

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

REQUEST FOR QUOTATION (RFQ) No. AFMS-1119-007 (EPA)

Company Name : _____
Address : _____
PhilGEPS Registration No. : _____

The Office of Civil Defense (OCD), through its Bids and Awards Committee (BAC), will undertake **Early Procurement Through 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	Provision for Lease of Photocopier Machine
Delivery Site	2nd Floor NDRRMC Annex Building, Camp General Emilio Aguinaldo, Quezon City
Rental Duration	January 2020 to December 2020
Terms of Payment	Send Bill Policy
ABC (Approved Budget for the Contract)	PHP 90,000.00
Fund Source	AFMS-PMD Indicative APP for CY 2020 based on NEP

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 until **12:00 noon on 04 December 2019**, 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.oecd@gmail.com**. **Use of forms other than the attached OCD prescribed format is not acceptable.**

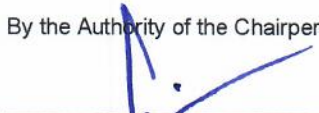
Interested supplier/service provider is required to submit the following documents:

1. Valid/Current Mayor's Permit/Business Permit
2. PhilGEPS Registration Number
3. Latest Income/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.

By the Authority of the Chairperson:



DIR. TECSON JOHN S. LIM
Vice Chairperson
OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications
REQUEST FOR QUOTATION (RFQ) No. AFMS-1119-007 (EPA)

Provision for Lease of Photocopier Machine

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>Provision for Lease of Photocopier Machine</p> <p>Rental Date: January 2020 to December 2020</p> <p>Functions: Must be able to copy, print and scan, reduce and enlarge documents to be copied</p> <p>Connectivity: Must be able to connect with multiple computers</p> <p>Features: Touch Screen Control Panel 12,000 print or copies per month Minimum speed of 25 copies per minute At least 600x 600 dpi scan resolution Maximum of A3 size paper 25% to 400% zoom magnification</p> <p>Storage: at least 128mb/ 40gb HDD Memory</p> <p>Inclusion: Delivery and Installation Supply of toner and spare parts Cleaning, repair and labor charges</p> <p>Terms and Conditions: Rental Period: monthly (commencing from the date of issuance of NTP) Warranty on parts and service on the duration of rental</p> <p>Delivery Period: Upon issuance of Notice to Proceed</p> <p>Delivery area: 2nd floor NDRRMC Annex Building, Camp General Emilio Aguinaldo, Quezon City</p> <p>Payment Terms: Must accept Send Bill policy as payment for services After the end of each month of lease</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
REQUEST FOR QUOTATION (RFQ) No. AFMS-1119-007 (EPA)

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 for Lease of Photocopier Machine	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 : _____