



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. 210-2019**

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	ICT Equipment for Task Force Bangon Marawi Field Office (TFBM FO)
Brief Description	Provision of ICT Equipment
Terms of payment	<b>Send bill policy as payment for services</b>
ABC (Approved Budget for the Contract)	680,000.00
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 ICT Equipment**

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.	Unit	Specification	Qty	Statement of Compliance
<b>LOT 1</b>	Units	<p>Personal Computers with accessories</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• Intel Core i3-8100 3.6GHZ</li> <li>• Hardisk drive 1tb</li> <li>• Intel Chipset</li> <li>• 8 GB DDR4 MEMORY</li> <li>• DVD WRITER</li> <li>• KEYBOARD, MOUSE, WEBCAM &amp; SPEAKER</li> <li>• 21.5" or 22" WIDE LED MONITOR</li> <li>• UPS 650 V</li> <li>• Casing Multi media</li> <li>• Includes latest windows operating system (licensed)</li> <li>• Support Bluetooth connection</li> </ul> <p><b>Minimum Warranty</b></p> <ul style="list-style-type: none"> <li>• At least one (1) year from final date of acceptance for parts and services</li> <li>• At least seven (7) days outright replacement</li> <li>• Inclusive of shipping fee in TFBM Field Office, Ayala Resort, MSU Compound, Marawi City</li> <li>• Must accept send bill policy</li> </ul>	8	
	Units	<p>Mid- end Laptop Computer</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• Intel Core i5</li> <li>• 1 tb sata hdd + 16gb m.2 pcie</li> <li>• Intel Chipset</li> <li>• Includes latest windows operating system (licensed)</li> <li>• 15.6" FHD IPS Display</li> <li>• Camera hd 720p</li> <li>• Bluetooth</li> <li>• Usb, card reader,HDMI,No VGA</li> <li>• 3 cell battery (built in)</li> </ul>	8	

		<ul style="list-style-type: none"> <li>• Laptop bag, mouse, mousepad, charger</li> </ul> <p><b>Minimum Warranty</b></p> <ul style="list-style-type: none"> <li>• At least one (1) year from final date of acceptance for parts and services</li> <li>• At least seven (7) days outright replacement</li> <li>• inclusive of shipping fee to RRMS Division, OCD Central Office- DND, Camp Emilio Aguinaldo, Quezon City on August 2019</li> <li>• must accept send bill policy</li> </ul>		
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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
Personal Computer with accessories	8 units		
Mid-end Laptop Computer	8 units		

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 \_\_\_\_ .