

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

**REQUEST FOR QUOTATION (RFQ) No. AFMS-1119-006**

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
PhilGEPS Registration Number : \_\_\_\_\_

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	: Supply, Delivery and Installment of Office Equipment of the Old NDRRMOC Building (OCD-JICA Office)
Delivery Date	: 30 Calendar days upon receipt of Notice to Proceed
Terms of Payment	: <u>Send Bill Policy</u>
ABC (Approved Budget for the Contract)	: PhP 187,500.00
Fund Source	: AFMS (GSD) APB CY 2019 GASS-MOOE

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 QUOTATION is **12:00 Noon on 27 November 2019**, at the OCD BAC Secretariat Office, 2<sup>nd</sup> 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.ocd@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.

  
\_\_\_\_\_  
DIR. SUSANA G. JUANGCO, RN, MPH  
Chairperson  
OCD Bids and Awards Committee 

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

Supply, Delivery and Installment of Office Equipment of the Old NDRRMOC Building (OCD-JICA Office)

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
1.	<p><b>Clerical Table (9 pcs)</b> <b>Specification:</b></p> <ol style="list-style-type: none"> <li>1. One (1) center drawer with lock</li> <li>2. Three (3) side drawer with lock</li> <li>3. Size: 120 W x 60 D x 75 H cm</li> <li>4. Color: Any</li> </ol> <p><b>Office Chairs (18 pcs)</b> <b>Specification:</b></p> <ul style="list-style-type: none"> <li>• Mid back chair with armrest, chrome base</li> <li>• with gaslift, tilting mechanism</li> <li>• Color: Black</li> </ul> <p><b>Executive Table (1 pc)</b> <b>Specification:</b></p> <ol style="list-style-type: none"> <li>1. One (1) center drawer with lock</li> <li>2. With three (3) side drawer both sides with lock</li> <li>3. Size: 140 W x 70 D x 75 H cm</li> <li>4. Color: Any</li> </ol> <p><b>4 Layer Lateral Cabinet with center lock (1pc)</b> <b>Specification:</b></p> <ol style="list-style-type: none"> <li>1. Materials: all metal construction, steel ball bearing with center lock</li> <li>2. Size: 90 W cm x 45 D cm x 138 H cm</li> <li>3. Color: Any</li> </ol> <p><b>Terms and Conditions:</b></p> <ul style="list-style-type: none"> <li>• One year warranty on all parts and services after acceptance of the Procuring Entity of the delivered goods</li> <li>• 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>• Prices inclusive of taxes and delivery cost</li> <li>• Terms of Payment: <b>Send Bill Policy Agreement</b></li> <li>• Delivery Date : 30 Calendar days upon receipt of <b>Notice to Proceed (NTP)</b></li> </ul>	

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 per Item
Supply, Delivery and Installment of Office Equipment of the Old NDRRMOC Building (OCD-JICA Office)	Clerical Table (9 pcs)	
	Office Chairs (18 pcs)	
	Executive Table (1 pc)	
	4 Layer Lateral Cabinet with center lock (1pc)	
<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 service(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 : \_\_\_\_\_

