



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. 209-2019**

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 **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 Activity	Furniture and Fixtures for Task Force Bangon Marawi Field Office (TFBM FO)
Brief Description	Provision of Furniture and Fixtures
Terms of payment	<b>Send bill policy as payment for services</b>
ABC (Approved Budget for the Contract)	387,000.00
Fund Source	OCD BARMM Fund

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 **September 23, 2019** 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
4. Omnibus Sworn Statement

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"**

**Provision of Furniture and Fixtures**

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”

<b>ITEM No.</b>	<b>Unit</b>	<b>Specification</b>	<b>Qty</b>	<b>Statement of Compliance</b>
<b>LOT 1</b>	units	<p>Executive Tables and Chairs</p> <p><b>Tables:</b></p> <ul style="list-style-type: none"> <li>• Height: 27.50 in- 30 in</li> <li>• Width: 23 in- 25 in</li> <li>• Length: 46.75 in – 60 in</li> </ul> <p>Description</p> <ul style="list-style-type: none"> <li>• With at least 4 drawers with lock</li> </ul> <p><b>Chairs:</b></p> <ul style="list-style-type: none"> <li>• Height: 33.75 in - 38.5 in</li> <li>• Width: 23.75 in</li> <li>• D: 23 in</li> <li>• Distance from chair to ground: 16.75 in – 21.5 in</li> </ul> <p>Description:</p> <ul style="list-style-type: none"> <li>• Mesh Back</li> <li>• Adjustable height and curved back for added support.</li> </ul> <p>Inclusive of shipping fee in Marawi City</p> <p>Must accept send bill policy</p>	3	
	units	<p>Workstation/ Computer Table</p> <ul style="list-style-type: none"> <li>• Height: 27.50 in- 28.50 in</li> <li>• Width: 22 in- 23 in</li> <li>• Length: 35 in – 50 in</li> </ul> <p>Description</p> <ul style="list-style-type: none"> <li>• With at least 1 drawer</li> <li>• Inclusive of shipping fee in Marawi City</li> </ul>	12	
	units	<p>Monoblock Tables</p> <ul style="list-style-type: none"> <li>• Height: 27.50 in- 28.50 in</li> <li>• Width: 23 in- 24 in</li> <li>• Length: 45 in – 60 in</li> </ul> <p>Description</p> <ul style="list-style-type: none"> <li>• Foldable</li> <li>• Easy to set up</li> </ul> <p>Inclusive of shipping fee in Marawi City</p> <p>Must accept send bill policy</p>	5	
	units	<p>Monoblock Chairs</p>	100	

		<ul style="list-style-type: none"> <li>• Height: 30 in – 32 in</li> <li>• Width: 18.5 in – 19.5 in</li> <li>• Distance from chair to ground: 15 in – 16 in</li> </ul> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>• Without arm</li> <li>• Plastic</li> <li>• Preferably White/Light Green/Brown in Color</li> <li>• Durable</li> </ul> <p>Inclusive of shipping fee in Marawi City</p> <p>Must accept send bill policy</p>		
	set	<p><b>Sofa Set</b></p> <p><b>3 to 4-Seater (1 pc)</b></p> <ul style="list-style-type: none"> <li>• Height: 30 in - 34 in</li> <li>• Width: 70 in – 85 in</li> <li>• Distance from chair to ground: 15 in – 16 in</li> </ul> <p><b>1-Seater (2 – 4 pcs)</b></p> <ul style="list-style-type: none"> <li>• Height: 30 in - 34 in</li> <li>• Width: 30 in – 40 in</li> <li>• Distance from chair to ground: 15 in – 16 in</li> </ul> <p><b>1 – Center Table</b></p> <p>Description:</p> <ul style="list-style-type: none"> <li>• Leather, natural fiber, or slipcover material</li> <li>• With arm rest</li> <li>• Atleast 2.5 in clearance from ground</li> <li>• Easy to clean and easy to set up</li> </ul> <p>Inclusive of shipping fee in Marawi City</p> <p>Must accept send bill policy</p>	1	
	units	<p><b>Filing Steel Cabinet</b></p> <ul style="list-style-type: none"> <li>• Height: 47 in – 53 in</li> <li>• Width: 18 in – 20 in</li> <li>• Depth: 24 in – 26 in</li> </ul> <p>Description</p> <ul style="list-style-type: none"> <li>• Atleast 4 doors with lock</li> <li>• Heavy duty</li> </ul> <p>Inclusive of Shipping Fee in Marawi City</p> <p>Must accept send bill policy</p>	8	
	set	<p><b>Conference Tables with Chairs</b></p> <p><b>Tables:</b> 14-seater Rectangular Conference Table</p> <ul style="list-style-type: none"> <li>• Height: 27.50 in- 28.50 in</li> </ul>	1	

		<ul style="list-style-type: none"> <li>• Width: 46.5 in- 55 in</li> <li>• Length: 164 in – 170 in</li> </ul> <b>Chairs: Midback Swivel Chair (14 units)</b> <ul style="list-style-type: none"> <li>• Height: atleast 30 in</li> <li>• Width: atleast 90 in</li> <li>• Distance from chair to ground: atleast 15 in</li> </ul> Description: <ul style="list-style-type: none"> <li>• Fabric and metal material</li> <li>• Durable back for added support.</li> </ul> Inclusive of Shipping Fee in Marawi City Must accept send bill policy		
	Unit	<b>Refrigerator</b> <ul style="list-style-type: none"> <li>• 7 cu.ft. Single Door Refrigerator</li> <li>• Semi-Auto Defrost</li> <li>• Foam-in-Place Technology</li> <li>• Large Freezer</li> <li>• Tempered Glass Shelves</li> <li>• Single Door</li> </ul> Inclusive of shipping fee in Marawi City Must accept send bill policy	1	
	unit	<b>Personal Refrigerator</b> <ul style="list-style-type: none"> <li>• 4.3 cu. ft. Personal Refrigerator</li> <li>• Manual Defrost</li> <li>• Full-Width door racks</li> <li>• Tempered Glass Shelves</li> <li>• Inclusive of shipping fee</li> <li>• Delivery address to TFBM Field Office, Ayala Resort,MSU Compound, Marawi City on August 2019</li> <li>• Must accept send bill policy</li> </ul>	1	

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	No. of Unit/Qtyt	Unit cost	Total Price
Executive Tables and Chairs	3 set		
Workstation/Computer Table	12 units		
Monoblock Tables	5 units		
Monoblock chairs	100 units		
Sofa set	1 set		
Filing steel cabinet	8 units		
Refrigerator	1 unit		
Personal Refrigerator	1 unit		
Conference Table with chairs	1 set		

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

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Series of \_\_\_\_ .