

RFQ No. 2018-10-026

## REQUEST FOR QUOTATION

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

The Office of Civil Defense (OCD) Region V), 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 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 Meals and Venue for a total of 180 persons for the conduct of 4 <sup>th</sup> Quarter RDRMMC Full Council Meeting and RDRRMC General Assembly on December 5, 2018
<b>Location</b>	:	Within Legazpi City
<b>Date of Event</b>	:	<b>Event 1:</b> 4 <sup>th</sup> Quarter RDRRM Full Council Meeting on December 5, 2018 from 9:00 AM – 2:30 PM <b>Event 2:</b> RDRRMC General Assembly on December 5, 2018 from 3:00pm – 7:00 PM
<b>Type of Service</b>	:	Meeting facilities
<b>Number of Participants</b>	:	4 <sup>th</sup> Quarter RDRRM Full Council Meeting (80 pax) RDRRMC General Assembly (100 pax)
<b>Brief Description</b>	:	Leasing of venue and provision of meals for the 4 <sup>th</sup> Quarter RDRRM Full Council Meeting and RDRRMC General Assembly
<b>Terms of Payment</b>	:	30 working days of processing and <b><u>must accept send bill policy</u></b>
<b>ABC (Approved Budget for the Contract)</b>	:	Php 102,000.00
<b>Fund Source</b>	:	DRRM, APB CY 2018 of OCDRO5

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 **5:00 PM on November 5, 2018**, at the OCD5 Building, Camp Simeon Ola, Legazpi City. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **OCD Regional Office V** at telephone nos. **481-5031** or email address at **ocd\_5@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 and current Mayor’s Permit/Business Permit
2. PhilGEPS Registration Number
3. DTI Permit
4. 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.

  
**CLAUDIO L. YUCOT**  
Regional Director, OCD5

**ANNEX “A”**  
**Technical Specifications**  
**LEASE OF VENUE**

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.”

**Legend:** \*MANDATORY REQUIREMENTS. Failure to comply with any of the mandatory requirements will disqualify your quotation.

Item No.	Agency Specification	Statement of Compliance
I.	<b>Date of Event:</b> <b>Event 1:</b> 4 <sup>th</sup> Quarter RDRRM Full Council Meeting on December 5, 2018 from 9:00 AM – 2:30 PM <b>Event 2:</b> RDRRMC General Assembly on December 5, 2018 from 3:00pm – 7:00 PM	
II.	<b>Location and Site Condition:</b> Within Legazpi City	
III.	<b>Neighborhood Data:</b> <ol style="list-style-type: none"> <li>1. Proper waste management system such as regular garbage collection and with Sanitary Permit from approximate authority.</li> <li>2. Proximity to police and fire stations &amp; hospital.</li> <li>3. Strategic location to commercial establishments, ATM banks and Telecommunications service provider.</li> </ol>	
IV.	<b>Venue (must be in one venue but with two separate halls)</b> <ol style="list-style-type: none"> <li>1. Structural Condition: the foundation is made of concrete and structural steel materials or combination of both.</li> <li>2. Functionality of Function Room: Conference rooms must be conducive for board room type meeting.*</li> </ol> <b>4<sup>th</sup> Quarter Full Council Meeting:</b> <ul style="list-style-type: none"> <li>*One training hall which can accommodate at least 80 persons</li> <li>*Tables must be arranged U-shaped style or boardroom style</li> <li>*Three (3) medium size tables for secretariat and instructors</li> <li>*Must come with free audio system with at least seven (7) microphones, one projector, white screen and seven (7) extension wires</li> </ul> <ul style="list-style-type: none"> <li>*Air-conditioned, properly ventilated and adequate lighting with uninterrupted power supply</li> <li>*With podium and elevated platform (stage)</li> <li>*Adequate number of comfort rooms located adjacent to the hall</li> </ul> <b>RDRRMC General Assembly</b> <ul style="list-style-type: none"> <li>*One training hall which can accommodate at least 100 persons</li> <li>*Ten round table with 10 seating capacity</li> <li>*Three (3) medium size tables for secretariat and instructors</li> <li>*Must come with free audio system with at least seven (7) microphones, one projector, white screen and seven (7) extension wires</li> </ul> <ul style="list-style-type: none"> <li>*air-conditioned, properly ventilated and adequate lighting with uninterrupted power supply</li> <li>*with podium and elevated platform (stage)</li> <li>*Adequate number of comfort rooms located adjacent to the hall</li> </ul>	
V.	<b>Meals</b> = must provide food for 180 pax <b>4th Q RDRRM Full Council Meeting (80 pax)</b> *Breakfast good for 10 pax	

Item No.	Agency Specification	Statement of Compliance
	<p>*AM Snacks and Lunch good for 80 pax            *Meals and Snack must be served plated            *Must serve finger foods or pica-pica            *Free-flowing coffee during the entire meeting            *Menu Options: Vegetables, Fish, Pork, Chicken, Beef and Rice</p> <p><b>RDRRMC General Assembly (100 pax)</b>            *PM Snacks and Dinner good for 100 pax            *Meals and Snack must be served plated            *Must serve finger foods or pica-pica            *Free-flowing coffee during the entire meeting            *Menu Options: Vegetables, Fish, Pork, Chicken, Beef and Rice</p>	
VI.	<p><b>Other Requirements:</b></p> <ol style="list-style-type: none"> <li>1. All equipment and facilities properly maintained.</li> <li>2. Exhibits professional ambiance; must satisfy the requirements of security and substantive objectives of the OCD-NDRRMC concerned.*</li> <li>3. Adequate security service (24/7).</li> <li>4. Free use of telephone for local calls in function room*</li> <li>5. Free use of extension cords/wires*</li> <li>6. On call medical personnel in case of emergency.</li> <li>7. <b><u>Hotel Must Accept a Send Bill Policy in the payment of services.*</u></b></li> <li>8. Hotel must be able to adjust to the abrupt change in the number of hotel room and conference rooms needed for the event.*</li> <li>9. Must have been in business for a minimum of two (2) years and DTI accredited.*</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 Form**

**CANVASS UNIT**

OFFICE OF CIVIL DEFENSE, RO V  
Camp Simeon Ola, Legazpi City

Sir/Madam:

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:

ARTICLE AND DESCRIPTIONS	Quantity	Cost per pax	Total Price
Provision of Meals and Venue for a total of 180 persons for the conduct of 4 <sup>th</sup> Quarter RDRMMC Full Council Meeting and RDRRMC General Assembly on December 5, 2018 Location: within Legazpi City  <b>Event 1:</b> 4 <sup>th</sup> Quarter RDRRM Full Council Meeting on December 5, 2018 from 9:00 AM – 2:30 PM (80 pax) <ul style="list-style-type: none"><li>• <b>AM Snacks and Lunch</b></li></ul> <b>Event 2:</b> RDRRMC General Assembly on December 5, 2018 from 3:00pm – 7:00 PM (100 pax) <ul style="list-style-type: none"><li>• <b>PM Snacks and Dinner</b></li></ul> <b>Note: must be in one (1) venue but two (2) separate halls</b>	1 Lot		

**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 Fifteen (15) calendar days from receipt of Contract.
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 : \_\_\_\_\_