

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

**REQUEST FOR QUOTATION No. 2019-IVB-044**  
**(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 1 Lot Glass Plaque For The Conduct of Regional Gawad Kalasag Awarding Ceremony
Brief Description	:	Procurement of 1 Lot Glass Plaque for official Use of OCD re conduct of <b>Regional Gawad Kalasag Awarding Ceremony</b>
Delivery Site	:	PEO Compound, Kumintang Ilaya, Batangas City
Delivery Schedule	:	Within 10 working days after receipt of approved P.O.
Approved Budget for the Contract (ABC)	:	Php 65,000.00
Terms of Payment	:	<b>Send bill Policy</b> 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 1:30 p.m., 16 July 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](mailto: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
4. Omnibus Sworn Statement

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.

  
**MARC REMBRANDT P. VICTORE**  
 Vice Chairman, Committee on Awards and Canvass

**ANNEX "A"**

**Technical Specifications (minimum requirements)**

**SUPPLY AND DELIVERY OF 1 LOT GLASS PLAQUE**

Bidders must either state "**Comply**" or "**Not Comply**" or any other equivalent term in the column of

Item No.	Item	Item Description	Statement of Compliance
I.	<b>Specifications</b>	<p><b>Supply and Delivery of 1 Lot Glass Plaque for official Use of OCD re Conduct of Regional Gawad Kalasag Awarding Ceremony:</b></p> <p>1. <b>13 pieces</b> of Glass Plaque for <i>Gawad Kalasag Awardees</i> as per OCD design (see attached approved design of OCD)</p> <p>Technical Specifications (minimum requirement):</p> <ul style="list-style-type: none"> <li>a. <u>Engraving with pack film</u></li> <li>b. <u>Height : 10 inches glass plaque</u></li> <li>c. <u>Bronze glass mirror</u></li> </ul> <p>2. <b>26 pieces</b> of Glass Plaque for <i>Special Recognition of Gawad Kalasag Awardees</i> as per OCD design (see attached approved design of OCD)</p> <p>Technical Specifications (minimum requirement):</p>	

**ANNEX "B"**

**PRICE QUOTATION**

**SUPPLY AND DELIVERY OF ENGRAVED GLASS PLAQUE**

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.	<p>Supply and Delivery of 1 Lot Glass Plaque for official Use of OCD re Conduct of Regional Gawad Kalasag Awarding Ceremony</p> <p><b><u>Please specify unit cost per item below:</u></b></p> <p><b>1. 13 pieces</b> of Glass Plaque for <u>Gawad Kalasag Awardees</u> as per OCD design (see attached approved design of OCD)</p> <p>Technical Specifications (minimum requirement):</p> <p>a. <u>Engraving with pack film</u></p> <p>b. <u>Height : 10 inches glass plaque</u></p> <p>c. <u>Bronze glass mirror</u></p> <p><b>2. 26 pieces</b> of Glass Plaque for <u>Special Recognition of Gawad Kalasag Awardees</u> as per OCD design (see attached approved design of OCD)</p> <p>Technical Specifications (minimum requirement):</p> <p>a) <u>Engraving with pack film</u></p> <p>b) <u>Height : 10 inches glass plaque</u></p> <p>c) <u>Bronze glass mirror</u></p> <p><i>Note: Award of Contract shall be made to the lowest complying quotation as per lot basis</i></p>	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 : \_\_\_\_\_

## Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### A F F I D A V I T

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of [Name of Bidder] with office address at [address of Bidder];

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid and to sign and execute the ensuing contract for [Name of Project] of the [Name of Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid and to sign and execute the ensuing contract for [Name of Project] of the [Name of Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations or Local Government Units, foreign government/ foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or her duly authorized representative/s to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat and Committee on Awards and Canvass – Office of Civil Defense (OCD)- MIMAROPA, the Regional Director, OCD-MIMAROPA, by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of [Name of the Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat and Committee on Awards and Canvass – Office of Civil Defense (OCD)- MIMAROPA, the Regional Director, OCD-MIMAROPA, by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat and Committee on Awards and Canvass – Office of Civil Defense (OCD)- MIMAROPA, the Regional Director, OCD-MIMAROPA, by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin (s) issued for the [Name of Project]
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project/activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_ at Manila, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of [month] [year] at [place of execution], Philippines, Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC) Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_\_ day of [month] [year]

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorney's No. \_\_\_\_\_  
PTR No. \_\_\_\_\_ [date issued], [placed issued]  
IBP No. \_\_\_\_\_ [date issued], [placed issued]

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_