



Republic of the Philippines
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE REGIONAL OFFICE 1
2/F and 3/F Ed Fabro Building, Pagdalagan, San Fernando City, La Union

Date: April 26, 2019
PR Ref No: PR-2019-04-0091
Quotation No: RFQ-2019-04-0082

Company Name : _____
Address : _____
Tel. No./Fax No. : _____
Business Permit No. : _____
TIN : _____
PhilGEPS Registration # : _____ vat non-vat

REQUEST FOR QUOTATION

The Office of Civil Defense Regional Office 1 will undertake an **Alternative Method of Procurement** through **Negotiated Mode of Procurement** in accordance with **Section 53.10 – Lease of Real Property and Venue** of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

The OCD hereinafter referred to as the "Purchaser", now request submission of a price quotation for the subject below:

Name of Project	: Lease of Venue including meals and accommodation for the conduct of Office of the Director of AFMS and HRMDD Team Building/Workshop
Brief Description	: Lease of Venue including meals and accommodation for the conduct of Office of the Director of AFMS and HRMDD Team Building/Workshop on May 01 to 04, 2019
Terms of payment	: Send Bill Policy Within 30 working days upon submission of request documents i.e. delivery receipt and sales invoice or billing statement and certificate of acceptance
ABC (Approved Budget for the Contract)	: Php 217,800.00
Funding Source	: AFMS APB FY2019

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)**" (under prescribed form) **non-submission shall automatically be disqualified** not later than **09:00 AM on April 30, 2019** at the 2F Ed Fabro Building, Pagdalagan, City of San Fernando, La Union. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact us at telephone nos. **(072) 607-6528** or email address at **region1@ocd.gov.ph**.

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

1. Platinum PHILGEPS Registration only with valid and current annexes
2. For Red Membership:
 - a. Valid and current Mayor's Permit/Business Permit
 - b. PHILGEPS Registration Number
 - c. Latest Income and Business Tax Returns
 - d. SEC Registration or DTI Certificate

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 of 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 to open to it.

The OCD RO1 reserves the right to accept or reject any or all bid, 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.

AIREEN L. FUCLAN

Chairperson, Regional Bids and Awards Committee (BAC)

Received by:

Signature above printed name: _____

Date and time of Receipt: _____

ANNEX "A"
Technical Specifications

Lease of Venue including meals and accommodation for the conduct of Office of the Director of AFMS and HRMDD Team Building/Workshop

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

ITEM NO.	SPECIFICATION	Statement of Compliance
I.	Availability: Event Date: May 01-04, 2019	
II.	Location and Site Condition: 1. Within the Province of Ilocos Norte 2. Available Parking Space	
III.	Neighborhood Data: 1. Proper waste management system such as regular garbage collection and within Sanitary Permit from approximate authority 2. Proximity to police, fire stations, and hospital 3. Strategic location to commercial establishments and ATM banks	
IV.	Venue: 1. Structural Condition: - The foundation is made of concrete and structural steel materials or combination of both. - Compliant with the standards provided by the Building Code of the Philippines	
	2. Functionality a. Room Arrangement i. One (1) single air-conditioned room and Sixteen (16) Twin Sharing air-conditioned rooms (separate beds) Check-in Date: May 01, 2019, 2:00PM Check-out Date: May 04, 2019, 12:00NN - Daily housekeeping services - Hotel rooms must have Internet Connection, must be fully furnished with television (TV), hot and cold shower, clean toilet and bathroom, beddings, towels, and toiletries (tissue, shampoo, conditioner and soap) - Gender and Development (GAD) sensitive room assignments	
	b. Light and ventilation Proper and adequate light and ventilated	
	3. Facilities: a. Continuous water supply and accessible comfort room b. Proper and adequate light ventilation c. There must be ample provision of elevator/s if the hotel building is three (3) storey or above d. Accessible emergency exit e. Functional fire alarm and standby fire extinguisher and automatic sprinkler f. Available Telephone and/or Internet Connection within the premises of the building g. Audible/Operational Sound System	
	4. Other requirements: a. All equipment and facilities properly maintained b. Exhibits professional ambience; must satisfy the requirements of security and substantive objectives of the OCDR1 concerned. c. Adequate security service (24/7) d. Standby generator set – for guaranteed power supply during the entire stay e. <u>Backdrop and Welcome streamers/ Lobby posting</u> f. Philippine Flag g. Free use of extension cords h. On call medical personnel in case of emergency i. <u>Hotel/ Business Establishment Must Accept a Send Bill Policy in the payment of services</u> j. Hotel/ Business Establishment must be able to adjust to the abrupt change in the number of hotel room and conference rooms needed for the event.	
	5. Catering Services a. Meals good for 33 pax for the following dates: i. May 01, 2019: PM Snacks and Dinner good ii. May 02, 2019: Breakfast, AM Snacks, packed Lunch, packed PM Snacks, and packed Dinner iii. May 03, 2019: Breakfast, AM Snacks, packed Lunch, packed PM Snacks, and packed Dinner iv. May 04, 2019: Breakfast, AM Snacks, and Lunch	

ITEM NO.	SPECIFICATION	Statement of Compliance
	<p>*Breakfast (Full Buffet) must consist of Fresh fruits in season, Rice of Bread with butter, at least three (3) main courses (Seafood/Fish, Chicken/Pork/Beef, and Vegetables)</p> <p>*Lunch and Dinner must consist of soup, salad/appetizer, Rice, at least two (2) main courses (Seafood/Fish, Chicken/Pork/Beef, and Vegetables)</p> <p>*Snacks- Any of the following: Cakes or pastries or sandwiches, pasta or noodles with bread, native food</p> <p>b. Drinks (One bottled juice and One bottled water for every meals and snacks)</p> <p>c. Guided buffet with flexibility of dietary requirements; must be flexible to the dietary requirements and restrictions of the guests; selection of sustainable menu options; International and local cuisine with a variety of food to choose from; must have pork-free alternative meals to cater the Muslim guests</p>	
6.	<u>Client's Satisfactory Rating</u>	

I hereby commit to comply with all the above requirements.

Company Name : _____

Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Complete Name : _____

ANNEX "B"

Price Quotation Form

Date: _____

AIREEN L. FUCLAN

Chairperson, Regional Bids and Awards Committee
Office of Civil Defense Region 1
2nd & 3rd Floor, Ed Fabro Building, Pagdalagan
City of San Fernando, La Union

Ma'am:

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:

ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE
<p>Lease of Venue including meals and accommodation for the conduct of Office of the Director of AFMS and HRMDD Team Building/Workshop</p> <p>1. Event date: May01-04, 2019 2. Location: Within Ilocos Norte 3. Number of Pax: Thirty Three (33) 4. Accommodation: One (1) Single air-conditioned room and Sixteen (16) twin-sharing rooms (separate beds) Check-in Date: May 01, 2019, 2:00PM; Check-out Date: May 04, 2019, 12:00NN 5. Catering Services: Meals good for thirty three(33) pax on May 01-04, 2019 a. Breakdown as follows: -May 01, 2019: PM Snacks and Dinner good for 33 pax -May 02,2019: Breakfast, AM Snacks, packed Lunch, packed PM Snacks, and packed Dinner0 -May 03, 2019: Breakfast, AM Snacks, packed Lunch, packed PM Snacks, and packed Dinner -May 04, 2019: Breakfast, AM Snacks, and Lunch b. Drinks (One bottled juice and water for every meals and snacks) c. Guided buffet with flexibility of dietary requirements; must be flexible to the dietary requirements and restrictions of the guests; selection of sustainable menu options; International and local cuisine with a variety of food to choose from; must have pork-free alternative meals to cater the Muslim guests</p>	1 LOT		

TOTAL OFFERED QUOTATION..... Php _____

AMOUNT IN WORDS: _____

Note: The above quoted prices are VAT Inclusive

- We undertake, if our Quotation or bid is accepted, to deliver the above goods within Fifteen (15) calendar days from receipt of Work Order (WO)/Purchase Order (PO).
- 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.
- We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
- The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : _____

Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Date : _____