

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

REQUEST FOR QUOTATION (RFQ) No. AFMS-0720-003

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:

Name of Project	: Supply and Delivery of Polo Shirt and T-Shirt for use of STG Logistics Officials and Personnel re COVID-19 Response
Delivery Schedule	: 14 days upon issuance of Notice To Proceed (NTP)
Delivery Site	: OCD, Camp General Emilio Aguinaldo, Quezon City
Terms of Payment	: Send Bill Policy
ABC (Approved Budget for the Contract)	: PhP 105,000.00
Fund Source	: Reprogrammed Fund 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).

Submission of Sealed QUOTATION is until **12:00 PM on 15 July 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 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 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 CASIANO C. MONILLA
Chairperson
OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications

Supply and Delivery of Polo Shirt and T-Shirt for use of STG Logistics Officials and Personnel re COVID-19 Response

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.	Polo Shirt (50 Pcs) Unisex basic Polo Shirt Honeycomb material composed of 60% cotton and 40% polyester Color: Blue Design: Embroidered STG Logistics Logo at the upper right side (Front), 3.5" diameter Embroidered "STG Logistics" at the upper middle part (Back), Arial font and readable at least 5 meters from the reader Sizes: <table border="1" data-bbox="240 869 504 972"> <tr> <td>XXL – 5</td> <td>M – 20</td> </tr> <tr> <td>XL – 5</td> <td rowspan="2">S – 5</td> </tr> <tr> <td>L – 15</td> </tr> </table>	XXL – 5	M – 20	XL – 5	S – 5	L – 15	
XXL – 5	M – 20						
XL – 5	S – 5						
L – 15							
II.	T-Shirt (300 Pcs) Unisex 100% Cotton Color: Gray Seamless rib collar Double needle sleeve and bottom hem Design: Printed STG Logistics Logo at the upper right side (Front) 3.5" diameter Printed "STG Logistics" at the upper middle part (Back), Arial font and readable at least 5 meters from the reader Sizes: <table border="1" data-bbox="240 1305 504 1373"> <tr> <td>XXL – 25</td> <td>L – 150</td> </tr> <tr> <td>XL – 50</td> <td>M – 75</td> </tr> </table>	XXL – 25	L – 150	XL – 50	M – 75		
XXL – 25	L – 150						
XL – 50	M – 75						
II.	Other Requirements: - Delivery Date: 14 days upon issuance of Notice To Proceed (NTP) - Delivery Site: OCD, Camp General Emilio Aguinaldo, Quezon City - Send Bill Arrangement - One (1) sample each to be provided prior production for approval of the end-user						

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

Supply and Delivery of Polo Shirt and T-Shirt for use of STG Logistics Officials and Personnel re COVID-19 Response

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
Polo Shirt	50	Pcs		
T-Shirt	300	Pcs		
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 : _____

Polo Shirt



Front



Back

