



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

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

REQUEST FOR QUOTATION (RFQ) No. PDPS-2019-05-0001

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	: Provision of Function Hall and Meals Package for the Regional Selection Committee and Secretariat for the conduct of Gawad KALASAG Desk Evaluation
Location	: Within Baguio City
Date of Event	: May 9 to 10, 2019
Brief Description	: Must provide Function Hall and Meals Package for the Regional Selection Committee and Secretariat (30 pax) for the conduct of Gawad KALASAG Desk Evaluation
Terms of Payment	: <u>Send bill policy as payment for services</u>
ABC (Approved Budget for the Contract)	: Php 54,000.00
Fund Source	: DRRM Fund

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 **12:00 NN, May 6, 2019** at OCD-CAR, 2<sup>nd</sup> Floor AFPSLAI Building, Camp Henry T. Allen, Baguio City. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **OCD-CAR Bids and Awards Committee Secretariat** at telephone no. **(074) 444-5298 / (074) 619-0986** or email address: **civildefense\_car@yahoo.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:

- a. Platinum PhilGEPS Registration only with valid and current annexes

While for Red Membership:

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.

  
\_\_\_\_\_  
DIR. ALBERT A. MOGOL  
Regional, Director, OCD-CAR

**ANNEX "A"**  
**Technical Specifications**

**Provision of Function Hall and Meals Package for the Regional Selection Committee and Secretariat for the conduct of Gawad KALASAG Desk Evaluation**

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."

Item No.	Agency Specifications for Accommodation and Meals	Statement of Compliance
I.	<b>Date of Event:</b> May 9 to 10, 2019	
II.	<b>Location:</b> Within Baguio City	
III.	<b>Function Hall and Equipment</b> 1. Must provide a spacious function hall that can accommodate 30 to 50 individuals. 2. Must be within Baguio City. 3. Must provide tables and chairs covered with table cloths. 4. Must provide free use of audio-visual equipment such as LCD projector, white screen, microphones, and basic sound system. 5. Must have internet connection with speed of 6 to 12 mbps in the function room.	
IV.	<b>Meal Provisions</b> 1. Breakfast, AM Snacks, Lunch and PM Snacks for 30 pax on May 9 to 10, 2019 (Thursday and Friday). 2. For AM and PM Snacks, 1 Drink and 1 Snack served with fruits. 3. For Breakfast and Lunch, 1 Drink, 1 Rice, 2 viands (Choices of Beef, Chicken or Pork and vegetables), and 1 dessert served with fruits. 4. All Meals are preferably assisted buffet with free-flowing water, coffee and tea for the whole duration of the meeting	
V.	<b>Other Requirements:</b> 1. Must accept send-bill policy. 2. Must not use plastic plates and utensils. 3. Must be willing to provide table cloths and extra tables and chairs for the event. 4. There must be ready and available paper bags or other biodegradable containers in case there would be unconsumed meals. 5. All equipment and facilities are properly maintained. 6. Supplier must be able to adjust to the abrupt change in the number of hotel meals needed for the event. 7. Must have parking space for guests.	
VI.	<b><u>Must accept SEND BILL policy as payment for services.</u></b>	

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**

**BIDS AND AWARDS COMMITTEE**  
OFFICE OF CIVIL DEFENSE-CAR  
2<sup>nd</sup> Floor, AFPSLAI Building,  
Camp Henry T. Allen, Baguio 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	Cost per pax	Total Price
Provision of Function Hall and Meals Package for the Regional Selection Committee and Secretariat for the conduct of Gawad KALASAG Desk Evaluation <ul style="list-style-type: none"><li>• Date of Event: May 9 to 10, 2019</li><li>• Location: Within Baguio City</li><li>• Breakfast, AM Snacks, Lunch and PM Snacks for 30 pax on May 9 to 10, 2019 (Thursday and Friday).</li></ul>	Php	Php

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