

Republic of the Philippines
 Department of National Defense
OFFICE OF CIVIL DEFENSE REGION XI
 2nd Floor, LDL Building, CP Garcia Highway,
 Brgy. Communal, Buhangin District, Davao
 City

Date: 05-28-19
 PR Ref No: 2019-05-93
 Quotation No.: 8

REQUEST FOR QUOTATION
(Negotiated Mode of Procurement Under 53.10)

Company/Name : _____
 Address : _____
 Tel. No./ Fax No. : _____

Gentlemen:

For Negotiated Mode of Procurement 53.10 under R.A 9184, please quote your lowest price on the line item listed below, subject to the General Conditions as required. Submit your quotation duly signed by your authorized representative not later than **May 23, 2019** to Office of Civil Defense Regional Office XI, 2nd Floor, LDL Building, CP Garcia Highway, Brgy. Communal, Buhangin District, Davao City.

Name of Project	: Event 1. Provision of Meals, Venue & Accommodation, Services for Participants, Guests Instructors and Secretariat involved in the 2-Day OCD XI Synergy/Team Building Activity in Bukidnon on June 4-5, 2019 in Bukidnon Province
Location	: Within Bukidnon Province
Date of Event	: Event 1: June 4-5, 2019
Type of Accommodation	: Full board Accommodation
Number of Participants	: Event 1: 20 pax
Brief Description	: Provision of lease of venue including food and accommodation; (preferably with internet connection at least 4GB, 30mpbs) <u>Venue Must Accept a Send Bill Policy in the payment of services</u>
ABC (Approved Budget for the Contract)	: Event 1: 61,000.00
Fund Source	: OCD Region XI APB CY 2019

General Conditions:

1. **All bids higher than ABC shall automatically be disqualified.**
2. **Proponent must submit, together with its quotation (prescribed form "Annex A&B") non-submission shall automatically be disqualified.**
3. All quotation must attached photocopies of SEC/DTI Business Name Registration, and Valid Mayor's Permit, PHILGeps Registration, Latest Income and Business Tax Returns within three (3) days.

4. All quotations shall be inclusive of applicable Value Added Tax (VAT) and shall be firm and valid for a period of at least sixty (60 days) from the date of receipt of quotation & shall be binding upon the supplier within the period.

5. All entries should be accomplished with the word "Comply" or its equivalent. Any interlineations, erasures/overwriting shall be valid only if they are signed/ initialed by the contractor or his/her duly authorized representative/s.

The quotations will be subject to meeting for the next process of choosing the supplier for the said activity

The OCD reserves the right to accept or reject any or all bid, 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. Furthermore the OCD assumes no responsibility to compensate or indemnify the bidder for any expense or loss that may be incurred in the preparation of the bid nor does it guarantee that an award will be made.


DIR. MANUEL LUIS M. OCHOTORENA
Regional Director, OCD XI

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."

Item No.	Specification	Statement of Compliance
I.	Date of Event: Event 1: June 4-5, 2019	
II.	Location and Site Condition: Within Bukidnon Province (preferably with internet connection at least 4GB, 30mpbs)	
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 3. Strategic location to commercial establishments & ATM banks 4. Proximity to a hospital	
IV.	Venue B. Functionality 1. Function Room <ul style="list-style-type: none"> ▪ Use of one (1) Function Room that can accommodate 20 pax (big enough for the indoor exercise) ▪ Proper light ventilation and air-conditioning units ▪ Preferably with WiFi access ▪ Two (2) medium-size tables with chairs for Registration ▪ Two (2) medium-size tables with chairs for secretariat and instructors ▪ Must come with free Audio system, at least three (2) wireless microphones, one (1) projector with projector screen and podium ▪ On-call operator for PA systems ▪ On-call waiter ▪ Must come with two (2) medium-size whiteboards with markers, writing pads and pencils ▪ Have sufficient power outlets & extension wires for laptops ▪ adequate number of comfort rooms comfortably located adjacent the Conference Room 	

	<p>2. Room Arrangements Event 1: 2.1. I. ACCOMMODATION: A. Rooms for 20 Persons (Participants): Check In Date: 4 June 2019 Check Out Date: 5 June 2019 Room Type: 5 Quadruple Sharing 2 Single Room</p> <p>3. Meals Arrangement Event 1: A. Provision of Meals</p> <ul style="list-style-type: none"> • Breakfast, AM Snacks, Lunch, PM Snacks & Dinner For 20 persons on June 4, 2019 • Breakfast, AM Snacks, Lunch, PM Snacks for 20 persons on June 5, 2019 <p>B. Others:</p> <ul style="list-style-type: none"> ▪ Room rates inclusive of breakfast ▪ All rooms must be air-conditioned ▪ Furnished with TV, clean toilet & Beddings, towels, toiletries (tissue, shampoo, bathroom, conditioner and soap) ▪ All meals must come with free beverages ▪ Free flowing coffee and tea for the entire duration of activity ▪ Menu Options: Vegetables, Sea Foods, Fish, Pork Chicken, Beef and Rice. 	
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I hereby commit to comply with all the above requirements.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date:

ANNEX B

Price Proposal Submission Sheet

Date: _____

OFFICE OF CIVIL DEFENSE XI
2nd Floor, LDL Building, CP Garcia Highway, Brgy. Communal,
Buhangin District, Davao City

Sir:

After having carefully read and accepted the terms and conditions in your bidding documents, here under is our bid for the Provision of Meals, Venue & Accommodation Services for Participants, Guest, Instructors and Secretariat involved in the conduct of 2-Day OCD XI Synergy/Team Building Activity in Bukidnon on June 4-5, 2019 in Bukidnon Province & with the following details:

Item	Quantity	Unit	Cost per Pax	Total Price
<p>Event 1. Provision of Meals, Venue & Accommodation, Services for Participants, Guests Instructors and Secretariat involved in the 2-Day OCD XI Synergy/Team Building Activity in Bukidnon on June 4-5, 2019 in Bukidnon Province</p> <p>Specific Requirements:</p> <p>I. ACCOMMODATION:</p> <p>A. Rooms for 20 Persons (Participants):</p> <p style="padding-left: 20px;">Check In Date: 4 June 2019</p> <p style="padding-left: 20px;">Check Out Date: 5 June 2019</p> <p style="padding-left: 20px;">Room Type: 5 Quadruple Sharing 2 Single Room</p> <p>Provision of Meals</p> <ul style="list-style-type: none"> • Breakfast, AM Snacks, Lunch, PM Snacks & Dinner For 20 persons on June 4, 2019 • Breakfast, AM Snacks, Lunch, PM Snacks for 20 persons on June 5, 2019 <p>B. Others:</p> <ul style="list-style-type: none"> ▪ Room rates inclusive of breakfast ▪ All rooms must be air-conditioned ▪ Furnished with TV, clean toilet & Beddings, towels, toiletries (tissue, shampoo, bathroom, conditioner and soap) ▪ All meals must come with free beverages ▪ Free flowing coffee and tea for the entire duration of activity ▪ Menu Options: Vegetables, Sea Foods, Fish, Pork Chicken, Beef and Rice. 	1	Lot		

Total bid Price.....Php_____

(Amount in Words) _____

Note: The Above Quoted Prices are Vat Inclusive

Very Truly yours,

Name of Company/Bidder

Complete Name & Signature of Authorize Rep.