

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
Camp General Emilio Aguinaldo, Quezon City

REQUEST FOR QUOTATION (RFQ) No. CBTS-0120-006

Company Name : _____
Address : _____
PhilGEPS Registration Number : _____

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 Project	: Procurement of Polo Shirt for Community First Responder Training Course for OCD Personnel
Delivery Period	: 15 to 30 Calendar Days upon Receipt of Notice To Proceed (NTP)
Terms of Payment	: Send Bill Policy
ABC (Approved Budget for the Contract)	: PhP 30,000.00
Fund Source	: CBTS 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.** Submission of QUOTATION is until **12:00 Noon on 05 February 2020**, at the OCD BAC Secretariat Office, 2nd Floor, OCD Annex Building, Camp General Emilio Aguinaldo, Quezon City. Submit your **quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **BAC Secretariat Office** at telephone no. **(02) 912-2964** or email address at **bacsec.oed@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:

1. Valid/Current Mayor's Permit/Business Permit (or Official Receipt of Renewal Application with the Expired Business Permit)
2. PhilGEPS Registration Number
3. Latest Income and Business Tax Return (For ABC Above PHP500,000.00)
4. Omnibus Sworn Statement (For ABC Above PHP50,000.00)

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 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.



ASEC KRISTOFFER JAMES E. PURISIMA
Chairperson
OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications

Procurement of Polo Shirt for Community First Responder Training Course for OCD Personnel

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."

Legend: *MANDATORY REQUIREMENTS. Failure to comply with any of the mandatory requirements will disqualify your quotation.

Item No.	Agency Specifications	Statement of Compliance
I.	<p>Polo Shirt – Unisex basic Polo Shirt – Honeycomb Material, composed of 60% cotton and 40% polyester, color black and neon green with strip of gray reflectorize. (60 Pcs.)</p> <p>Logo Sizes: CFR Logo 2x2 inches (patches or embroidered) Design: Embroidered – "COMMUNITY FIRST RESPONDER" at the black (Bold color white Arial Font and readable at least 5 meters from the reader – please see attached design)</p> <p>Embroidered – "CIVIL DEFENSE" in the right sleeve (Bold color white Arial Font and readable at least 5 meters from the reader – please see attached design)</p> <p>Polo Sizes: XXXL- 10 Pcs XXL – 10 Pcs XL – 15 Pcs L - 10 Pcs M – 10 Pcs S – 5 Pcs IMPORTANT: Supplier Must agree to Send Bill Policy Supplier must Deliver within 15 to 30 Calendar Days upon receipt of Notice To Proceed(NTP) Delivery Site: Office of Civil Defense, Camp General Emilio Aguinaldo, Quezon City</p>	

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

The Bids and Awards Committee
OFFICE OF CIVIL DEFENSE
Camp Gen. Emilio Aguinaldo, Quezon 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	Item and Quantity	Cost per Item	Total Price
Procurement of Polo Shirt for Community First Responder Training Course for OCD Personnel	Polo Shirt (60 Pcs.)		
TOTAL PRICE			PHP

AMOUNT IN WORDS: _____

Note: The above quoted prices are VAT Inclusive.

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 service(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 : _____





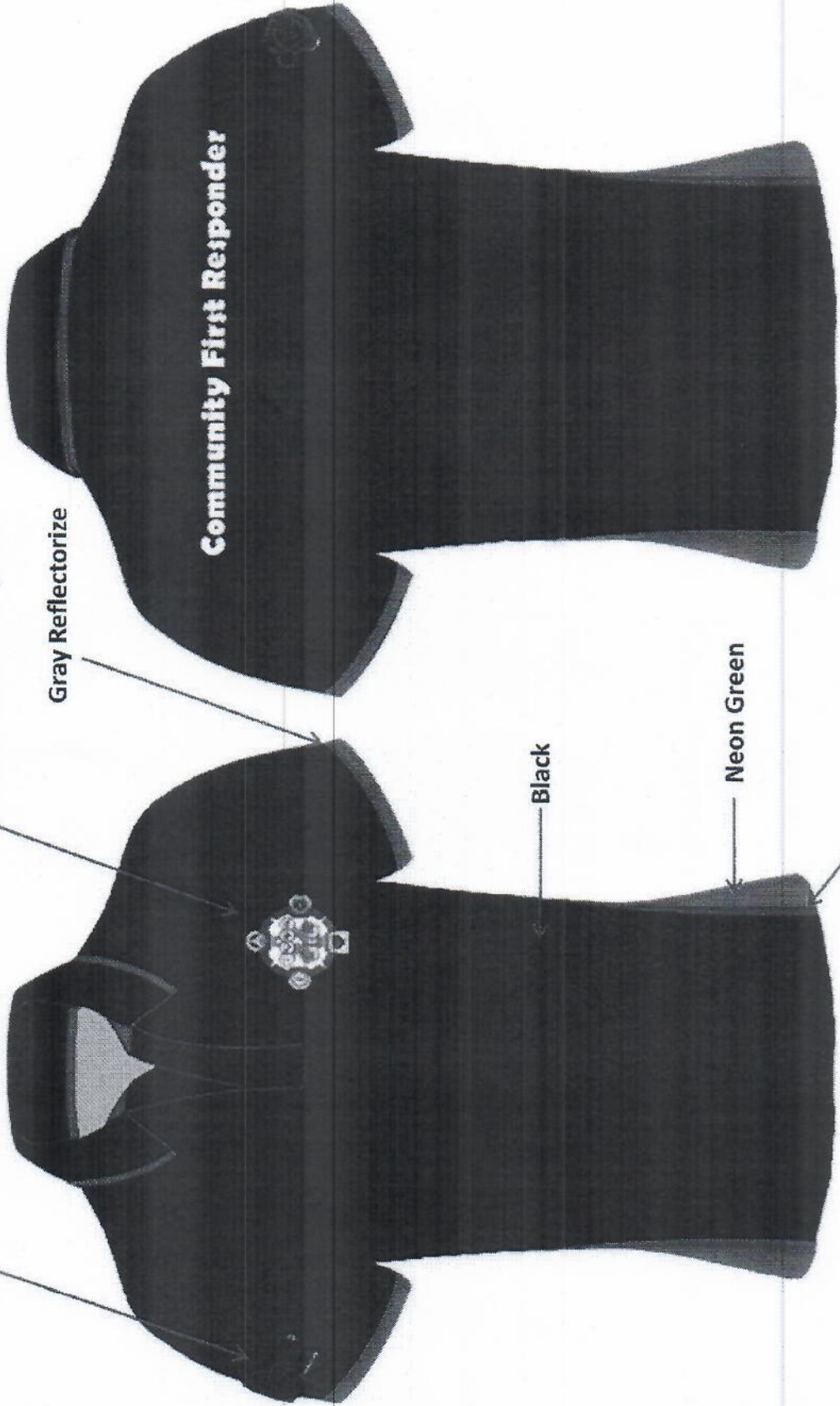
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CIVIL DEFENSE

2x3 embroidered or patches

2x2 embroidered or patches

Gray Reflectorize



Community First Responder

CIVIL
DEFENSE

Black

Neon Green

Gray Reflectorize

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