

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 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	:	Provision of Hotel Accommodation for Lease of Venue including meals and snacks for the conduct of OCD5 Synergy Building Activity
Location	:	Within Camarines Sur Province
Date of Event	:	April 24-26, 2019 Check-in Date: April 24, 2019 Check-out Date: April 26, 2019
Type of Service	:	Full Board Accommodation
Number of Participants	:	30 pax
Brief Description	:	Provision of meals and snacks, training venue and hotel accommodation for total of 30 persons.
Terms of Payment	:	30 working days of processing and <u>must accept send bill policy</u>
ABC (Approved Budget for the Contract)	:	Php 115,500.00
Fund Source	:	APB CY 2019- DRRM

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 **9:00 AM on March 25, 2019**, 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 **procurement.ocd5@gmail.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. 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
Provision of Hotel Accommodation for Lease of Venue including meals and snacks for the
conduct of OCD5 Synergy Building Activity

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.	Date of Event: April 24- 26, 2019	
II.	Location and Site Condition: Within Camarines Sur Province	
III.	Neighborhood Data: 1. Proper waste management system such as regular garbage collection and with Sanitary Permit from approximate authority. 2. Proximity to police and fire stations & hospital. 3. Strategic location to commercial establishments, ATM banks and Telecommunications service provider.	
IV.	Training Venue: * 1. Structural Condition: the foundation is made of concrete and structural steel materials or combination of both. 2. One (1) training hall which can accommodate at least 30 persons; 3. With five (6) sets of tables arranged and on six (5) seating capacity each; 4. Two (2) medium-size tables for secretariat and instructors; 5. Must come with free Audio system, at least three (3) microphones, with at least two (2) wireless and one (1) projector; 6. Must have space for at least three (3) medium-size whiteboards; 7. Air-conditioned and adequate lighting with uninterrupted power supply; 8. With podium and elevated platform (stage); 9. Adequate number of comfort rooms comfortably located adjacent the training venue; 10. Have sufficient power & extension wires outlets for laptops. 11. With 24-hrs back-up generator set.	
V.	Room Accommodation: A. Secretariat and Participants = 30 persons * Check In Date and Time: April 24, 2019, 12NN Check Out Date: April 26, 2019, 2 PM Room Type: 7 quadruple sharing room and 2 single room Others: * <ul style="list-style-type: none"> • Room rates must not be inclusive of breakfast. • Hotel must be located in Camarines Sur Province; • All rooms must be air-conditioned; • Fully furnished with TV, clean toilet & bathroom, beddings, towels, toiletries (tissue, shampoo, conditioner and soap) • With Wi-fi connection; • Hot & cold shower; • GAD-sensitive room assignments. 	
VI.	Meals: A. Provision of Meals: * <ul style="list-style-type: none"> • April 24, 2019 (Lunch, PM Snacks, Dinner) • April 25, 2019 (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner) • April 26, 2019 (Breakfast, AM Snacks, Lunch) Others: * <ul style="list-style-type: none"> • All Meals and Snacks preferably to be served assisted buffet; • Snacks must be served plated; • Snack rate inclusive of finger foods (Pica-pica), eg. peanuts, chips, etc; 	

Item No.	Agency Specification	Statement of Compliance
	<ul style="list-style-type: none"> • All meals must come with free beverages; • Free-flowing coffee for the entire duration of the training; • Menu Options: Vegetables, Fish, Pork, Chicken, Beef and Rice 	
VII.	Light Ventilation and Air-Conditioning: Proper Light ventilation and air-conditioning units*	
VIII.	Other Requirements: <ol style="list-style-type: none"> 1. All equipment and facilities properly maintained. 2. Exhibits professional ambiance; must satisfy the requirements of security and substantive objectives of the OCD-NDRRMC concerned.* 3. Adequate security service (24/7). 4. Free use of telephone for local calls in function room* 5. Free use of extension cords/wires* 6. On call medical personnel in case of emergency. 7. <u>Hotel Must Accept a Send Bill Policy in the payment of services.*</u> 8. Hotel must be able to adjust to the abrupt change in the number of hotel room and conference rooms needed for the event.* 9. Must have been in business for a minimum of two (2) years.* 	

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

**Provision of Hotel Accommodation for Lease of Venue including meals and snacks for the
conduct of OCD5 Synergy Building Activity**

BIDS AND AWARDS COMMITTEE
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 Hotel Accommodation for Lease of Venue including meals and snacks for the conduct of OCD5 Synergy Building Activity A. Room Accommodation: Secretariat and Participants = 30 persons Check In Date and Time: April 24, 2019, 12NN Check Out Date: April 26, 2019, 2 PM B. Meals: <ul style="list-style-type: none"> • April 24, 2019 (Lunch, PM Snacks, Dinner) • April 25, 2019 (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner) • April 26, 2019 (Breakfast, AM Snacks, Lunch) 	7 quadruple sharing rooms 2 single rooms 30 pax 30 pax 30 pax		

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 : _____