

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

REQUEST FOR QUOTATION (RFQ) No. AFMS-1219-006-A

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 53.5 Agency to Agency** 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	: Procurement of Various Janitorial Supplies for the Official Use of OCD
Delivery Schedule	: Within Seven (7) Calendar Days Upon receipt of Purchase Order
Terms of Payment	: Send Bill Policy
ABC (Approved Budget for the Contract)	: PhP 300,952.26
Fund Source	: AFMS (GSD) APB CY 2019

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 **10:00 AM on 27 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.ocd@gmail.com**. **Use of forms other than the attached OCD prescribed format is not acceptable.**

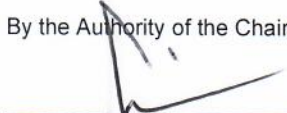
Interested supplier/service provider is required to submit the following documents:

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.

By the Authority of the Chairperson:



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

ANNEX "A"
Technical Specifications

Procurement of Various Janitorial Supplies for the Official Use of OCD

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>126 pcs Cake Deodorizer 126 pcs Dishwashing paste 126 pcs Facial Tissue 126 pcs Peeling Gloves 126 pcs Toilet Plunger 126 pcs Floor Brush with Wooden Handles 126 pcs Glass Cleaner squeegee 126 pcs Scotch Brite 126 pcs Liquid Glass Cleaner 126 gallon Liquid Sosa 126 gallon Multipurpose Bleach 126 bottle Liquid hand Soap 126 gallon Fabric Conditioner 126 bottle Dishwashing Liquid 126 gallon Liquid Wax 126 gallon Muriatic Acid</p> <p>Terms and Conditions: - Specification herein provided are the minimum requirements of the OCD Hence a bidder must not offer lower specifications than required. - Prices must include all kinds of taxes for the item(s)/ services listed hereunder, including delivery charges - Prices submitted shall be valid for a period of thirty (30) days reckoned from the deadline for submission of quotation as reflected in the PhilGEPS Delivery Site: OCD Warehouse building, Camp General Emilio Aguinaldo, Quezon City Delivery Date: Seven (7) Calendar Days Upon receipt of Purchase Order. Payment Terms: - Payment within thirty (30) Days from delivery of Item/s - Send Bill policy</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:

ARTICLE AND DESCRIPTIONS	Quantity and Item	Total Price per Item
Procurement of Various Janitorial Supplies for the Official Use of OCD	126 pcs Cake Deodorizer	
	126 pcs Dishwashing paste	
	126 pcs Facial Tissue	
	126 pcs Peeling Gloves	
	126 pcs Toilet Plunger	
	126 pcs Floor Brush with Wooden Handles	
	126 pcs Glass Cleaner squeegee	
	126 pcs Scotch Brite	
	126 pcs Liquid Glass Cleaner	
	126 gallon Liquid Sosa	
	126 gallon Multipurpose Bleach	
	126 bottle Liquid hand Soap	
	126 gallon Fabric Conditioner	
	126 bottle Dishwashing Liquid	
	126 gallon Liquid Wax	
126 gallon Muriatic Acid		
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 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 : _____