

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

REQUEST FOR QUOTATION (RFQ) No. AFMS-0320-002

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 53.5 Agency to Agency** 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 venue and meals for the conduct of Learning Session on GAD Focal Point System with DND and OCD Officials
Location	: Within Camp General Emilio Aguinaldo
Date	: 19 March 2020
Terms of Payment	: Send Bill Policy
ABC (Approved Budget for the Contract)	: PHP 63,000.00
Fund Source	: AFMS APB CY 2020

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 until **12:00 Noon on 11 March 2020**, at the OCD BAC Secretariat Office, 2nd Floor, OCD Annex Building, Camp General Emilio Aguinaldo, Quezon City. Submit your **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 at **bacsec.oed@gmail.com**. **Use of forms other than the attached OCD prescribed format is not acceptable.**

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 venue and meals for the conduct of Learning Session on GAD Focal Point System with DND and OCD Officials

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												
I.	<p>VENUE AND MEAL Provision of venue and meals for the conduct of event: Name of Event: Learning Session on GAD Focal Point System with DND and OCD Officials Location: Within Camp General Emilio Aguinaldo Meals/ Restaurant Services:</p> <table border="1" data-bbox="279 741 1273 913"> <thead> <tr> <th>No. of Pax</th> <th>Meals/ Snacks</th> <th>Serving Arrangement</th> <th>Inclusive Date</th> <th>Menu</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>70</td> <td>Meals/ Dinner</td> <td>Managed buffet</td> <td>19 March 2020</td> <td>Customized Menu</td> <td>VIPs</td> </tr> </tbody> </table> <p>Free-flowing coffee/tea and mints during the duration of activity at the function hall Other Requirements: Venue must be in/ within Camp General Emilio Aguinaldo Must have provision for elderly, PWDs, pregnant women and children Must provide free (at least) 10 parking space for participants</p> <p>Payment: Must accept Send Bill Policy as payment for services</p>	No. of Pax	Meals/ Snacks	Serving Arrangement	Inclusive Date	Menu	Remarks	70	Meals/ Dinner	Managed buffet	19 March 2020	Customized Menu	VIPs	
No. of Pax	Meals/ Snacks	Serving Arrangement	Inclusive Date	Menu	Remarks									
70	Meals/ Dinner	Managed buffet	19 March 2020	Customized Menu	VIPs									

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	Total Price
Provision of venue and meals for the conduct of Learning Session on GAD Focal Point System with DND and OCD Officials	1 Lot	
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 : _____

