



Republic of the Philippines
Department Of National Defense
OFFICE OF CIVIL DEFENSE
 In Bangsamoro Autonomous Region in Muslim Mindanao
 Camp BGeneral Gonzalo H Siongco, Awang, Datu Odin Sinsuat, Maguindanao

REQUEST FOR QUOTATION (RFQ) No. 2020-010

Company Name : _____
 Address : _____
 PhilGEPS Cert. # : _____

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 **52.1 (b) Shopping** 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 Activity	Event 1: 3-Days EOC training for Lanao Del Sur (March 2020) Event 2: 3-Days EOC training for Maguindanao (February 2020) Event 3: 3-Day Community-based DRRM Training Course for Recognized Volunteer Groups, CSOs, POs and NGOs of Maguindanao and Lanao del Sur (Mainland) Event 4: 1-Day Basic DRRM training for Urban Poor in Cotabato City Event 5: 3 Day Local DRRM Planning Training Course for Lanao del Sur Event 6: 1st quarter office and Other supplies (Jan-March)
Brief Description	Provision of Training supplies, Office supplies and Other Supplies
Terms of payment	Send bill policy as payment for services
ABC (Approved Budget for the Contract)	69,043.00
Fund Source	APB 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.**

Proponent must submit, together with its quotation “**Annex A (Technical Specifications) & Annex B (Price Quotation Form)**” (under prescribed form) **non-submission shall automatically be disqualified** not later than **08:00AM on February 10, 2020** at Camp GH Siongco, Awang, Datu Odin Sinsuat, Maguindanao. Submit your quotation duly signed by your authorized representative. For any clarifications, you may contact us at Telephone Nos. **(064)431-0001 and (064)421-1535** or email at ocdarmm.main@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:

- a. Platinum PhilGEPS Registration only with valid and current annexes

While for Red Membership:

1. Valid and current Mayor’s Permit/Business Permit
2. PhilGEPS Registration Number
3. Latest Income and Business Tax Return (for ABC Above 500,000)
4. Omnibus Sworn Statement (for ABC above 50,000)

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-BARMM 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.

RAYLINDO S ANIÑON

Regional Director

Received by:

 (Signature above Printed Name)

 (Date and Time of Receipt)

*Kindly fill-out and send back this letter to sender

ANNEX "A"

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"

Stock Property No.	Unit	Item Description	Quantity	Statement of Compliance
1	rm	PAPER, Multi-Purpose (COPY) A4, 70gsm	7	
2	box	Ballpen, black	1	
3	pck	MANILA PAPER, 10sheets per pack	5	
4	pc	MARKER, permanent, bullet type, black	5	
5	pc	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents	50	
6	pck	PARCHMENT PAPER, short, special paper, 10 pcs per pack	10	
7	pc	MARKER, permanent, bullet type, black	10	
8	pck	ID holder, 50 pcs per pack	2	
9	box	PENCIL, lead, w/eraser, One(1) dozen per box	6	
10	pc	card case, plastic, short	55	
3-Days EOC training for Lanao Del Sur (March 2020)				
11	rm	PAPER, Multi-Purpose (COPY) A4, 70gsm	5	
12	box	Ballpen, black	2	
13	pck	MANILA PAPER, 10sheets per pack	5	
14	pc	MARKER, permanent, bullet type, black	12	
15	pc	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents	10	
16	pck	PARCHMENT PAPER, short, special paper, 10 pcs per pack	8	
17	pck	ID holder, 50 pcs per pack	2	
18	box	PENCIL, lead, w/eraser, One(1) dozen per box	5	
19	pc	card case, plastic, short	55	
3-Days EOC training for Maguindanao (February 2020)				
20	rm	PAPER, Multi-Purpose (COPY) A4, 70gsm	5	
21	box	Ballpen, black	1	
22	pack	MANILA PAPER, 10sheets per pack	5	
23	pc	MARKER, permanent, bullet type, black	5	
24	pc	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents	40	
25	pack	PARCHMENT PAPER, short, special paper, 10 pcs per pack	6	
26	pc	MARKER, whiteboard, bullet type, black	10	
27	pc	SIGN PEN, black	20	
28	box	ID holder, 50 pcs per pack	1	
29	box	PENCIL, lead, w/eraser, One(1) dozen per box	5	
30	pack	metacards, assorted colors, 100 pcs per pack	10	
31	pc	card case, plastic, short	45	
3-Day Community-based DRRM Training Course for Recognized Volunteer Groups, CSOs, POs and NGOs of Maguindanao and Lanao del Sur (Mainland)				

32	rm	PAPER, Multi-Purpose (COPY) A4, 70gsm	2	
33	box	Ballpen, black	1	
34	pack	MANILA PAPER, 10sheets per pack	2	
35	pc	MARKER, permanent, bullet type, black	10	
36	pc	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents	40	
37	pack	PARCHMENT PAPER, short, special paper, 10 pcs per pack	6	
38	pc	MARKER, whiteboard, bullet type, black	12	
39	pc	SIGN PEN, black	4	
40	box	STAPLE WIRE, Heavy duty, 23/17	5	
41	box	ID holder, 50 pcs per pack	1	
42	box	PENCIL, lead, w/eraser, One(1) dozen per box	5	
43	pack	metacards, assorted colors, 100 pcs per pack	2	
44	pc	card case, plastic, short	45	
1-Day Basic DRRM training for Urban Poor in Cotabato City				
45	rm	PAPER, Multi-Purpose (COPY) A4, 70gsm	5	
46	box	Ballpen, black	1	
47	pcks	MANILA PAPER, 10sheets per pack	5	
48	pc	MARKER, permanent, bullet type, black	5	
49	pc	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents	40	
50	pck	PARCHMENT PAPER, short, special paper, 10 pcs per pack	6	
51	pc	MARKER, whiteboard, bullet type, black	10	
52	pc	SIGN PEN, black	20	
53	box	ID holder, 50 pcs per pack	1	
54	box	PENCIL, lead, w/eraser, One(1) dozen per box	5	
55	pck	metacards, assorted colors, 100 pcs per pack	8	
56	pc	card case, plastic, short	45	
Purpose: Office supplies for 3 Day Local DRRM Planning Training Course for Lanao del Sur				
57	bot	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	10	
58	rm	PAPER, Multi-Purpose (COPY) A4, 70 gsm	5	
59	rm	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	10	
60	box	STAPLE WIRE, for heavy duty staplers, (23/13)	1	
61	pc	MARKER, permanent, bullet type, black	10	
62	pc	Ligth Bulb, LED, 7 watts 1 pc in individual box	2	
63	pc	CORRECTION TAPE, film base type, UL 6m min	5	
64	box	ENVELOPE, DOCUMENTARY, for legal size document	1	
65	set	MARKER, FLUORESCENT, 3 assorted colors per set	2	
66	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	2	

67	pc	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	5	
68	pc	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	5	
69	pc	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	5	
70	box	plastic paper fastener, 50 sets,7cm	1	
71	pck	parchment , short, special paper, 10 pcs per pack	3	
72	pck	please sign sticky notes, 2x4.7 x 5 pads	2	
73	box	ballpen, black	2	
74	box	fastener, big size	5	
75	cart	hp ink 680,black	4	
76	bot	INK CART, EPSON C13T664100 (T6641), Black	2	
77	bot	INK CART, EPSON C13T664200 (T6642), Cyan	2	
78	bot	INK CART, EPSON C13T664300 (T6643), Magenta	2	
79	bot	INK CART, EPSON C13T664400 (T6644), Yellow	2	
80	cart	hp ink 680,colored	4	
81	pc	emergency led light, chargable	5	
1st quarter office supplies (Jan-March)				
82	pck	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	30	
83	pc	BROOM, soft (tambo)	5	
84	pck	DETERGENT POWDER, all purpose, 1kg	1	
85	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams	2	
86	pc	DUST PAN, non-rigid plastic, w/ detachable handle	2	
87	can	FLOOR WAX, PASTE, RED	1	
88	bundle	RAGS, all cotton, 32 pieces per kilogram min	1	
89	pack	SCOURING PAD, made of synthetic nylon, 140 x 220mm	2	
90	roll	TRASHBAG, plastic, transparent	2	
91	pc	WASTEBASKET, non-rigid plastic	3	
1st quarter janitorial supplies (Jan-March)				

I hereby commit to comply with all the above requirements.

Company Name : _____

Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Complete Name : _____

Date : _____

ANNEX "B"
PRICE QUOTATION FORM

Regional Director
Office of Civil Defense-BARMM
Camp GH Siongco, Awang,
Datu Odin Sinsuat, Maguindanao

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation hereunder are our financial proposal for all items identified below:

Stock Property No.	Unit	Item Description	Qty	Unit Cost	Total
1	rm	PAPER, Multi-Purpose (COPY) A4, 70gsm	7		
2	box	Ballpen, black	1		
3	pck	MANILA PAPER, 10sheets per pack	5		
4	pc	MARKER, permanent, bullet type, black	5		
5	pc	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents	50		
6	pck	PARCHMENT PAPER, short, special paper, 10 pcs per pack	10		
7	pc	MARKER, permanent, bullet type, black	10		
8	pck	ID holder, 50 pcs per pack	2		
9	box	PENCIL, lead, w/eraser, One(1) dozen per box	6		
10	pc	card case, plastic, short	55		
3-Days EOC training for Lanao Del Sur (March 2020)					
11	rm	PAPER, Multi-Purpose (COPY) A4, 70gsm	5		
12	box	Ballpen, black	2		
13	pck	MANILA PAPER, 10sheets per pack	5		
14	pc	MARKER, permanent, bullet type, black	12		
15	pc	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents	10		
16	pck	PARCHMENT PAPER, short, special paper, 10 pcs per pack	8		
17	pck	ID holder, 50 pcs per pack	2		
18	box	PENCIL, lead, w/eraser, One(1) dozen per box	5		
19	pc	card case, plastic, short	55		
3-Days EOC training for Maguindanao (February 2020)					
20	rm	PAPER, Multi-Purpose (COPY) A4, 70gsm	5		
21	box	Ballpen, black	1		
22	pack	MANILA PAPER, 10sheets per pack	5		
23	pc	MARKER, permanent, bullet type, black	5		
24	pc	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents	40		
25	pack	PARCHMENT PAPER, short, special paper, 10 pcs per pack	6		
26	pc	MARKER, whiteboard, bullet type, black	10		
27	pc	SIGN PEN, black	20		
28	box	ID holder, 50 pcs per pack	1		

29	box	PENCIL, lead, w/eraser, One(1) dozen per box	5		
30	pack	metacards, assorted colors, 100 pcs per pack	10		
31	pc	card case, plastic, short	45		
3-Day Community-based DRRM Training Course for Recognized Volunteer Groups, CSOs, POs and NGOs of Maguindanao and Lanao del Sur (Mainland)					
32	rm	PAPER, Multi-Purpose (COPY) A4, 70gsm	2		
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35	pc	MARKER, permanent, bullet type, black	10		
36	pc	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents	40		
37	pack	PARCHMENT PAPER, short, special paper, 10 pcs per pack	6		
38	pc	MARKER, whiteboard, bullet type, black	12		
39	pc	SIGN PEN, black	4		
40	box	STAPLE WIRE, Heavy duty, 23/17	5		
41	box	ID holder, 50 pcs per pack	1		
42	box	PENCIL, lead, w/eraser, One(1) dozen per box	5		
43	pack	metacards, assorted colors, 100 pcs per pack	2		
44	pc	card case, plastic, short	45		
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45	rm	PAPER, Multi-Purpose (COPY) A4, 70gsm	5		
46	box	Ballpen, black	1		
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50	pck	PARCHMENT PAPER, short, special paper, 10 pcs per pack	6		
51	pc	MARKER, whiteboard, bullet type, black	10		
52	pc	SIGN PEN, black	20		
53	box	ID holder, 50 pcs per pack	1		
54	box	PENCIL, lead, w/eraser, One(1) dozen per box	5		
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64	box	ENVELOPE, DOCUMENTARY, for legal size document	1		
65	set	MARKER, FLUORESCENT, 3 assorted colors per set	2		
66	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	2		
67	pc	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	5		
68	pc	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	5		
69	pc	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	5		
70	box	plastic paper fastener, 50 sets,7cm	1		
71	pck	parchment , short, special paper, 10 pcs per pack	3		
72	pck	please sign sticky notes, 2x4.7 x 5 pads	2		
73	box	ballpen, black	2		
74	box	fastener, big size	5		
75	cart	hp ink 680,black	4		
76	bot	INK CART, EPSON C13T664100 (T6641), Black	2		
77	bot	INK CART, EPSON C13T664200 (T6642), Cyan	2		
78	bot	INK CART, EPSON C13T664300 (T6643), Magenta	2		
79	bot	INK CART, EPSON C13T664400 (T6644), Yellow	2		
80	cart	hp ink 680,colored	4		
81	pc	emergency led light, chargable	5		
1st quarter office supplies (Jan-March)					
82	pck	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	30		
83	pc	BROOM, soft (tambo)	5		
84	pck	DETERGENT POWDER, all purpose, 1kg	1		
85	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams	2		
86	pc	DUST PAN, non-rigid plastic, w/ detachable handle	2		
87	can	FLOOR WAX, PASTE, RED	1		
88	bundle	RAGS, all cotton, 32 pieces per kilogram min	1		
89	pack	SCOURING PAD, made of synthetic nylon, 140 x 220mm	2		
90	roll	TRASHBAG, plastic, transparent	2		

91	pc	WASTEBASKET, non-rigid plastic	3		
1st quarter janitorial supplies (Jan-March)					

TOTAL OFFERED QUOTATION Php _____
 AMOUNT IN WORDS: _____

Note: The above quoted prices are VAT Inclusive

1. We undertake, if our quotation or bid is accepted, to deliver the above goods from receipt of Work Order (WO)/Purchase Order (PO).
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 : _____

OMNIBUS SWORN STATEMENT

AFFIDAVIT

I, _____, of legal age, single/married, Filipino, and residing at _____, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized designated representative of _____, with office address at _____;
2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent _____, the bidding as shown in the attached duly notarized Secretary's Certificate issued by the Corporation;
3. _____, is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporation, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirement is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. _____, is authorizing the Office of Civil Defense- ARMM or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors and controlling stockholders of _____ is related to the employees of Office of Civil Defense-ARMM by consanguinity or affinity up to the third civil degree;
7. _____ complies with existing labor laws and standards; and
8. _____ is aware of and has undertaken the following responsibilities as a Bidder:
 1. It has taken steps to carefully examine all the bidding documents;
 2. It has full knowledge of all conditions, local or otherwise, affecting the implementation of the contract;
 3. It has made an estimate of the facilities available and needed for the contract to be bid, if any;
 4. It has complied with its responsibility to inquire or secure Supplemental/Bid Bulletins that may be issued by the BAC;

5. It has determined and satisfied itself as to the a) location and nature; b) other factors that may affect the cost, duration and execution of the contract;

6. OCD-ARMM shall not assume any responsibility regarding erroneous interpretations or conclusions of the bidder out of the data furnished during the bidding.

9. None of the officers, directors and controlling stockholders of _____ is related to the employees of Office of Civil Defense-ARMM by consanguinity or affinity up to the third civil degree;

10. _____ complies with existing labor laws and standards; and

11. _____ is aware of and has undertaken the following responsibilities as a Bidder:
 1. It has taken steps to carefully examine all the bidding documents;

 2. It has full knowledge of all conditions, local or otherwise, affecting the implementation of the contract;

 3. It has made an estimate of the facilities available and needed for the contract to be bid, if any;

 4. It has complied with its responsibility to inquire or secure Supplemental/Bid Bulletins that may be issued by the BAC;

 5. It has determined and satisfied itself as to the a) location and nature; b) other factors that may affect the cost, duration and execution of the contract;

 6. OCD-ARMM shall not assume any responsibility regarding erroneous interpretations or conclusions of the bidder out of the data furnished during the bidding.

 7. _____ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I hereby affix my signature this ____ day of _____ 2019
at _____, Philippines.

AFFIANT

SUBSCRIBED AND SWORN to before me this ____ day of _____ at _____, Affiant having exhibited to me his Community Tax Certificate No. _____ issued at _____ on _____.

NOTARY PUBLIC

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of ____.