

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

REQUEST FOR QUOTATION (RFQ) No. AFMS-1219-007-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 53.9 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	:	Purchase of Various Office Supplies for CY 2019
Delivery Schedule	:	Within fifteen (15) Calendar Days upon receipt of NTP / Purchase Order
Terms of Payment	:	<u>Send Bill Policy</u>
ABC (Approved Budget for the Contract)	:	PhP 148,573.20
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 03 January 2020**, 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.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.



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

ANNEX "A"
Technical Specifications

Purchase of Various Office Supplies for CY 2019

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>130 pack Battery Dry Cell, AA 300 pcs Ballpen, Black 300 pcs Ballpen, Blue 250 pcs Correction tape, Film Based 200 box Clip, backfold, (double clip) ¾ 19mm 12 pcs per box 200 box Clip, backfold, (double clip) 2" 50mm, 12 pcs per box 300 pcs Data Folder (2holes), made of chipboard, taglia lock 250 box Index tab, 5 sets per box 200 pcs Marker, Permanent, bullet-type, black km6-R19 200 pcs Marker, whiteboard, black 200 pcs Marker, fluorescent, 3 color set 100 pad Notebook, stenographer, spiral, 40 leaves 300 pad Notepad, stick-on, 3x3, 100 sheets per pad 200 box Paper Clip, 33mm, 100 pcs per box 350 pcs Sign pen, black, liquid/gel ink, 0.5mm needle tip 350 pcs Sign pen, blue, liquid/gel ink, 0.5mm needle tip 30 pcs Stamp pad, felt, bed dimension: 60mm x 100mm 30 box Staple remover, plier type 200 box Staple wire, Standard 120 roll Tape transparent, width: 24mm</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</p> <p>Delivery Site: OCD Warehouse building, Camp General Emilio Aguinaldo, Quezon City Delivery Date: Within fifteen (15) Calendar Days Upon receipt of NTP / Purchase Order. Payment Terms: - 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
ssssss
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
130 pack Battery Dry Cell, AA	
300 pcs Ballpen, Black	
300 pcs Ballpen, Blue	
250 pcs Correction tape, Film Based	
200 box Clip, backfold, (double clip) ¾ 19mm 12 pcs per box	
200 box Clip, backfold, (double clip) 2" 50mm, 12 pcs per box	
300 pcs Data Folder (2holes), made of chipboard, taglia lock	
250 box Index tab, 5 sets per box	
200 pcs Marker, Permanent, bullet-type, black km6-R19	
200 pcs Marker, Whiteboard, black	
200 pcs Marker, fluorescent, 3 color set	
100 pad Notebook, stenographer, spiral, 40 leaves	
300 pad Notepad, stick-on, 3x3, 100 sheets per pad	
200 box Paper Clip, 33mm, 100 pcs per box	
350 pcs Sign pen, black, liquid/gel ink, 0.5mm needle tip	
350 pcs Sign pen, blue, liquid/gel ink, 0.5mm needle tip	
30 pcs Stamp pad, felt, bed dimension: 60mm x 100mm	
30 box Staple remover, plier type	
200 box Staple wire, Standard	
120 roll Tape transparent, width: 24mm	
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 : _____