



Republic of the Philippines  
Department of National Defense  
**OFFICE OF CIVIL DEFENSE**  
Regional Center No. XII  
Camp Fermin G Lira, Jr., General Santos City  
Tel/Fax (083) 553-2994/301-2994

Date: May 2, 2019  
PR Ref No: OCDROXII-01-2019-0004  
Quotation No.: 0004

**REQUEST FOR QUOTATION (SEALED)**  
**(Negotiated Mode of Procurement Under 53.10**  
**(Lease of Real Property) under R.A 9184**

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel. No./ Fax No. : \_\_\_\_\_  
Business Permit No. : \_\_\_\_\_  
TIN : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

**Gentlemen:**


For Negotiated Mode of Procurement 53.10 (Lease of Real Property) under R.A 9184, please quote your lowest price on the line item listed below, subject to the General Conditions as required. Submit your **sealed quotation** duly signed by your authorized representative not later than , **May 9, 2019, 8:00 am.** to Office of Civil Defense XII, Camp Fermin G. Lira Jr., General Santos City or email at [ocd12gensan@yahoo.com](mailto:ocd12gensan@yahoo.com).

<b>Name of Projects</b>	:	Provision of Function Room, Accommodation and Meals Package for Participants, Instructors, Guests, Secretariat involved in the conduct of the Public Service Continuity Planning Training Course for Formal Labor Sector.
<b>Location</b>	:	Within General Santos City
<b>Date of Events</b>	:	May 21-24, 2019 Check-in Date: May 21, 2019 Check-out Date: May 25, 2019
<b>Type of Accommodation</b>	:	Full board Accommodation for participants, secretariat and instructors
<b>Number of Participants per Event</b>	:	50 pax
<b>Brief Description</b>	:	Leasing of venue for training workshop, including provision of meals and accommodation
<b>Terms of Payment</b>	:	<b>Must accept send bill policy</b> 15 working days of processing
<b>ABC (Approved Budget for the Contract)</b>	:	Php 315,000.00
<b>Fund Source</b>	:	OCDRC XII APB CY 2019

General Conditions:

1. **All bids higher than ABC shall automatically be disqualified.**
2. **Proponent must submit, together with its quotation "Annex A & B" (under prescribed form) non-submission shall automatically be disqualified.**
3. All quotation must attached photocopies of SEC/DTI Business Name Registration, and Valid Business Permit, PhilGEPS Certificate of Registration, Electronically Filed Income or Electronically Filed Income or Business Tax Returns.
4. All prices to be denominated in Philippine peso and quotations shall be inclusive of applicable Value Added Tax (VAT) and shall be firm and valid for a period of at least sixty (60 days) from the date of receipt of quotation & shall be binding upon the supplier within the period.
5. All entries should be accomplished in the technical specifications "Annex A" with the word "Comply" or its equivalent. Any interlineations, erasures/overwriting shall be valid only if they are signed/ initialed by the contractor or his/her duly authorized representative/s.

The sealed quotation shall be opened on **09 May 2019** or during the next Regional Canvass Unit Meeting at Office of Civil Defense XII, Camp Fermin G. Lira Jr., General Santos City. For any clarifications, you may contact **Ms. Mary Ann G. Singuit or Ms. Melyn Faith Provide** at telephone nos. **(083) 553-2944/301-2994** or email address at **ocd12gensan@yahoo.com.**

  
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**MINDA C. MORANTE**  
Regional Director

**ANNEX “A”**  
**Technical Specifications**  
**LEASE OF VENUE**

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.	Specification	Statement of Compliance
I.	<b>Date of Event:</b> May 21-24, 2019	
II.	<b>Location and Site Condition:</b> Within General Santos City	
III.	<b>Neighborhood Data</b> 1. Proper waste management system such as regular garbage collection and with Sanitary Permit from approximate authority * 2. Proximity to police and fire stations & hospital * 3. Strategic location to commercial establishments, ATM banks and Telecommunications service provider	
IV.	<b>Venue</b> 1. Structural Condition a. The foundation is made of concrete and structural steel materials or combination of both. 2. Functionality of Function Room a. Conference Rooms: use of big air-conditioned function room that can accommodate for each event * 3. Easy access, venue must be conducive for the activity, must have an open ground/area*	
	<b>b. Room Arrangements</b> b.1. Can accommodate the <b>50 Pax</b> Check-in Date: May 21, 2019 Check-out Date: May 25, 2019  Room type: Triple sharing/twin sharing*	
	<b>c. Light Ventilation and Air-Conditioning:</b> • Proper Light ventilation and air-conditioning units*	
	<b>d. Space Requirements:</b> d.1. Seminar Workshop Type Arrangement - Small table near the projector for Resource Person - Long Table/Registration desk, telephone and extra tables for the secretariat with chairs* - On-call operator for PA systems & on-call waiter* - Free usage of air-conditioned function room, steady WiFi access, flip-charts, podium & audio-visual equipment; projector screen for restaurants and events venue*	
	<b>1. Facilities:</b> Pleasing aesthetic both inside and outside the hotel; (Should be inclusive- PWD, elderly, child, pregnant and woman friendly), Free parking space for the participants/facilitators. * 2. Variety of amenities (free use) such as pool, free parking for vehicles, stand-by generator set- for guaranteed power supply	

	<p>during the entire stay. *</p> <p>3. Continuous water supply and accessible comfort room*</p> <p>4. Accessible emergency exit and alarm*</p> <p>5. Standby fire extinguisher and automatic sprinkler*</p> <p>6. Must provide an internet (WIFI connection) in the function room and rooms; service drinking water inside the rooms*.</p> <p>7. Must provide free use of LCD projector for presentation, audio visual equipment, flat screen projector screen, sound systems etc. in the function room.*</p> <p>8. Free electrical charge for the use of own equipment's &amp; free use of extension cords.*</p> <p>9. Use of whiteboard with markers and eraser; pads, pencil &amp; mints*</p> <p>10. Backdrop and Welcome streamers/Lobby posting (tarpaulin for the activity)*</p> <p>11. Use of PA system with a least 4 wireless microphones &amp; flip charts with stands*</p> <p>12. Philippine Flag*</p> <p>13. <u>Backdrop and Welcome streamers/Lobby posting (tarpaulin) 4 ft(H) x 6 ft (H)*</u></p>	
	<p><b>Other Requirements</b></p> <p>14. All equipment and facilities properly maintained.</p> <p>15. Exhibits professional ambiance; must satisfy the requirements of security and substantive objectives of the OCD-XII concerned. *</p> <p>16. Adequate security service (24/7). *</p> <p>17. Free use of telephone for local calls in function room.</p> <p>18. Free use of extension cords.*</p> <p>19. On call medical personnel in case of emergency.</p> <p><b><u>20. Hotel Must Accept a Send Bill Policy in the payment of services*</u></b></p> <p>21. Hotel must be able to adjust to the abrupt change in the number of hotel room and conference rooms needed for the event. *</p>	
	<p><b>22. Catering Services</b> = must provide food for the target pax in every events.</p> <p>*Managed buffet flexibility of dietary requirements of guests; selection of sustainable menu options on the target date in every events.</p>	
	<p>23. Client's Satisfactory Rating – very satisfactory</p>	

I hereby commit to comply with all the above requirements.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Bidder's Signature over Printed Name

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

**ANNEX "B"**

**Price Proposal Submission Sheet**

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

**MINDA C. MORANTE**

Regional Director  
Office of Civil Defense XII  
Camp Fermin G. Lira Jr., General Santos City

Madam:

After having carefully read and accepted the terms and conditions in your Bidding Documents, hereunder is our bid for the *“Provision of Function Room, Accommodation and Meals Package for Participants, Instructors, Guests, Secretariat involved in the conduct of the Public Service Continuity Planning Training Course for Formal Labor Sector on May 21-24, 2019.”*

with the following details:

<b>Item</b>	<b>Quantity</b>	<b>Unit</b>	<b>Cost per Pax</b>	<b>Total Price</b>
Provision of Function Room, Accommodation and Meals Package for Participants, Instructors, Guests, Secretariat <i>involved in the conduct of the Public Service Continuity Planning Training Course for Formal Labor Sector on May 21, 2019 (Day 0- Dinner with Accommodation only) &amp; May 22-24, 2019 (Day 1 to Day 3- AM Snacks, Lunch, PM Snacks and Dinner with Accommodation) with 50pax</i>  Location: Within General Santos City	1	LOT		

**TOTAL BID PRICE.....Php**\_\_\_\_\_

**(Amount in Words)**

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Note: The above quoted prices are VAT Inclusive

Very truly yours,

\_\_\_\_\_  
**Name of Company/Bidder**

\_\_\_\_\_  
**Complete Name & Signature  
of Authorized Representative**