

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

REQUEST FOR QUOTATION No, 2019-IVB-041
(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 <i>National Disaster Resilience Month (NDRM) Culminating Activity (Regional DRRM Summit for LDRRMOs of MIMAROPA)</i>
Brief Description	:	Procurement of services for room accommodation for the conduct of <i>National Disaster Resilience Month (NDRM) Culminating Activity (Regional DRRM Summit for LDRRMOs of MIMAROPA)</i>
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	:	<u>Send bill Policy</u> 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. 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.	Lease of Venue	<p>Procurement of services for room accommodation for the conduct of National Disaster Resilience Month (NDRM) Culminating Activity (Regional DRRM Summit for LDRRMOs of MIMAROPA)</p> <p>1. Technical Specifications (minimum requirements):</p> <ul style="list-style-type: none"> • Availability: <i>July 29-31, 2019</i>: (including Secretariat) • Hotel venue must be located <u>within the vicinity of Mamburao, Occidental Mindoro</u> <p>Neighborhood Data</p> <ol style="list-style-type: none"> a) Proper waste management system such as regular garbage collection and with Sanitary permit from appropriate authority b) Proximity to police and fire stations & hospitals c) Strategic location to commercial establishments. ATM banks and Telecommunications service provider <p>A. Room arrangement:</p> <ol style="list-style-type: none"> 1. Can accommodate at least 150 pax 2. Room type: Triple sharing with separate beds and Single occupancy 3. No. of Rooms: Fifty (50) for guests and participants 4. No. of Rooms for Single occupancy : One (1) 5. With WiFi connectivity, with air conditioning unit and television set 6. Availability on: <ul style="list-style-type: none"> July 29, 2019: check-in at 2:00 PM July 31, 2019: check-out at 12 Noon <p>2. Other Facilities Requirement:</p> <ol style="list-style-type: none"> a. Must be gender-sensitive b. Pleasing aesthetic both inside and outside the hotel; Daily housekeeping service; (should be inclusive PWD, elderly, child, pregnant and women friendly) c. Free Parking space for the participants/facilitators d. Variety of amenities (free of use) such as stand-by generator set for guaranteed e. Power supply during the entire stay f. Continuous water supply and accessible comfort rooms g. Accessible emergency exit alarm h. Standby free extinguisher and automatic sprinkler i. Must provide and internet connection at least 4gb, 30 mbps in the rooms, and drinking water and other basic amenities inside the rooms j. Adequate security service (24/7) k. Free use of telephone for local calls l. On-call medical personnel in case of emergency <p>3. Send Bill Policy:</p> <ol style="list-style-type: none"> 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 	

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 conduct of <i>National Disaster Resilience Month (NDRM) Culminating Activity (Regional DRRM Summit) for LDRRMOs of MIMAROPA</i> 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: <i>check-in at 2:00 PM</i> July 31, 2019: <i>check-out at 12 Noon</i> <u>4.Send Bill Policy:</u> 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 : _____