



Republic of the Philippines  
Department of National Defense  
**OFFICE OF CIVIL DEFENSE IX**

**REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL IX**

President Corazon C. Aquino, Regional Government Center, Balintawak, Pagadian City, ZDS

**REQUEST FOR QUOTATION (RFQ) No. OCD IX-2018-10-008**

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:

<b>Name of Project</b>	:	Provision of Hotel Accommodation including meals for the Conduct of 4 <sup>th</sup> Quarter Nationwide Simultaneous Earthquake Drill (NSED) CY 2018
<b>Location</b>	:	Pagadian City
<b>Date of Event</b>	:	October 30 - 31, November 4 - 7, 2018
<b>Type of Accommodation</b>	:	Single and Double Occupancy
<b>Brief Description</b>	:	Must be at least two (2) Star Hotel Category
<b>Terms of Payment</b>	:	<b><u>Send bill policy as payment for services</u></b>
<b>ABC (Approved Budget for the Contract)</b>	:	Php117,000.00
<b>Fund Source</b>	:	<b>CBTS DRRM FUND 2018</b>

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 **8:30 AM on 29 October 2018**, at the OCD IX PCCARGC, Balintawak, Pagadian City. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact us at telephone no. **(062) 945-0969** or email address at **ocdrc9@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:

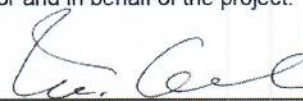
- a. Platinum PhilGEPS Registration with valid and current annexes

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. MANUEL LUIS M. OCHOTORENA**  
Regional Director

**ANNEX "A"**

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

**Provision of Hotel Accommodation including meals for the Conduct of 4<sup>th</sup> Quarter Nationwide Simultaneous Earthquake Drill (NSED) CY 2018**

Instruction: 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>Availability:</b> October 30 & 31, November 4, 5 & 6 2018	
II.	<b>Location and Site Condition:</b> 1. Pagadian City 2. Available Parking Space	
III.	<b>Neighborhood Data:</b> 1. Proper waste management system such as regular garbage collection and within Sanitary Permit from approximate authority 2. Proximity to police and fire stations 3. Strategic location to commercial establishments and ATM banks 4. Proximity to a hospital	
IV.	<b>Venue:</b> 1. Structural Condition: - The foundation is made of concrete and structural steel materials or combination of both. - Compliant with the standards provided by the Building Code of the Philippines 2. Functionality: b. Room Arrangement - Air-conditioned rooms inclusive of free breakfast upon check-in - October 30 - 31, 2018: Two (2) double occupancy rooms (4pax) Check-in Oct. 30, 2018 – Check-out Oct. 31, 2018 - November 4 - 7 2018: Four (4) double occupancy rooms (8pax) Check-in Nov. 4, 2018 – Check-out Nov. 7, 2018 - November 4 - 6, 2018: Four (4) single occupancy rooms (4pax) Check-in Nov. 4, 2018 – Check-out Nov. 6, 2018 - November 5, 2018: Fifteen (15) double occupancy rooms (30pax) Check-in Nov. 4, 2018 – Check-out Nov. 5, 2018 Note: Must at least a two star hotel	
V.	<b>Light and ventilation:</b> - Proper and adequate light and ventilated	
VI.	<b>Facilities:</b> 1. Continuous water supply and accessible comfort room 2. Proper and adequate light ventilation 3. Accessible emergency exit 4. Functional fire alarm and standby fire extinguisher and automatic sprinkler 5. Available Telephone and/or Internet Connection within the premises of the building 6. Audible/Operational Sound System	
VII.	<b>Other Requirements:</b> 1. Must be at least a one (1) star hotel located within Pagadian City. 2. Must have been in the business for a minimum of two years 3. Must be gender sensitive and friendly to persons with disability, elderly, pregnant women and children. 4. Available number of parking slots for at least 10% from the total number	

	of guests. 5. Must be pleasing aesthetic both inside and outside the hotel 7. Must be able to adjust to the abrupt changes in the number of hotel rooms and conference rooms as needed for the event 8. All equipment and facilities properly maintained 9. Exhibits professional ambiance; must satisfy the requirements of security and substantive objectives of the OCDR IX concerned.	
VIII.	<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**

**The Bids and Awards Committee**  
OFFICE OF CIVIL DEFENSE IX  
PCCARGC, Pagadian City

Sir/Madam:

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 Hotel Accommodation including meals for the Conduct of 4 <sup>th</sup> Quarter Nationwide Simultaneous Earthquake Drill (NSED) CY 2018 <ul style="list-style-type: none"><li>• Date of Event: October 30 - 31 and November 4 - 7, 2018</li><li>• Location: Within Pagadian City</li><li>• Arrangement: Single and Twin Sharing</li></ul>	Php	Php

**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 three (3) calendar days from receipt of Contract/ Purchase Order.
2. 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.
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 : \_\_\_\_\_  
Office Tel. No. & Mobile No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
**AUTHORIZED REPRESENTATIVE** : \_\_\_\_\_  
Signature : \_\_\_\_\_  
Date : \_\_\_\_\_