

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 and Lease of Venue including meals and snacks for the conduct of Table Top Exercise of the Contingency Plan for Human Induced Hazard for Masbate Province
Location	:	Within Masbate City, Masbate
Date of Event	:	June 21, 2019
Type of Service	:	Meeting Facilities
Number of Participants	:	60 pax
Brief Description	:	Provision of hotel accommodation training venue and, meals and snacks for total of 60 persons. Activity is comprised of 50 Participants and 10 person training team involved in the conduct of Table Top Exercise of the Contingency Plan for Human Induced Hazard for Masbate Province. Hotel Accommodation will be for the training team only.
Terms of Payment	:	30 working days of processing and <u>must accept send bill policy</u>
ABC (Approved Budget for the Contract)	:	Php 51,000.00
Fund Source	:	DRRM Fund, APB CY 2019 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 **9:00 AM on May 24, 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 LUYUCOT
Regional Director, OCD5

ANNEX "A"

Technical Specifications

Provision of Hotel Accommodation and Lease of Venue including meals and snacks for the conduct of Table Top Exercise of the Contingency Plan for Human Induced Hazard for Masbate Province

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: June 21, 2019	
II.	Location and Site Condition: Within Masbate City, Masbate Province	
III.	Neighborhood Data: <ol style="list-style-type: none">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: * <ol style="list-style-type: none">1. Structural Condition: the foundation is made of concrete and structural steel materials or combination of both.2. One training hall which can accommodate at least 60 persons3. With five (5) sets of rectangular tables arranged and on ten (10) seating capacity each;4. Four (4) large whiteboards and two (2) medium-size whiteboards5. Three (3) medium size square tables for secretariat and instructors;6. Must come with free Audio system, at least three (3) microphones, with at least two (2) wireless, one (1) projector, two (2) white screens and four (4) extension wires;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. No posts or any vertical column in the middle of the training area12. With 24H back-up Generator Set13. With fast Wi-Fi connection	
V.	Room Accommodation: A. Instructors and Secretariat (1 night): Check-in Date: June 21, 2019, 12 PM Check-out Date: June 22, 2019, 12 PM Room Type: 4 single rooms, 3 double sharing room Others: * <ul style="list-style-type: none">• Room rates must not be inclusive of breakfast.• Hotel must be located in Masbate City, Masbate Province;• No bed sharing• All rooms must be air-conditioned;• Fully furnished with TV, clean toilet & bathroom, beddings, towels, toiletries (tissue, shampoo, conditioner and soap)• Rooms must have access to a stable internet service through a working Wi-Fi connection;• Hot & cold shower;• GAD-sensitive room assignments.	

Item No.	Agency Specification	Statement of Compliance
VI.	<p>Meals:</p> <p>A. Provision of Meals: *</p> <ul style="list-style-type: none"> • Am Snacks, Lunch, PM Snacks for 60 pax on June 21, 2019 • Dinner for 10 persons on June 21, 2019 • Breakfast for 10 persons on June 22, 2019 <p>Others: *</p> <ul style="list-style-type: none"> • All Meals and Snacks preferably assisted buffet; • Preferably with unlimited rice service; • Snacks must be served plated; • Snack rate inclusive of finger foods (Pica-pica), eg. peanuts, chips, etc; • All meals must come with free beverages; • Free-flowing coffee and water for the entire duration of the stay; • Menu Options: Vegetables, Fish, Pork, Chicken, Beef and Rice 	
VII.	<p>Light Ventilation and Air-Conditioning: Proper Light ventilation and air-conditioning units*</p>	
VIII.	<p>Other Requirements:</p> <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 and must be at least a two-star hotel.* 	

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 and Lease of Venue including meals and snacks for the conduct of Table Top Exercise of the Contingency Plan for Human Induced Hazard for Masbate Province

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 and Lease of Venue including meals and snacks for the conduct of Table Top Exercise of the Contingency Plan for Human Induced Hazard for Masbate Province Room Accommodation: Can accommodate: at least 10 pax A. Instructors and Secretariat (1 night): Check-in Date: June 21, 2019, 12 PM Check-out Date: June 22, 2019, 12 PM Room Type: 4 single rooms, 3 double sharing room Note: Room rates must not be inclusive of breakfast Meals: Provision of Meals: * <ul style="list-style-type: none">• AM Snacks, Lunch and PM Snacks for 60 pax on June 21, 2019• Dinner for 10 pax on June 21, 2019• Breakfast for 10 pax on June 22, 2019	4 single room 3 double sharing room		
	10 pax		
	60 pax		
	10 pax		

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 thirty (30) calendar days from receipt of Contract.
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 : _____

Office Tel. No. & Mobile No. : _____

Email Address : _____

AUTHORIZED REPRESENTATIVE : _____

Signature : _____

Date : _____