

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
Camp Simeon Ola, Legazpi City

RFQ No. 2019-05-035

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 Formulation of Response Plan for 7.2 Magnitude Earthquake for SE Quadrant
Location	:	Within Albay Province
Date of Event	:	June 11-14, 2019
Type of Service	:	Full Board Accommodation
Number of Participants	:	50 pax
Brief Description	:	Provision of hotel accommodation training venue and, meals and snacks for total of 50 persons. Activity is comprised of 40 Participants and 10 person training team involved in the conduct of Formulation of Response Plan for 7.2 Magnitude Earthquake for SE Quadrant
Terms of Payment	:	30 working days of processing and <u>must accept send bill policy</u>
ABC (Approved Budget for the Contract)	:	Php 359,500.00
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 17, 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 Formulation of Response Plan for 7.2 Magnitude Earthquake for SE Quadrant

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 11-14, 2019	
II.	Location and Site Condition: Within Albay 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 50 persons 3. With four (4) sets of rectangular tables arranged and on ten (10) seating capacity each; 4. Four (4) large whiteboards and two (2) medium-size whiteboards 5. 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 area 12. With 24H back-up Generator Set 13. With fast Wi-Fi connection 	
V.	Room Accommodation: A. Instructors and Secretariat (4 nights): Check-in Date: June 10, 2019, 12 PM Check-out Date: June 14, 2019, 12 PM Room Type: 4 single rooms, 3 double sharing room B. Participants (3 nights): Check-in Date: June 11, 2019, 12 PM Check-out Date: June 14, 2019, 12 PM Room Type: 8 triple sharing rooms, 8 double sharing rooms Others: * <ul style="list-style-type: none"> • Room rates must not be inclusive of breakfast. • Hotel must be located in Albay 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; 	

Item No.	Agency Specification	Statement of Compliance
	<ul style="list-style-type: none"> • Hot & cold shower; • GAD-sensitive room assignments. 	
VI.	<p>Meals:</p> <p>A. Provision of Meals: *</p> <ul style="list-style-type: none"> • Lunch, PM Snacks and Dinner for 10 pax on June 10, 2019 • Complete Meal (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner) for 50 pax (June 11-13, 2019) • Breakfast, AM Snacks, Lunch and PM Snacks for 50 persons on June 14, 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 : _____

