

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

**REQUEST FOR QUOTATION No, 2019-IVB-039**  
**(Section 53.10 of RA 9184, Lease of Venue)**

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

The **Office of Civil Defense-MIMAROPA**, through its Regional 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 Room Accommodation services for the conduct of <b>National Disaster Resilience Month (NDRM) Culminating Activity (Regional DRRM Summit for LDRRMOs of MIMAROPA)</b>
Brief Description	:	Procurement of services for room accommodation for the conduct of <b>National Disaster Resilience Month (NDRM) Culminating Activity (Regional DRRM Summit for LDRRMOs of MIMAROPA)</b>
Delivery Site	:	Hotel venue must be located within the vicinity of Mamburao, Occidental Mindoro
Delivery Schedule	:	July 29-31, 2019
Approved Budget for the Contract (ABC)	:	Php 165,000.00
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 Quotation</u>
Fund Source	:	DRRM Funds of OCD-MIMAROPA under APB CY 2019

**Award of contract** shall be made to the Bidder with the lowest quotation on **per lot basis** 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, Price Quotation Form (PQF)**", (under prescribed form) **non submission shall automatically disqualified, not later than 1:30 p.m., 11 July 2019** at Procurement Office, OCD-MIMAROPA, PEO compound Kumintang Ilaya, Batangas City. Submit your quotation (indicate the project name) duly signed by your authorized representative via hardcopy or through e-mail address [mimaropabac2019@gmail.com](mailto:mimaropabac2019@gmail.com). For any clarifications, you may contact Ms. Minerva R. Alcaraz at telephone no/s (043) 723-4248, (043) 702 - 9361- Use of forms other than OCD prescribed form shall not be acceptable.

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

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**  
Chairman, Committee on Awards and Canvass

**ANNEX "A"**

**Technical Specifications (minimum requirements)**

**PROVISION OF ROOM ACCOMMODATION SERVICES**

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.	Item	Item Description	Statement of Compliance
1.	<b>Lease of Venue</b>	Procurement of services for room accommodation for the <b>conduct of National Disaster Resilience Month (NDRM) Culminating Activity (Regional DRRM Summit for LDRRMOs of MIMAROPA)</b>	
		<b>1. Technical Specifications (minimum requirements):</b>	
		<ul style="list-style-type: none"> <li>• Availability: <i>July 29-31, 2019</i>: (including Secretariat)</li> <li>• Hotel venue must be located <u><i>within the vicinity of Mamburao, Occidental Mindoro</i></u>  <b>Neighborhood Data</b> <ol style="list-style-type: none"> <li>a) Proper waste management system such as regular garbage collection and with Sanitary permit from appropriate authority</li> <li>b) Proximity to police and fire stations &amp; hospitals</li> <li>c) Strategic location to commercial establishments. ATM banks and Telecommunications service provider</li> </ol> </li> </ul>	
		<b>A. Room arrangement:</b> <ol style="list-style-type: none"> <li>1. Can accommodate at least 150 pax</li> <li>2. Room type: Triple sharing with separate beds and Single occupancy</li> <li>3. No. of Rooms: Fifty (50) for guests and participants</li> <li>4. No. of Rooms for Single occupancy : One (1)</li> <li>5. With WiFi connectivity, with air conditioning unit and television set</li> <li>6. Availability on:               <ul style="list-style-type: none"> <li>July 29, 2019: <b>check-in at 2:00 PM</b></li> <li>July 31, 2019: <b>check-out at 12 Noon</b></li> </ul> </li> </ol>	
		<b>2. Other Facilities Requirement:</b> <ol style="list-style-type: none"> <li>a. Must be gender-sensitive</li> <li>b. Pleasing aesthetic both inside and outside the hotel; Daily housekeeping service; (should be inclusive PWD, elderly, child, pregnant and women friendly)</li> <li>c. <b>Free Parking space for the participants/facilitators</b></li> <li>d. Variety of amenities (free of use) such as stand-by generator set for guaranteed</li> <li>e. Power supply during the entire stay</li> <li>f. Continuous water supply and accessible comfort rooms</li> <li>g. Accessible emergency exit alarm</li> <li>h. Standby free extinguisher and automatic sprinkler</li> <li>i. Must provide and internet connection at least 4gb, 30 mbps in the rooms, and drinking water and other basic amenities inside the rooms</li> <li>j. Adequate security service (24/7)</li> <li>k. Free use of telephone for local calls</li> <li>l. On-call medical personnel in case of emergency</li> </ol>	
		<b>3. Send Bill Policy:</b> <ol style="list-style-type: none"> <li>a) 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</li> </ol>	

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

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

**AUTHORIZED REPRESENTATIVE:**

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

**ANNEX "B"**

**PRICE QUOTATION**

**PROVISION OF ROOM ACCOMMODATION SERVICES**

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.	Procurement of services for room accommodation for the <b>conduct of <i>National Disaster Resilience Month (NDRM) Culminating Activity (Regional DRRM Summit) for LDRRMOs of MIMAROPA</i></b>  1. Can accommodate <u>at least 150 pax</u> 2. Room type: <u>Triple sharing with separate beds and Single occupancy</u> 3. No. of Rooms: <u>Fifty (50)</u> for guests and participants 4. No. of Rooms for Single occupancy : <u>One (1)</u> 5. Availability on: July 29, 2019: <b>check-in at 2:00 PM</b> July 31, 2019: <b>check-out at 12 Noon</b>  <b>4.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	1 lot		

**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 \_\_\_\_\_ calendar days from receipt of Purchase Order (PO)/Work Order (WO)/Contract
- 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.
- 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 : \_\_\_\_\_  
 Telephone & Mobile No.: \_\_\_\_\_  
 Email Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

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