

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
Camp General Emilio Aguinaldo, Quezon City

REQUEST FOR QUOTATION (RFQ) No. OCDRO MIMAROPA-0319-001

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:

Name of Project	: Lease of Venue for PDNA Composite Team (Full board and lodging) within Calapan City, Province of Oriental Mindoro for 20 Calendar Days
Location	: Within the vicinity of Calapan City, Oriental Mindoro
Date of Event	: 18 March 2019 to 6 April 2019
Type of Accommodation	: 13 Triple Sharing rooms with separate beds and 1 Twin sharing with separate beds
Number of Participants	: 40 pax
Brief Description	: Lease of venue of PDNA Composite Team (Full board and lodging) which can accommodate at least 40 pax
Terms of Payment	: Hotel Must Accept a Send Bill Policy in the payment of services.
ABC (Approved Budget for the Contract)	: PhP 1,280,000.00
Fund Source	: CY 2018 Quick Response Fund

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.**

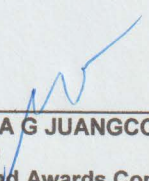
Prospective bidders shall accomplish and submit the duly signed "**Annex A (Technical Specifications) & Annex "B" Price Quotation Form (PQF)**" (under prescribed form). **Non-submission shall automatically be disqualified.** Submission of sealed quotation is not later than **5:00 P.M. on March 11, 2019**, at the Office of Civil Defense Regional Office MIMAROPA, PEO Compound, Kumintang Ilaya, Batangas City, Batangas. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **Regional Canvass Committee Office** at telephone nos. **(043) 723 4248/ +63917 533 0400/ +63908 820 5177** or email address at **ocd4 mimaropa@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:

1. Valid/Current Mayor's Permit/Business Permit (or application for renewal with corresponding receipt)
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. SUSANA G JUANGCO
Chairperson
OCD Bids and Awards Committee