



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

EARLY PROCUREMENT - REQUEST FOR QUOTATION (RFQ) No. 2020-012

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 **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 Activity	-3 Day EOC training for Lanao del Sur -3 Day EOC training for Maguindanao -3 Day LDRRM Planning Course for LDS -3 Day CBRRM for volunteer Groups, CSOs, POS, and NGOs of Maguindanao and LDS
Brief Description	Provision for Bookbing and Printing
Terms of payment	Send bill policy as payment for services
ABC (Approved Budget for the Contract)	76,500.00
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 11, 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

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"

ITEM No.	Specification			Statement of Compliance
Lot	set	3 day EOC Training for Lanao del Sur	50	
		Size: A4 or Legal in size		
		Pages : 47 pages x 50 pcs		
		12 pages x 3 pcs		
		evaluation forms, post exam , pre exam, simex exercises Pages 14 x 40 pcs		
	set	3 day EOC Training for Maguindano	55	
		Size: A4 or Legal in size		
		Pages : 47 pages x 50 pcs		
		12 pages x 3 pcs		
		evaluation forms, post exam , pre exam, simex exercises Pages 14 x 40 pcs		
	set	3 day Local DRRM planning course for LDS	40	
		Size: A4 or Legal in size		
		Pages : 57 pages x 40 pcs		
	set	3 day CBDRM for Volunteer Groups , CSOs, Pos and NGOs of Mag. And LDS	40	
		Size: A4 or Legal in size		
Pages : 75 pages x 40 pcs				
	Free Delivery (2nd week of February 2020)			
	Must accept send bill policy			

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:

Item		Unit cost	Total Price
set	3 day EOC Training for Lanao del Sur	50	
	Size: A4 or Legal in size		
	Pages : 47 pages x 50 pcs		
	12 pages x 3 pcs evaluation forms, post exam , pre exam, simex exercises Pages 14 x 40 pcs		
set	3 day EOC Training for Maguindano	55	
	Size: A4 or Legal in size		
	Pages : 47 pages x 50 pcs		
	12 pages x 3 pcs evaluation forms, post exam , pre exam, simex exercises Pages 14 x 40 pcs		
set	3 day Local DRRM planning course for LDS	40	
	Size: A4 or Legal in size Pages : 57 pages x 40 pcs		
set	3 day CBDRM for Volunteer Groups , CSOs, Pos and NGOs of Mag. And LDS	40	
	Size: A4 or Legal in size Pages : 75 pages x 40 pcs		
	Free Delivery (2nd week of February 2020)		
	Must accept send bill policy		

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 : _____