



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. 2020-026

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	Event 1: Coordination Meeting re NSED on March 10, 2020 and Event 2: Actual conduct of NSED on March 12, 2020 all in Datu Paglas, Maguindanao
Brief Description	Provision for Meals and Snacks
Terms of payment	Send bill policy as payment for services
ABC (Approved Budget for the Contract)	78,000.00
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 March 02, 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"

ITEM No.	Specification	Statement of Compliance
Lot	Event 1: 30 pax –Coordination Meeting re NSED on March 10,2020 Meals (2 viands and rice with mineral water 350ml) and AM snacks (packed with mineral water 350 ml) -free delivery in Datu Paglas Municipality	
	Event 2: 500 pax- Packed Snacks with 500 ml mineral or assorted soft drinks (bottled) during the conduct of NSED on March 12,2020 in Datu Paglas, Maguindanao -free delivery -delivery time on or before 12:00nn	
	15 pax - Packed Lunch for Evaluators and OCD BARMM Personnel in Datu Paglas, Maguindanao on March 12,2020 -3 viands -desert -mineral water 500 ml -soft drinks (bottled) -rice -free delivery -delivery time: on or before 12:00nn	
	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
Event 1: 30 pax –Coordination Meeting re NSED on March 10,2020 Meals (2 viands and rice with mineral water 350ml) and AM snacks (packed with mineral water 350 ml)		
Event 2: 500 pax- Packed Snacks with 500 ml mineral or assorted soft drinks (bottled) during the conduct of NSED on March 12,2020 in Datu Paglas, Maguindanao		
15 pax - Packed Lunch for Evaluators and OCD BARMM Personnel in Datu Paglas, Maguindanao on March 12,2020 -3 viands -desert -mineral water 500 ml -soft drinks (bottled) -rice		
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 : _____

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- BARMM 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- BARMM 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-BARMM 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-BARMM 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-BARMM 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 _____2020 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 _____ .