

Republic of the Philippines  
Department of National Defense  
**OFFICE OF CIVIL DEFENSE**  
PEO Compound, Kumintang Ilaya, Batangas City

**REQUEST FOR QUOTATION**  
**(Section 53.10 of RA 9184, Lease of Venue)**

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

The **Office of Civil Defense-MIMAROPA**, through its Bids and Awards Committee will undertake an Alternative Method of Procurement through Negotiated Procurement in accordance with **Section 53.10 (Lease of Venue) of the Revised Implementing Rules and Regulations of RA 9184**.

The OCD-MIMAROPA, hereinafter referred as "The Purchaser" now requests submission of price quotation for the hereunder project:

Name of Project	:	Provision of Venue Rental, Meals and Accommodation Services for the Conduct of Regional Gawad Kalasag Selection Committee Orientation and Desk Evaluation
Location	:	Within Manila
Delivery Schedule	:	May 7-9, 2019
Approved Budget for the Contract (ABC)	:	Php 96,000.00
Brief Description	:	Leasing of Venue with provision of room accommodation services and meals and use of function room
Terms of Payment	:	<b>Send bill Policy</b> Within fifteen (15) working days upon submission of required documents i.e. delivery receipt, sales invoice or charge invoice or billing statement and certificate of acceptance
Evaluation Criteria	:	<u>Technical Responsiveness, Full compliance to the requirements and Lowest Price Quotation</u>
Fund Source	:	DRRM Funds under APB of OCD-MIMAROPA CY 2019

**Award of contract** shall be made to the Bidder with the lowest quotation for the subject goods which comply with the minimum requirements of technical specifications and other terms and conditions stated herein. **All Bids higher than the ABC shall automatically be disqualified.**


Prospective bidder shall accomplish and submit the duly signed "**Annex A (Technical Specifications) & Annex B (Schedule of Requirements); Annex C (Price Quotation Form (PQF))**", (under prescribed form), **non submission of same in prescribed format shall automatically disqualified**, not later than **10:00am, April 30, 2019** at the Procurement Office-OCD-MIMAROPA, PEO compound Kumintang Ilaya, Batangas City. Submit your sealed quotation (indicate the project name) duly signed by your authorized representative via hard copy or through email address [mimaropabac2019@gmail.com](mailto:mimaropabac2019@gmail.com). For any clarifications, you may contact Ms. Minerva Alcaraz at telephone no/s (043) 723-4248 or email address at [mimaropabac2019@gmail.com](mailto:mimaropabac2019@gmail.com). Use of forms other than OCD prescribed form shall not be acceptable.

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

- 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 No.
3. Latest Income and Business Tax Return

The OCD-MIMAROPA reserves the right to accept or reject any or all bids / price quotations, to annul the process, and to reject all bids at any time prior to contract of award, without thereby incurring any liability to the affected bidder/s.

  
**RICHARD T. CARANDANG**  
BAC Chair

**ANNEX “A”**

**Technical Specifications (minimum requirements)**

**Provision of Venue Rental, Meals and Accommodation Services for the Conduct of Regional Gawad Kalasag Selection Committee Orientation and Des Evaluation**

Bidders must either state “**Comply**” or “**Not Comply**” or any other equivalent term in the column of “Statement of Compliance” against each of the individual parameters of each “Specifications”

Item No.	Particulars	Item Description	Statement of Compliance
I.	<b>Event Date</b>	- <b>May 7-9, 2019</b> <ul style="list-style-type: none"> <li>• <b>May 7, 2019 (Check-in)</b></li> <li>• <b>May 9, 2019 (Check-out)</b></li> </ul>	
II.	<b>Location and Site Condition:</b>	<ol style="list-style-type: none"> <li>1. Within Manila City</li> <li>2. Neighborhood Data <ul style="list-style-type: none"> <li>- Proper waste management system such as regular garbage collection and with Sanitary Permit from approximate authority</li> <li>- Proximity to police and fire stations &amp; hospital and hospital</li> <li>- Strategic location to commercial establishments, ATM banks and Telecommunications service provider</li> </ul> </li> </ol>	
III.	<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. Must provide one conference/function room big enough for 20 persons to include supplies and audiovisual equipment. Conference/function room must not have posts or other obstructions</li> <li>3. Must provide AV equipment such as LCD projector, flat screen/projector screen, sound system with at least 2 microphones, extension cords, whiteboards and other requirements</li> <li>4. Hotel must be able to adjust to the abrupt change in the number of hotel room and conference rooms needed for the event*</li> </ol>	
IV.	<b>Room Accommodations</b>	<ol style="list-style-type: none"> <li>1. Can accommodate: at least 20 pax;</li> <li>2. No. of Rooms: twin/triple sharing with separate beds for 20 pax  Check-in : May 7, 2019 (20 pax)  During: May 7-9, 2019 (20 pax)  Check-out: May 9, 2019 (20 pax)</li> <li>3. Must have free internet connection in the hotel premises and;</li> <li>4. Must have <b>BOTTLED drinking water</b> inside the rooms</li> <li>5. With Free Breakfast</li> </ol>	
V.	<b>Food Requirements</b>	<ol style="list-style-type: none"> <li>1. Must provide buffet service (2 viands of Meat, 1 Vegetable Meal) with variety of foods to choose from;</li> <li>2. Must be flexible to the dietary requirements and restrictions of the guests; and</li> <li>3. Must have pork-free alternative meals to cater the Muslim guests;</li> <li>4. Provision of meals must be as follows: <ul style="list-style-type: none"> <li>- <u>May 7, 2019</u> <ul style="list-style-type: none"> <li>• AM Snack – 20 pax</li> <li>• Lunch – 20 pax</li> <li>• PM Snack – 20 pax</li> <li>• Dinner – 20 pax</li> </ul> </li> <li>- <u>May 8, 2019</u> <ul style="list-style-type: none"> <li>• Breakfast – 20 pax</li> <li>• AM Snacks – 20 pax</li> </ul> </li> </ul> </li> </ol>	

		<ul style="list-style-type: none"> <li>• Lunch – 20 pax</li> <li>• PM Snacks – 20 pax</li> <li>• Dinner – 20 pax</li> </ul> <p>- <u>May 9, 2019</u></p> <ul style="list-style-type: none"> <li>• Breakfast – 20 pax</li> <li>• AM Snacks – 20 pax</li> <li>• Lunch – 20 pax</li> </ul>	
VI.	<b>Other Requirements:</b>	<ol style="list-style-type: none"> <li><b>1. Light Ventilation and Air-Conditioning:</b> <ul style="list-style-type: none"> <li>- Proper Light ventilation and air-conditioning units</li> </ul> </li> <li><b>2. Space Requirements:</b> <ul style="list-style-type: none"> <li>- Classroom Type Arrangement</li> <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>- <b>Facilities:</b> Must be gender-sensitive*</li> <li>- Pleasing aesthetic both inside and outside the hotel; Daily housekeeping service; (Should be inclusive- PWD, elderly, child, pregnant and woman friendly),</li> <li>- <u>Free parking space for the participants/facilitators*</u></li> <li>- Variety of amenities (free use) such stand-by generator set- for guaranteed. <ul style="list-style-type: none"> <li>- Power supply during the entire stay.</li> <li>- Continuous water supply and accessible comfort room*</li> <li>- Accessible emergency exit and alarm*</li> <li>- Standby fire extinguisher and automatic sprinkler*</li> <li>- Must provide free internet connection in the rooms, hotel and function room and drinking water and other basic amenities inside the rooms*.</li> <li>- Free electrical charge for the use of own equipment's &amp; free use of extension cords.*</li> <li>- Use of whiteboard with markers and eraser; provision of pads, pens &amp; mints*</li> <li>- Backdrop and Welcome streamers/Lobby posting (tarpaulin for the activity)*</li> <li>- Philippine Flag</li> <li>- Must be pleasing aesthetic both inside and outside the hotel. <ul style="list-style-type: none"> <li>- All equipment and facilities properly maintained</li> <li>- Exhibits professional ambiance; must satisfy the requirements of security and substantive objectives of the OCD concerned*</li> </ul> </li> <li>- Adequate security service (24/7)</li> <li>- On call medical personnel in case of emergency</li> </ul> </li> </ul> </li> </ol>	
VII.	<b>Terms of Payment</b>	Hotel Must Accept a Send Bill Policy in the payment of services*	
VIII.		Hotel must be in business for a minimum of two (2) years*	
IX.	<b>Client's Satisfactory Rating</b>	Very satisfactory with at least 90% Rating	

I hereby certify to comply and deliver all the above requirements.

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_  
Complete Name : \_\_\_\_\_  
Date : \_\_\_\_\_

**ANNEX "B"**

**PRICE QUOTATION**

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

**The BIDS AND AWARDS COMMITTEE**  
OFFICE OF CIVIL DEFENSE-MIMAROPA  
PEO Compound, Kumintang Ilaya  
Batangas City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotations (RFQ), hereunder are our financial proposal for the items identified below:

Item No.	Article and Description	Quantity/ Unit Measure	Unit Price	Total Price
1.	Provision of Venue Rental, Meals and Accommodation Services for the Conduct of Regional Gawad Kalasag Selection Committee Orientation and Desk Evaluation  - Location: within Manila City - Room Accommodation for Participants, Speakers, and Secretariat - Meals for Participants, Speakers, and Secretariat	1 lot		

**Amount in Words** : \_\_\_\_\_

Note: The above quoted prices are VAT inclusive.

1. We undertake, if our Quotation or Bid is accepted, to deliver the above goods within \_\_\_\_\_ calendar days from receipt of Purchase Order (PO)/Work Order (WO)/Contract
2. We agree to abide for the Quotation/Bid for a period of sixty (60) calendar days after the dated deadline for submission specified in your RFQ.
3. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good (s) delivered.
4. The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone & Mobile No.: \_\_\_\_\_

Email Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

Signature : \_\_\_\_\_

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