

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

REQUEST FOR QUOTATION (RFQ) No. OCDRO6-0319-004

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 53.9 Small Value Procurement** 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 Supplies for the Conduct of First Disaster Risk Reduction and Management – Climate Change Adaptation and Mitigation Summit for the Province of Antique
Location of Event	: EBJ Gymnasium, Binirayan Hills, San Jose de Buenavista, Antique
Date of Event	: 21 March 2019
Type of Accommodation	: Not Applicable
Number of Participants	: 2000 pax
Brief Description	: Provision of Supplies for the Conduct of First Disaster Risk Reduction and Management – Climate Change Adaptation and Mitigation Summit for the Province of Antique
Terms of Payment	: Must Accept a Send Bill Policy in the payment of services.
ABC (Approved Budget for the Contract)	: PhP 595,000.00
Fund Source	: OCD CY 2019 MRE Program

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.**

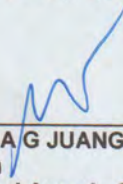
Prospective bidders shall accomplish and submit the duly signed "**Annex A (Technical Specifications) & Annex "B" Price Quotation Form (PQF)**" (under prescribed form). **Non-submission shall automatically be disqualified.** Submission of sealed quotation is not later than **5:00 P.M. on March 13, 2019**, at the Office of Civil Defense Regional Office VI, Camp Martin Delgado, Fort San Pedro, Iloilo City. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **Regional Canvass Committee Office** at telephone nos. **(033) 3376671/3369353 or 0949-1806115** or email address at ocdrc6@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
4. Notarized Omnibus Sworn Statement

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
Chairperson
OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications

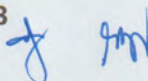
**Provision of Supplies for the Conduct of First Disaster Risk Reduction and Management –
Climate Change Adaptation and Mitigation Summit for the Province of Antique on 21 March
2019**

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.	Agency Specifications	Statement of Compliance
I.	<p>Specifications:</p> <p>595 Go Bags:</p> <ul style="list-style-type: none"> • Backpack type; • Made of heavy duty materials (nylon) and stitches; • Minimum weight capacity: 2.5 Kg • Preferably blue in color; • At least 12" x 4" x 8.5" dimension • With well-pixelated OCD logo transfer print (7 cm diameter) <p>Contents per Go Bag:</p> <ul style="list-style-type: none"> • 1 unit handheld flashlight (rechargeable, up to 8 hours usage time, with handle design for hanging purposes during emergency light usage) • 1 unit rescue whistle with lanyard (high quality plastic) • 1 box first aid kit (with elastic bandage, cotton, antiseptic wipes, gauze, adhesive tape) 	
II.	<p>Delivery point:</p> <p>Antique Provincial DRRM Office, San Jose, Antique</p>	
III.	<p>Delivery date:</p> <p>20 March 2019</p>	
IV.	<p>Other Requirements:</p> <p>Supplier must accept SEND BILL policy in the payment of service; and The establishment should have been in the business for a minimum of two (2) years</p>	

I hereby certify to comply and deliver all the above requirements.

Company Name : _____
 Address : _____
AUTHORIZED REPRESENTATIVE
 Signature : _____
 Complete Name : _____
 Date : _____



ANNEX "B"

Provision of Supplies for the Conduct of First Disaster Risk Reduction and Management – Climate Change Adaptation and Mitigation Summit for the Province of Antique

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 of Supplies for the Conduct of First Disaster Risk Reduction and Management – Climate Change Adaptation and Mitigation Summit for the Province of Antique on 21 March 2019	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 as stipulated in the RFQ/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 goods 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 : _____

