

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
Camp General Emilio Aguinaldo, Quezon City

REQUEST FOR QUOTATION (RFQ) No. PDPS-0419-004

Company Name : _____
Address : _____
PhilGEPS Registration No. : _____

The Office of Civil Defense (OCD), 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 for lease of venue, meals and accommodation for Desk Evaluation for the 21st Gawad KALASAG
Location	: Pasig City
Date of Event	: 17 – 21 June 2019
Type of Accommodation/Meals	: • Eighty (80) pax, forty (40) twin sharing rooms, with complimentary breakfast
Brief Description	: Must be at least three (3) star hotel
Terms of Payment	: <u>Send bill policy as payment for services</u>
ABC (Approved Budget for the Contract)	: Total: PHP704,000.00
Fund Source	: PDPS APB CY 2019

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.** Submission of sealed quotation is not later than **5:00 PM on 30 April 2019**, at the OCD BAC Secretariat Office, 2nd Floor, OCD Annex Building, Camp General Emilio Aguinaldo, Quezon City. Submit your **sealed quotation (indicate the project name) in person or via registered courier service**, duly signed by your authorized representative. For any clarifications, you may contact the **BAC Secretariat Office** at telephone no. **(02) 912-2964** or email address at **bacsec.oed@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/Current Mayor's Permit/Business Permit (or application for renewal with corresponding receipt)
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.



DIR. SUSANA G. JUANGCO, RN, MPH
Chairperson
OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications

**Provision for lease of venue, meals and accommodation for
Desk Evaluation for the 21st Gawad KALASAG**

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 Specifications for Accommodation and Meals	Statement of Compliance
I.	Check-in: 17 June 2019 Check-out: 21 June 2019	
II.	Venue must be at least 3-star hotel	
III.	Venue must be located within Pasig City	
IV.	40 Twin Sharing room accommodation with complimentary breakfast meal for 80 persons	
V.	The function room for 4 days must be big enough to accommodate 80-90 people for a round table arrangement with proper lighting conducive for the activity	
VI.	The venue rates must include strong wifi connection with speed of 6 to 12 mbps for every participant both in the venue and rooms	
VII.	The venue can accommodate at least 15 free parking spaces for the whole duration of the activity	
VIII.	Audio visual equipment such as projectors, flat screens, sound system, projector screens etc. must be available	
IX.	Requirements for restaurants and events venue must be able to provide the following meals requirements: <ul style="list-style-type: none"> • 17 June 2019: Dinner for 80 pax • 18-21 June 2019: Breakfast, AM Snack, Lunch, PM Snack and Dinner for 80 pax 	
X.	Lunch and Dinner must be in an assisted buffet set-up. Minimum of two (2) main dishes, with rice, dessert, and beverage	
XI.	Must also provide finger foods or pika-pika such as but not limited to peanuts, corn chips/bits, fries in addition to snacks	
XII.	Meals must be balanced with a variety of fish, vegetables, pork, chicken, beef, and dietary flexibility for participants with allergy and non-pork eaters	
XIII.	Must have free flowing coffee and tea during the duration of the conference	
XIV.	Send Bill Policy	

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

The Bids and Awards Committee
OFFICE OF CIVIL DEFENSE
Camp Gen. Emilio Aguinaldo, Quezon 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 for lease of venue, meals and accommodation for Desk Evaluation for the 21st Gawad KALASAG	1 Lot	PHP	PHP
TOTAL PRICE		PHP	PHP

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 seven (7) 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 : _____

