

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

REQUEST FOR QUOTATION (RFQ) No. OCDRO6-0319-002

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	: Lease of Venue and Provision of Meals for Organizers and Resource Persons for the Conduct of First Disaster Risk Reduction and Management-Climate Change Adaptation and Mitigation Summit for the Province of Antique on 21 March 2019
Location	: Within San Jose, Antique
Date of Event	: 20 March 2019 to 22 March 2019
Type of Accommodation	: Twin Sharing rooms with separate beds
Number of Occupants	: 15 pax
Brief Description	: Lease of venue and provision of meals for organizers and resource persons
Terms of Payment	: Hotel Must Accept a Send Bill Policy in the payment of services.
ABC (Approved Budget for the Contract)	: PhP 34,875.00
Fund Source	: OCD CY 2019 MRE Program

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 **5:00 P.M. on March 13, 2019**, at the Office of Civil Defense Regional Office VI, Camp Martin T 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) 337-6671/336-9353**, mobile no **0949-1806615** or email address at **ocdrc6@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:

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. SUSANA G JUANGCO
Chairperson
OCD Bids and Awards Committee