

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

REQUEST FOR QUOTATION (RFQ) No. AFMS-0220-005

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 Electrical and Sanitary Supplies for Facility Readiness of Four (4) OCD Buildings- Electrical and Sanitary Repair
Delivery Schedule	:	Fifteen (15) Calendar days upon receipt of Notice To Proceed
Terms of Payment	:	<u>Send Bill Policy</u>
ABC (Approved Budget for the Contract)	:	PhP 38,246.50
Fund Source	:	AFMS-GSD APB CY 2020 GASS MOOE Fund

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 **12:00 Noon on 04 March 2020**, 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)** 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 **atbacsec.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
2. PhilGEPS Registration Number
3. Latest Income and Business Tax Return (For ABC Above PHP500,000.00)
4. Omnibus Sworn Statement (For ABC Above PHP50,000.00)

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.



ASEC KRISTOFFER JAMES E. PURISIMA
Chairperson
OCD Bids and Awards Committee 

ANNEX "A"
Technical Specifications

Provision of Electrical and Sanitary Supplies for Facility Readiness of Four (4) OCD Buildings- Electrical and Sanitary Repair

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			Statement of Compliance
	Quantity	Unit	Item Description	
	50	pcs	Fluorescent Lamps 36W	
	50	pcs	Fluorescent Lamps 18W	
	25	pcs	Fluorescent Lamps 14W (Slim)	
	30	pcs	Lamp Bulb 7W LED	
	50	pcs	Fluorescent Starter	
	5	pcs	Electrical Tape (Big)	
	5	pcs	Fluorescent Ballast 40W	
	5	pcs	Fluorescent Ballast 20W	
	10	pcs	Fluorescent Lamp Holder (regular)	
	10	pcs	Fluorescent Lamp Holder (slim)	
	5	pcs	Male Plug – Heavy Duty	
I.	1	roll	Extension Cord Wire #16	
	5	pcs	Extension Outlet – 3 gang	
	5	pcs	Bidet ½" Ø	
	5	pcs	Dual Angle Valve ½" Ø	
	5	pcs	Brass Faucet ½" Ø (small)	
	5	pcs	Gooseneck Faucet ½" Ø	
	5	pcs	P-trap (Chrome Plated)	
	5	pcs	Tank Fittings – Lever Type	
	5	pcs	Tank Fittings – Push Bottom Type	
	5	pcs	Flush Lever	
	5	pcs	Teflon Tape – Big	
	2	qrt	Vulca Seal	
	5	tubes	Silicone Sealant	
Delivery Schedule – Fifteen (15) Calendar days upon receipt of Notice to Proceed Delivery Site – OCD Property and Supply Office, Camp General Emilio Aguinaldo, Quezon City Terms of Payment – 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:

Item	Quantity	Unit	Cost per Item	Total Price
Fluorescent Lamps 36W	50	pcs		
Fluorescent Lamps 18W	50	pcs		
Fluorescent Lamps 14W (Slim)	25	pcs		
Lamp Bulb 7W LED	30	pcs		
Fluorescent Starter	50	pcs		
Electrical Tape (Big)	5	pcs		
Fluorescent Ballast 40W	5	pcs		
Fluorescent Ballast 20W	5	pcs		
Fluorescent Lamp Holder (regular)	10	pcs		
Fluorescent Lamp Holder (slim)	10	pcs		
Male Plug – Heavy Duty	5	pcs		
Extension Cord Wire #16	1	roll		
Extension Outlet – 3 gang	5	pcs		
Bidet ½" Ø	5	pcs		
Dual Angle Valve ½" Ø	5	pcs		
Brass Faucet ½" Ø (small)	5	pcs		
Gooseneck Faucet ½" Ø	5	pcs		
P-trap (Chrome Plated)	5	pcs		
Tank Fittings – Lever Type	5	pcs		
Tank Fittings – Push Bottom Type	5	pcs		
Flush Lever	5	pcs		
Teflon Tape – Big	5	pcs		
Vulca Seal	2	qrt		
Silicone Sealant	5	tubes		
TOTAL PRICE				PHP

AMOUNT IN WORDS: _____

Note: The above quoted prices are VAT Inclusive.

2. 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.
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 : _____

Office Tel. No. & Mobile No. : _____

Email Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Date : _____


