

Republic of the Philippines  
Department of National Defense  
**OFFICE OF CIVIL DEFENSE**  
Caraga Region

**REQUEST FOR QUOTATION (RFQ) No. 2019-05-22**

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

The Office of Civil Defense (OCD), through its Bids and Awards Committee (BAC), will undertake **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:

<b>Name of Project</b>	:	Provision of Lease of Venue including Accommodation Meals and Snacks for the conduct of:  <b>Event 1: Finalization of Public Service Continuity Plan (PSCP) for OCD Caraga on June 12, 2019 in Bohol; and</b>  <b>Event 2: OCD Caraga's Team Building on June 13-14, 2019 in Bohol</b>
<b>Location</b>	:	Within Bohol
<b>Date of Event</b>	:	Event 1: June 12, 2019 Event 2: June 13-14, 2019
<b>Type of Accommodation</b>	:	Twin Sharing
<b>Number of Participants</b>	:	Event 1: 21 pax Event 2: 21 pax
<b>Brief Description</b>	:	Provision of Venue including Accommodation, Meals and Snacks
<b>Terms of Payment</b>	:	30 working days of processing and <b><u>must accept send bill policy</u></b>
<b>ABC (Approved Budget for the Contract)</b>	:	Event 1: 46,200.00 Event 2: 92,400.00 ----- P 138,600.00
<b>Fund Source</b>	:	OCD Caraga's APB 2019

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 1:00 PM on **May 27, 2019**, at the OCD Caraga, 109 T.Calo Extension, Butuan City. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **Procurement Unit** at telephone nos. **(085) 341-8629** or email address at **civildefensecaraga@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 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.

  
**LIZA R. MAZO**  
Regional Director

**ANNEX "A"**  
**Technical Specifications**  
**Hotel Venue, Accommodation and Meals Services**

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.	<b>Date of Event:</b> Event 1: June 12, 2019 Event 2: June 13-14, 2019	
II.	<b>Location and Site Condition:</b> Within Bohol	
III.	<b>Neighborhood Data</b> <ol style="list-style-type: none"> <li>1. Proper waste management system such as regular garbage collection and with Sanitary Permit from approximate authority;</li> <li>2. Proximity to police and fire stations &amp; hospital; and</li> <li>3. Strategic location to commercial establishments, ATM banks and Telecommunications service provider</li> </ol>	
IV.	<b>Venue</b> <ol style="list-style-type: none"> <li>1. Structural Condition: the foundation is made of concrete and structural steel materials or combination of both.</li> <li>2. Functionality of Function Room: conference rooms: use of one (1) air-conditioned function room that can accommodate the above-mentioned number of pax or room for a boardroom with provision for secretariat area*</li> <li>3. Must not have posts or other obstructions*</li> </ol>	
V.	<b>Room Arrangements:</b> Twin Sharing for Events 1 and 2	
VI.	<b>Light Ventilation and Air-Conditioning:</b> Proper Light ventilation and air-conditioning units*	
VII.	<b>Space Requirements:</b> Boardroom Type Arrangement* <ul style="list-style-type: none"> <li>- Small table near the projector for Resource Person</li> <li>- Long Table/Registration desk, telephone and extra tables for the secretariat with chairs*</li> <li>- On-call operator for PA systems &amp; on-call waiter*</li> <li>- Free usage of air-conditioned function room, strong internet connection, flip-charts with stands, podium &amp; audio-visual equipment such as LCD projector and with screen and sound system with at least 4 microphones and enough extension cords for events venue and other requirements*</li> </ul>	
VIII.	<b>Facilities:</b> <ol style="list-style-type: none"> <li>1. Must be gender-sensitive;</li> <li>2. Pleasing aesthetic both inside and outside the hotel;</li> <li>3. Daily housekeeping service; (Should be inclusive- PWD, elderly, child, pregnant and woman friendly);</li> <li>4. Free parking space for the participants/facilitators;</li> <li>5. Variety of amenities (free use) such as spa, pool, and stand-by generator set for guaranteed power supply during the entire stay;</li> <li>6. Continuous water supply and accessible comfort room;</li> <li>7. Accessible emergency exit and alarm;</li> <li>8. Standby fire extinguisher and automatic sprinkler;</li> <li>9. Must provide an internet connection at least 4GB, 30 mbps in the rooms, hotel and function room and drinking water and other basic amenities inside the rooms;</li> <li>10. Free electrical charge for the use of own equipment's &amp; free use of extension cords.</li> </ol>	
IX.	<b>Other Requirements:</b> <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 concerned*.</li> <li>3. Adequate security service (24/7)</li> </ol>	

	<p>4. Free use of telephone for local calls in function room*</p> <p>5. Free use of extension cords/wires*</p> <p>6. On call medical personnel in case of emergency</p> <p>7. <b>Hotel Must Accept a Send Bill Policy in the payment of services*</b></p> <p>8. 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>9. Must have been in business for a minimum of two (2) years*</p>	
X.	<p><b>Catering Services</b></p> <ul style="list-style-type: none"> <li>- Must provide food for the total number of pax per activity;</li> <li>- Must provide buffet service with variety of foods to choose from;</li> <li>- Must be flexible to the dietary requirements and restrictions of the guests; and</li> <li>- Selection of sustainable menu options and international and local cuisine with managed buffet lunch and dinner*</li> </ul> <p><i>Provision of accommodation, meals and snacks must be as follow:</i></p> <p><b>Event 1 : Finalization of Public Service Continuity Plan for OCD Caraga on June 12, 2019 in Bohol</b></p> <ul style="list-style-type: none"> <li>• 3 Meals and 2 Snacks with Accommodation for one (1) day at 2,200/pax</li> </ul> <p><b>Event 2: OCD Caraga’s Team Building on June 13-14, 2019 in Bohol</b></p> <ul style="list-style-type: none"> <li>• 3 Meals and 2 Snacks with Accommodation for two (2) days at 2,200/pax/day</li> </ul>	
XI.	<b>Client’s Satisfactory Rating</b> – very satisfactory	

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  
Caraga Region  
109 T.Calo Extension, Butuan 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
<b>Event 1 : Finalization of Public Service Continuity Plan for OCD Caraga on June 12, 2019 in Bohol</b>  - 3 Meals and 2 Snacks with Accommodation for one (1) day at 2,200/pax	21 pax		
<b>Event 2: OCD Caraga's Team Building on June 13-14, 2019 in Bohol</b>  Provision of accommodation, meals and snacks must be as follows:  - 3 Meals and 2 Snacks with Accommodation for two (2) days at 2,200/pax/day	21 pax		

**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 : \_\_\_\_\_