

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

**REQUEST FOR QUOTATION (RFQ) No. AFMS-0720-002**

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

The Office of Civil Defense (OCD), through its Bids and Awards Committee (BAC), will undertake a **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:

<b>Name of Project</b>	: <b>Supply and Delivery of Warehouse Equipment</b>
<b>Delivery Schedule</b>	: <b>90 Calendar days upon receipt of Notice To Proceed</b>
<b>Delivery Sites</b>	: <b>OCD Central Warehouse, CGEA, Quezon City; and DRRM 3-in-1 Facility, Fort Magsaysay, Nueva Ecija</b>
<b>Terms of Payment</b>	: <b><u>Send Bill Policy</u></b>
<b>ABC (Approved Budget for the Contract)</b>	: <b>PhP 990,000.00</b>
<b>Fund Source</b>	: <b>CY 2019 Continuing Appropriation</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. The two (2) Lots shall be bidden together as one (1). **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).

Submission of Sealed QUOTATION is until **12:00 PM on 15 July 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 at **bacsec.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 PHP500,000.00)

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 CASIANO C. MONILLA**  
Chairperson  
OCD Bids and Awards Committee

**ANNEX "A"**  
**Technical Specifications**

**Supply and Delivery of Warehouse Equipment**

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><b>Lot 1</b></p> <p><b>1 Unit of Automatic Pallet Wrapping Machine</b></p> <p><b>Specification:</b></p> <ol style="list-style-type: none"> <li>1. Wrapping Height: 2500mm Max</li> <li>2. Turn Table Speed: 12 rpm Max</li> <li>3. Loading Weight: 1650kgs Max</li> <li>4. Film Roll Width: 500mm</li> <li>5. Film Roll Outer dia.: 250mm</li> <li>6. Film Roll Inner dia.: 76mm</li> <li>7. Power Supply: 220v/1 phase</li> <li>8. Turn Table Motor: ½ HP, 220VAC, 3 phase</li> <li>9. Carriage Motor: ½ HP, 220VAC, 3 phase</li> <li>10. Power Pre-Stretch: ½ HP 220VAC, 3 phase</li> </ol> <p><b>Terms and Conditions:</b></p> <ol style="list-style-type: none"> <li>A. One year warranty on all parts and services after acceptance of the Procuring Entity of the delivered goods</li> <li>B. The period for correction of defects in the warranty period is maximum of thirty (30) days from receipt of notice of defect from the Procuring Entity</li> <li>C. Inclusive of operator training package</li> <li>D. With available or accredited Service Center nationwide</li> <li>E. Prices inclusive of taxes , insurance and delivery cost per Regional Offices</li> <li>F. With Office of Civil Defense Marking (Arial Font Size: 120)</li> <li>G. Terms of Payment: Send Bill Policy Arrangement</li> <li>H. Accessory: with free 12 rolls Stretch Film (20 micx 50mmx 500m each)</li> </ol> <p>Delivery Date: 90 calendar days upon receipt of Notice to Proceed Delivery Site: OCD Central Warehouse, CGEA, Quezon City</p>	
II.	<p><b>Lot 2</b></p> <p><b>2 Units of Digital Floor Scale</b></p> <p><b>Specification:</b></p> <ol style="list-style-type: none"> <li>1. Capacity: 500 to 1000kg</li> <li>2. Approved Readability: 500g</li> <li>3. Minimum Readability: 50g</li> <li>4. Platform Size: 1.25m x 1.25m</li> <li>5. Platform Material: Mild Steel</li> <li>6. Junction Box Enclosure: Stainless Steel IP68</li> <li>7. Load Cell Enclosure: SLB415 Load Cell IP67</li> <li>8. Indicator: IND236 with Ni-HM Rechargeable Battery</li> <li>9. Terminal Housing: Stainless Steel</li> <li>10. Display: 7 Digit, 7 Segment LCD with Backlight</li> <li>11. Power Supply: 85~260VAC, 50Hz, 1 phase</li> </ol>	

	<p><b>Terms and Conditions:</b></p> <ul style="list-style-type: none"> <li>A. One year warranty on all parts and services after acceptance of the Procuring Entity of the delivered goods</li> <li>B. The period for correction of defects in the warranty period is maximum of thirty (30) days from receipt of notice of defect from the Procuring Entity</li> <li>C. Inclusive of operator training package</li> <li>D. With available or accredited Service Center nationwide</li> <li>E. Prices inclusive of taxes , insurance and delivery cost per Regional Offices</li> <li>F. With OCD logo ("5 diameter) &amp; NDRRMC Logo (5"x7") (+/-1")</li> <li>G. Terms of Payment: Send Bill Policy Arrangement</li> </ul> <p><b>Delivery Date: 90 calendar days upon receipt of Notice to Proceed</b>  <b>Delivery Site: 1 Unit - OCD Central Warehouse, CGEA, Quezon City</b>  <b>Delivery Site: 1 Unit – DRRM 3-in-1 Facility, Fort Magsaysay, Nueva Ecija</b></p>	
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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
Automatic Pallet Wrapping Machine	1	Unit		
Digital Floor Scale	2	Unit		
<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 : \_\_\_\_\_