



DEPARTMENT OF NATIONAL DEFENSE  
**OFFICE OF CIVIL DEFENSE - CORDILLERA ADMINISTRATIVE REGION**

2/F AFPSLAI Building, Camp Henry T. Allen, Baguio City, Philippines 2600

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

PR Ref No.: \_\_\_\_\_

Quotation No.: \_\_\_\_\_

**REQUEST FOR QUOTATION (SEALED)**

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

**Gentlemen:**

Please quote your lowest price on the line item listed below, subject to General Conditions as required. Submit your **sealed quotation** duly signed by your authorized representative not later than **4:00 PM of May 20, 2019** to the Office of Civil Defense CAR, 2F AFPSLAI Bldg., Camp Henry T. Allen, Baguio City or email at [civildefense\\_car@yahoo.com](mailto:civildefense_car@yahoo.com).

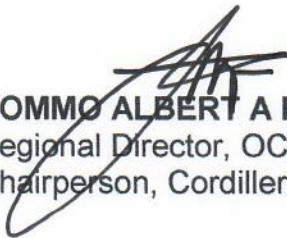
Name of Project	: Provision of the following:  <b>Lease of venue with meals for participants and training team, and accommodation for instructors on June 4-6, 2019 for the activity: CBDRRM for Indigenous Peoples in Apayao.</b>
Location	: within Apayao Province
Dates of Event	: June 4-6, 2019 (3 days)
Type of Accommodation (For Instructors and Secretariat)	: Full Board Accommodation for 6 pax; single or twin-sharing rooms (separate beds)
Number of Pax	: 46 pax
Brief Description	: Leasing of Venue for training inclusive of provision of meals and accommodation
Terms of Payment	: <b>Must accept send bill policy</b>
ABC (Approved Budget for Contract)	: Php160,800.00
Fund Source	: DRRM Fund (OCD CAR APB CY 2018)

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 quotations must attach photocopies of **SEC / DTI Business Name Registration, Valid Business Permit, PhilGEPS Certificate of Registration, and 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 and 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 **May 23, 2019** or during the next Regional Canvass Unit Meeting at the Office of Civil Defense – CAR, Camp Allen, Baguio City. For any clarifications, you may contact **Mr. Rachele Grace Cacas** or **Ms. Excel B. Botigan** at telephone nos.: (074) 444-5298 / (074) 619-0986 or email address: [civildefense\\_car@yahoo.com](mailto:civildefense_car@yahoo.com).

Respectfully,

  
**COMMO ALBERT A MOGOL AFP (RET)**  
Regional Director, OCD – CAR &  
Chairperson, Cordillera RDRRMC

## ANNEX "A"

### **Technical Specifications LEASE OF VENUE**

Bidders must write 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> June 4-6, 2019	
II.	<b>Location and Site Condition:</b> Within Apayao Province	
III.	<b>A. Venue / Function Hall Requirements:</b> <ol style="list-style-type: none"><li>1. Function Hall must be spacious and can seat at least 60 persons comfortably</li><li>2. Must have four (4) wide tables with ten seats each.</li><li>3. Two (2) tables with chairs for instructors and the secretariat</li><li>4. With free audio-visual system, at least two (4) wireless microphones and one (1) White Projector Screen</li><li>5. Continuous water supply and adequate number of clean and functional comfort rooms adjacent to the training venue.</li><li>6. Have sufficient power outlets and extension wires for each table</li><li>7. Must be appropriate for group workshop-type sessions</li><li>8. Philippine Flag</li></ol>	
	<b>B. Accommodation Requirements:</b> Single to twin sharing rooms available for 6 pax (training team) <ul style="list-style-type: none"><li>• Check-in date: June 3, 2019 (6 pax-training team)</li><li>• Check-out date: June 7, 2010</li></ul>	
	<b>C. Light Ventilation and Air Ventilation:</b> *Proper lighting and air ventilation	
	<b>D. Meal Provisions:</b> Assisted buffet with all-day coffee and water at the training venue. <i>Specs:</i> June 3, 2019 - dinner for 8 June 4, 2019 - breakfast and lunch for 46 pax -AM and PM snacks for 46 pax June 5, 2019 - breakfast and lunch for 46 pax -AM and PM snacks for 46 pax	

	<p>June 6, 2019- breakfast and lunch for 46 pax  -AM and PM snacks for 46 pax  -dinner for 6 pax  June 7, 2019-breakfast for 6 pax</p>	
	<p><b>E. Other Requirements:</b></p> <ol style="list-style-type: none"> <li>1. All equipment and facilities are properly maintained.</li> <li>2. Adequate security service (24/7)</li> <li>3. Adequate and unhindered emergency/fire exits</li> <li>4. On call medical personnel in case of emergency.</li> <li>5. <b>Hotel must accept Send Bill Policy in the payment of services</b></li> <li>6. Hotel must be able to adjust to the abrupt change in the number of hotel rooms and meals needed for the event.</li> </ol>	

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: \_\_\_\_\_

**COMMO ALBERT A MOGOL AFP (RET)**

Regional Director  
Office of Civil Defense – CAR  
Camp Henry T. Allen, Baguio City

Sir:

After having carefully read and accepted the terms and conditions in your Bidding Documents, hereunder is our bid for the "Provision of Accommodation, Meals Package, and Function Room for Participants, Instructors, Guests, and Secretariat involved in the conduct of the **"2-Day DRRM Training for Private Sector-Non Government Organizations"** with the following details:

Item	Quantity	Unit	Cost Per Pax	Total Price
Provision of venue with meals for participants and training team, and accommodation for instructors on June 4-6, 2019 for the activity: CBDRRM for Indigenous Peoples in Apayao. Location: Baguio City or La Trinidad, Benguet	1	Lot		

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

(Amount in Words): \_\_\_\_\_

***\*Note: The above quoted prices are VAT inclusive.***

*Very truly yours,*

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

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