



OFFICE OF CIVIL DEFENSE REGIONAL OFFICE 1

OCD RO1 Bldg., Gov't Center II, Aguila Road, Sevilla, City of San Fernando, La Union

Date: OCT 15 2020
PR Ref No: 2020-10-075
Quotation No: 2020-10-069

Company Name : _____
Address : _____
Tel. No./Fax No. : _____
E-mail Address : _____
Business Permit No. : _____
TIN : _____ vat non-vat
PhilGEPS Registration # : _____

REQUEST FOR QUOTATION

The Office of Civil Defense Regional Office 1 will undertake an **Alternative Method of Procurement** through **Negotiated Procurement** in accordance with **Section 53.10 – Lease of Venue or Real Property** of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

The OCD hereinafter referred to as the "Purchaser", now request submission of a price quotation for the subject below:

Name of Project	: Lease of Venue including Meals and Accommodation for the conduct of Aggressive Testing and National CODE Team Visit for the Swabbers in La Union
Brief Description	: Accommodation with complimentary breakfast and dinner for forty (40) pax on October 19-23, 2020
Terms of payment	: <u>Send Bill Policy</u> Within 30 working days upon submission of request documents i.e. delivery receipt and sales invoice or billing statement and certificate of acceptance
Approved Budget for the Contract	: ₱ 480,000.00
Funding Source	: QRF 2020 - OCD CO

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 the Approved Budget for the Contract (ABC) shall automatically be disqualified.**

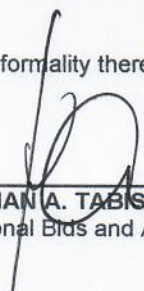
Prospective bidders shall accomplish and submit the duly signed "**Annex A (Technical Specifications) & Annex B (Price Quotation Form)**" (under prescribed form). **Non-submission shall automatically be disqualified.** Submit your quotation (indicate the project name) duly signed by your authorized representative not later than **09:00 AM on OCT 19 2020** at the OCD RO1 Bldg., Gov't Center II, Aguila Road, Sevilla, City of San Fernando, La Union. For any clarifications, you may contact us at telephone no. **(072) 607-6528** or email address at **region1@ocd.gov.ph**. **Use of forms other than the attached OCD prescribed format is not acceptable.**

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

1. Platinum PHILGEPS Registration only with valid and current annexes;
2. For Red Membership:
 - a. Valid and current Mayor's Permit/ Business Permit,
 - b. PHILGEPS Registration Number,
 - c. Latest Income and Business Tax Returns or Tax Clearance, and
 - d. SEC Registration or DTI Certificate.

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 of 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 to open to it.

The OCD RO1 reserves the right to accept or reject any or all bid, 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.


KRISTIAN A. TABISAURA
 Chairperson, Regional Bids and Awards Committee

Received by:

Signature above printed name: _____

Date and time of Receipt: _____

ANNEX "A"
Technical Specifications

Lease of Venue including Meals and Accommodation for the conduct of Aggressive Testing and National CODE Team Visit for the Swabbers in La Union

Bidders must state either "Comply" or "Not Comply" or state **any equivalent term** in the column "Statement of Compliance" against each of the individual parameters of each "Specification."

ITEM No.	SPECIFICATION	STATEMENT OF COMPLIANCE
I.	<p>Name of Event: <u>Aggressive Testing and National CODE Team Visit for the Swabbers in La Union</u></p> <p>Location: <u>La Union</u></p> <p>Delivery Dates: <u>October 19-23, 2020</u></p> <p>Hotel/Venue:</p> <ol style="list-style-type: none"> 1. Room Requirement: Single occupancy 2. No. of Pax: 40 3. No. of Rooms: 40 4. Check-in Date and Time: October 19, 2 PM 5. Check-out Date and Time: October 23, 2 PM 6. No. of Nights: 4 7. Must have internet connection at least 2GB, 30 mbps in the rooms and assigned function areas of the hotel 8. Provide free bottled drinking water inside the room (to be replenished daily) or its equivalent <p>Meals/ Restaurant Services:</p> <ol style="list-style-type: none"> 1. Meal/ Snack: Dinner and Breakfast 2. No. of Pax: 40 3. Serving Arrangement <ol style="list-style-type: none"> a. Dinner: Plated b. Breakfast: Managed Buffet 4. Inclusive Dates: <ol style="list-style-type: none"> a. Dinner: October 19-22, 2020 b. Breakfast: October 20-23, 2020 5. Menu: <ol style="list-style-type: none"> a. Dinner: <u>Two viands with choices of pork, chicken or beef and fish or vegetable with side dish and desert, one beverage</u> b. Breakfast: <u>Choice of Filipino breakfast dish and coffee; complimentary</u> 6. Free-flow of hot beverage with choices of coffee and tea during the duration of activity at the function hall 	
II.	<p>Other Requirements:</p> <ol style="list-style-type: none"> 1. Hotel must be located in/ within La Union 2. Must be at least 3-star hotel classified by Philippine Tourism Authority (PTA), Department of Trade and Industry (DTI) or Department of Tourism (DOT) 3. Must be in place for at least two (2) years 4. Must have provisions for the elderly, Persons' with Disabilities (PWDs), pregnant women and children 5. Must provide free parking space for vehicles of secretariat/ participants/ facilitators 6. Must have hot and cold water line/ water heater 7. Must replenish toiletries and towels everyday 8. PREFERABLY has television set, refrigerator and coffee percolator/ maker or electric kettle inside the room 9. PREFERABLY has bidet and hair blower 10. At least 1-2 km. away near police and fire stations, hospital, commercial establishments and automated teller machines (ATMs) or banks 	
III.	<p>Payment Terms: Must accept Send Bill Policy</p>	

I hereby commit to comply with all the above requirements.

Company Name : _____

Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Complete Name : _____

ANNEX "B"
Price Quotation Form

Date: _____

KRISTIAN A. TABISAURA

Chairperson, Regional Bids and Awards Committee
Office of Civil Defense Region 1
OCD RO1 Bldg., Gov't Center II, Aguila Road, Sevilla,
City of San Fernando, La Union

Sir:

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:

ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE
<p>Lease of Venue including Meals and Accommodation for the conduct of Aggressive Testing and National CODE Team Visit for the Swabbers in La Union</p> <p>Name of Event: <u>Aggressive Testing and National CODE Team Visit for the Swabbers in La Union</u></p> <p>Location: <u>La Union</u></p> <p>Delivery Dates: <u>October 19-23, 2020</u></p> <p>Hotel/Venue:</p> <ol style="list-style-type: none"> 1. Room Requirement: Single occupancy 2. No. of Pax: 40 3. No. of Rooms: 40 4. Check-in Date and Time: October 19, 2 PM 5. Check-out Date and Time: October 23, 2 PM 6. No. of Nights: 4 7. Must have internet connection at least 2GB, 30 mbps in the rooms and assigned function areas of the hotel 8. Provide free bottled drinking water inside the room (to be replenished daily) or its equivalent <p>Meals/ Restaurant Services:</p> <ol style="list-style-type: none"> 1. Meal/ Snack: Dinner and Breakfast 2. No. of Pax: 40 3. Serving Arrangement <ol style="list-style-type: none"> a. Dinner: Plated b. Breakfast: Managed Buffet 4. Inclusive Dates: <ol style="list-style-type: none"> c. Dinner: October 19-22, 2020 a. Breakfast: October 20-23, 2020 5. Menu: <ol style="list-style-type: none"> a. Dinner: <u>Two viands with choice of pork, chicken or beef and fish or vegetable with side dish and desert, one beverage</u> b. Breakfast: <u>Choice of Filipino breakfast dish and coffee; complimentary</u> 6. Free-flow of hot beverage with choices of coffee and tea during the duration of activity at the function hall <p>Other Requirements:</p> <ol style="list-style-type: none"> 1. Hotel must be located in/ within La Union 2. Must be at least 3-star hotel classified by Philippine Tourism Authority (PTA), Department of Trade and Industry (DTI) or Department of Tourism (DOT) 3. Must be in place for at least two (2) years 4. Must have provisions for the elderly, Persons' with Disabilities (PWDs), pregnant women and children 5. Must provide free parking space for vehicles of secretariat/ participants/ facilitators 6. Must have hot and cold water line/ water heater 7. Must replenish toiletries and towels everyday 	1 Lot		

8. PREFERABLY has television set, refrigerator and coffee percolator/ maker or electric kettle inside the room 9. PREFERABLY has bidet and hair blower 10. At least 1-2 km. away near police and fire stations, hospital, commercial establishments and automated teller machines (ATMs) or banks			
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Payment Terms: Must accept **Send Bill Policy**

TOTAL OFFERED QUOTATION..... **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 schedule provided upon receipt of Work Order (WO)/Purchase Order (PO).
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 : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Complete Name : _____