Functional air-condition function room* - Free, strong and dedicated internet (WIFI) connection, and tarpaulin/welcome streamer for the activity* - Free white boards, projector screen and sound system with microphones, extension cords for events venue* - Adequate number of comfort rooms preferably adjacent to the venue* - Conducive for workshop* 	
VIII.	<p>Facilities: 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),</p> <ol style="list-style-type: none"> 1. Fully furnished room with TV and cable connection, clean toilet with toiletries such as shampoo, conditioner, tissue paper, soap, toothbrush, toothpaste, and bath towel 2. Bed sheet, pillow case and towel must be replaced daily 3. Rooms must be air-conditioned and well-ventilated with hot and cold shower* 4. Variety of amenities (free use) such as spa, pool, and gym 5. Stand-by generator set for guaranteed power supply during the entire stay* 6. Continuous water supply and accessible comfort room* 7. Accessible emergency exit and alarm* 8. Standby fire extinguisher and automatic sprinkler* 9. Must provide an internet in the rooms, hotel and function room and service drinking water, tea or coffee inside the rooms* 10. Free electrical charge for the use of own equipment's & free use of extension cords* 11. Must be accessible at all times/no road blockage 12. Free parking space for the participants and guests* 	
IX.	<p>Other Requirements:</p> <ol style="list-style-type: none"> 1. All equipment and facilities are properly maintained 2. Exhibits professional ambience; must satisfy the requirements of security and substantive objectives of the OCD-RDRRMC concerned.* 3. Adequate security service (24/7)* 4. Free use of telephone for local calls in function room 5. Free use of extension cords/wires* 6. On call medical personnel in case of emergency* 7. <u>Hotel must accept a Send Bill Policy in the payment of services*</u> 8. Hotel must be able to adjust to the abrupt change in the number of hotel room and conference rooms needed for the event* 9. The company should have been in the business for a minimum of two (2) years.* 	
X.	<p>Catering Services = must provide food for 48pax</p> <ul style="list-style-type: none"> • 3-Day Emergency Operations Center Training for Formal Sector on April 15-17, 2019: 110pax <ol style="list-style-type: none"> 1. Provision of meals (minimum of 2 main dishes) with different variety of foods for AM Snacks, Lunch, PM Snacks for 110 pax for said training activity.* <ul style="list-style-type: none"> 1.a. AM/PM snacks for 110 pax (April 15-17, 2019) 1.b. Lunch for 110 pax (April 15-17, 2019) 	

	<p>1.c. Dinner for 10 pax (April 14, 2019) 1.d. Dinner for 55 pax (April 15-16, 2019)</p> <p>2. Others:</p> <ul style="list-style-type: none"> - Lunch and/or dinner must preferably be an assisted buffet* - Meals must be balanced with a variety of fish, vegetables, pork, chicken, and dietary flexibility for participants with allergy and non-pork eaters - Must provide finger foods or pica-pica such as but not limited to peanuts/nuts, corn chips/bits, crackers, fries, candies in addition to snacks* - With free flowing coffee, tea and choco during the duration of the training* - Must provide water station* 	
	Client's Satisfactory Rating – very satisfactory	

I hereby certify to comply and deliver all the above requirements.

Company Name : _____

Address : _____

AUTHORIZED REPRESENTATIVE : _____

Signature : _____

Complete Name : _____

Date : _____

ANNEX "B"

Provision of meals and snacks, training venue and hotel accommodation for a total of 110 persons comprise of 100 participants and 10 Resource Persons/ Secretariat/ Facilitators in the conduct of 3-Day Emergency Operations Center Training for Formal Sector on April 15-17, 2019 in Iloilo City

Price Quotation Form

The Regional Canvass Committee

OFFICE OF CIVIL DEFENSE

Camp Gen. Martin Delgado, Fort San Pedro, Iloilo 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 meals and snacks, training venue and hotel accommodation for a total of 110 persons comprise of 100 participants and 10 Resource Persons/ Secretariat/ Facilitators in the conduct of 3-Day Emergency Operations Center Training for Formal Sector <ul style="list-style-type: none">▪ Location: Iloilo City▪ Event date: April 15-17, 2019	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 Fifteen (15) 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. : _____

AUTHORIZED REPRESENTATIVE : _____

Signature : _____

Date : _____