



DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE - CORDILLERA ADMINISTRATIVE REGION

#55, First Road, Quezon Hill, Baguio City, Philippines 2600

REQUEST FOR QUOTATION (RFQ) No. AFMS-042-11-2019

Company Name : _____
Address : _____
PhilGEPS Registration No. : _____

The Office of Civil Defense (OCD), through its Bids and Awards Committee (BAC), will undertake **Procurement through Negotiated Procurement** in accordance with **Section 53.10 Lease of Real Property or Venue** 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 Project	: Provision of Lease or Rental of Warehouse Facility for OCD-CAR
Location	: Within Baguio City
Date Duration	: January to December 2020
Floor Area	: At least 500 square meters floor area
Brief Description	: ➤ In excellent condition and must be fully functional; fully functional water supply and toilets, electrical and lighting system, fire fighting equipment, and fire escapes. ➤ 10-wheeler truck must be able to enter the warehouse or along the main road ➤ Must be flood free and non-landslide prone area ➤ Must have 24 hour security (cctv cameras) ➤ Proximity to modes of transportation
Terms of Payment	: <u>Send bill policy</u>
ABC (Approved Budget for the Contract)	: Php 600,000.00
Fund Source	: Quick Response Fund (OCD CAR APB CY 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.**

Prospective bidders shall accomplish and submit the duly signed "**Annex A (Technical Specifications) & Annex "B" Price Quotation Form (PQF)**" (under prescribed form) **non-submission shall automatically be disqualified** not later than **8:00 AM, December 4, 2019**, at OCD-CAR, No. 55 First Road, Quezon Hill, Baguio City. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **OCD-CAR Bids and Awards Committee Secretariat** at telephone no. **(074) 444-5298** or email address: **bacsec.ocdcar@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-CAR 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.



ENGR. JOSE IGNACIO V. VALERA
Chairperson
OCD-CAR Bids and Awards Committee

ANNEX "A"
Technical Specifications

Provision of Lease or Rental of Warehouse Facility for OCD-CAR

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.	Agency Specifications	Statement of Compliance
I.	Location: Within Baguio City or Benguet	
II.	Date Duration: January to December 2020	
III.	Floor Area: At least 500 square meters floor area	
IV.	Brief Description: <ul style="list-style-type: none"> ➤ In excellent condition and must be fully functional; fully functional water supply and toilets, electrical and lighting system, fire fighting equipment, and fire escapes. ➤ 10-wheeler truck must be able to enter the warehouse or along the main road ➤ Must be flood free and non-landslide prone area ➤ Must have 24 hour security (cctv cameras) ➤ Proximity to modes of transportation 	
V.	Terms of Payment: Must accept SEND BILL policy	

I hereby certify to comply and deliver all the above requirements.

Company Name : _____

Address : _____

AUTHORIZED REPRESENTATIVE :

Signature : _____

Complete Name : _____

Date : _____

ANNEX "B"
Price Quotation Form

BIDS AND AWARDS COMMITTEE
OFFICE OF CIVIL DEFENSE-CAR
No. 55 First Road, Quezon Hill, Baguio City

Sir/Madam:

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

ARTICLE AND DESCRIPTIONS	Quantity	Cost	Total Price
Provision of Lease or Rental of Warehouse Facility for OCD-CAR	1 Lot	Php	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 within ten (10) calendar days from receipt of Contract.
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 : _____