

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

**REQUEST FOR QUOTATION (RFQ) No. AFMS-0320-010-A**

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

The Office of Civil Defense (OCD), through its Bids and Awards Committee (BAC), extended the **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 for the project below.

The OCD hereinafter referred to as "the Purchaser", now requests submission of a price quotation for the subject below:

<b>Name of Project</b>	: <b>Procurement of Canopy for Ford Ranger Pick Up (2019 Model)</b>
<b>Delivery Schedule</b>	: <b>30 days from issuance of Work Order/ NTP</b>
<b>Terms of Payment</b>	: <b><u>Send Bill Policy</u></b>
<b>ABC (Approved Budget for the Contract)</b>	: <b>PhP 98,580.00</b>
<b>Fund Source</b>	: <b>AFMS-GSD APB CY 2020 MOOE GASS</b>

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 **EXTENDED UNTIL 12:00 Noon on 18 March 2020**, at the OCD BAC Secretariat Office, 2<sup>nd</sup> 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**

**Procurement of Canopy for Ford Ranger Pick Up (2019 Model)**

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
	<p><b>Specification:</b></p> <ul style="list-style-type: none"> <li>- One (1) piece construction and fiberglass made vehicle canopy</li> <li>- Two (2) side (left and right) sliding windows made of tempered glass with inside lock</li> <li>- One (1) rear door made of tempered glass with high quality lock</li> <li>- Outer surface of the canopy must be painted the same as the body color of the vehicle</li> <li>- Equipped with two (2) gas struts for opening and closing of rear door</li> </ul> <p><b>I. Other Conditions:</b></p> <ul style="list-style-type: none"> <li>- Installation of vehicle canopy includes furnishing of all labor, materials supplies and equipment</li> <li>- Mounting of canopy to subject vehicle through the use and installation of clams or drilling of bolts</li> <li>- Must be waterproof</li> </ul> <p><b>Delivery Date:</b> 30 days from issuance of Work Order/ NTP  <b>Warranty:</b> Six (6) months warranty on parts and labor  <b>All applicable taxes to be included</b>  <b>Terms of Payment:</b> Send Bill Policy Arrangement</p>	

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
<b>Procurement of Canopy for Ford Ranger Pick Up (2019 Model)</b>	1 Lot		
<b>TOTAL PRICE</b>			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 : \_\_\_\_\_

