

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
PEO Compound, Kumintang Ilaya, Batangas City

REQUEST FOR QUOTATION No, 2019-IVB-037
(Section 53.9 of RA 9184, Small Value Procurement)

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

The **Office of Civil Defense-MIMAROPA**, through its Regional Bids and Awards Committee 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 RA 9184.**

The OCD-MIMAROPA, hereinafter referred as "The Purchaser" now requests submission of price quotation for the hereunder project:

Name of Project	:	Supply and delivery of packed meals/snacks for the participants involved for the conduct of Fun Run and Mangrove Planting in connection with the celebration of National Disaster Resilience Month (NDRM) Kick-off ceremony.
Delivery Site	:	within the vicinity of Puerto Princesa City, Palawan
Delivery Schedule	:	July 01, 2019
Approved Budget for the Contract (ABC)	:	Php 150,000.00
Brief Description	:	Procurement of packed meals/snacks intended for the participants involved in the conduct of Fun Run and Mangrove planting re NDRM Kick-off ceremony to be held on Puerto Princesa City, Palawan.
Terms of Payment	:	<u>Send bill Policy</u> Within fifteen (15) working days upon submission of required documents i.e. delivery receipt, sales invoice or charge invoice or billing statement and certificate of acceptance
Evaluation Criteria	:	<u>Technical Responsiveness, Full compliance to the requirements and Lowest Quotation</u>
Fund Source	:	DRRM Funds of OCD-MIMAROPA under APB CY 2019

Award of contract shall be made to the Bidder with the lowest quotation on **per lot basis** for the subject goods which comply with the minimum requirements of technical specifications and other terms and conditions stated herein. **All Bids higher than the ABC shall automatically be disqualified.**

Prospective bidder shall accomplish and submit the duly signed "**Annex A, Technical Specifications & Annex B, Price Quotation Form (PQF)**", (under prescribed form) **non submission shall automatically disqualified,** not later than **10:00 a.m., 24 June 2019** at Procurement Office, OCD-MIMAROPA, PEO compound Kumintang Ilaya, Batangas City. Submit your quotation (indicate the project name) duly signed by your authorized representative via hardcopy or through e-mail address mimaropabac2019@gmail.com. For any clarifications, you may contact Ms. Minerva R. Alcaraz at telephone no/s (043) 723-4248, (043) 702 - 9361- Use of forms other than OCD prescribed form shall not be acceptable.

Interested supplier/service provider is required to submit the following documents:

1. Valid and current Mayor's Permit/Business Permit
2. PHILGEPs Registration No.
3. Latest Income and Business Tax Return

The OCD-MIMAROPA reserves the right to accept or reject any or all bids / price quotations, to annul the process, and to reject all bids at any time prior to contract of award, without thereby incurring any liability to the affected bidder/s.


RICHARD T. CARANDANG
Chairman, Committee on Awards and Canvass

ANNEX "A"

Technical Specifications (minimum requirements)

PROCUREMENT OF PACKED MEALS/SNACKS

Bidders must either state "**Comply**" or "**Not Comply**" or any other equivalent term in the column of "Statement of Compliance" against each of the individual parameters of each "Specifications"

Supply and delivery of packed meals/snacks for the participants involved for the conduct of Fun Run and Mangrove Planting in connection with the celebration of National Disaster Resilience Month (NDRM) Kick-off ceremony			
Item No.	Item	Item Description	Statement of Compliance
I.	Meal Requirement	<ul style="list-style-type: none"> • Packed meals : AM Snack with one (1) bottled drinks good for four hundred fifty (450) person • Packed meals (Breakfast): One (1) rice, meat or fish, vegetables good for three hundred (300) persons and one (1) bottled drinks per person • Snacks/meals should be packed in Styrofoam/food boxes with spoon and fork 	
II.	Delivery Date	July 01, 2019 <ul style="list-style-type: none"> • AM Snacks with one (1) round of drinks for four hundred fifty (450) person • Packed meals with one (1) round of drinks for three hundred (300) person 	
III.	Delivery Time	<ul style="list-style-type: none"> • July 01, 2019 @4:00 AM – Fun Run Activity • July 01, 2019 @7:00 AM – Mangrove Planting 	
IV.	Delivery Site	<ul style="list-style-type: none"> - Within the vicinity of Puerto Princesa City, Palawan - Prior notice shall be given for exact location of delivery site by the OCD Focal Person two (2) days before the delivery period 	
V.	Terms of Payment	Service provider must accept a send bill policy in the payment of services	

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

Company Name : _____

Address : _____

AUTHORIZED REPRESENTATIVE:

Signature : _____

Complete Name : _____

Date : _____

ANNEX "B"

PRICE QUOTATION

Date: _____

The BIDS AND AWARDS COMMITTEE
OFFICE OF CIVIL DEFENSE-MIMAROPA
PEO Compound, Kumintang Ilaya
Batangas City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotations (RFQ), hereunder are our financial proposal for the items identified below:

Item No.	Article and Description	Quantity/ Unit Measure	Unit Price	Total Price
1.	Supply and delivery of packed meals/snacks for the participants involved in the conduct of Fun Run and Mangrove Planting in connection with the celebration of National Disaster Resilience Month (NDRM) Kick-off ceremony within Puerto Princesa City, Palawan Province in conformity with the technical requirements specified under the Annex A of this RFQ <ul style="list-style-type: none">• AM Snacks with one (1) round of drinks for four hundred fifty (450) person – Fun Run activity• Packed meals with one (1) round of drinks for three hundred (300) person – Mangrove Planting	1 lot		

Amount in Words : _____

Note: The above quoted prices are VAT inclusive.

1. We undertake, if our Quotation or Bid is accepted, to deliver the above goods within _____ calendar days from receipt of Purchase Order (PO)/Work Order (WO)/Contract
2. We agree to abide for the Quotation/Bid for a period of sixty (60) calendar days after the dated deadline for submission specified in your RFQ.
3. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good (s) delivered.
4. The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : _____

Address : _____

Telephone & Mobile No.: _____

Email Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Date : _____