



Republic of the Philippines
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE REGIONAL OFFICE 1

2/F and 3/F Ed Fabro Building, Pagdalagan, San Fernando City, La Union

Date: _____
PR Ref No: 2020-03-035
Quotation No: 2020-03-032

Company Name : _____
Address : _____
Tel. No./Fax No. : _____
E-mail Address : _____
Business Permit No. : _____
TIN : _____ vat non-vat
PhilGEPS Registration # : _____

REQUEST FOR QUOTATION

The Office of Civil Defense Regional Office 1 will undertake an **Alternative Method of Procurement** through **Negotiated Mode of Procurement** in accordance with **Section 53.10 – Lease of Real Property and Venue** of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

The OCD hereinafter referred to as the “Purchaser”, now request submission of a price quotation for the subject below:

Name of Project	: Provision of Lease of Warehouse for the Non-Food Items and HADR equipment of Office of Civil Defense Regional Office 1
Brief Description	: Lease of Venue for Office of Civil Defense Region 1 Warehouse, location must be within the Province of La Union, with a seven (7) month duration upon approval of the contract
Terms of payment	: Must Accept a Send Bill Policy in the payment of services
Approved Budget for the Contract (ABC)	: ₱996,120.00
Funding Source	: GASS 2020 – APB OCD CO - GSD

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.**

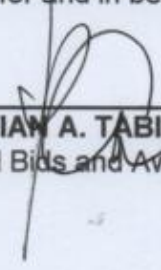
Prospective bidders shall accomplish and submit the duly signed **“Annex A (Technical Specifications) & Annex B (Price Quotation Form)” (under prescribed form). Non-submission shall automatically be disqualified.** Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative not later than **09:00 AM on _____** at the 2F Ed Fabro Building, Pagdalagan, City of San Fernando, La Union. For any clarifications, you may contact us at telephone no. **(072) 607-6528** or email address at **region1@ocd.gov.ph**. **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. Platinum PHILGEPS Registration only with valid and current annexes
2. For Red Membership:
 - a. Valid and current Mayor’s/ Business Permit
 - b. PHILGEPS Registration Number
 - c. Latest Income/ Business Tax Returns
 - d. SEC Registration or DTI Certificate

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 of 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 to open to it.

The OCD RO1 reserves the right to accept or reject any or all bid, 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.



KRISTIAN A. TABISAURA

Chairperson, Regional Bids and Awards Committee (BAC)

Received by:

Signature above printed name: _____

Date and time of Receipt: _____

ANNEX “A”
Technical Specifications

**Provision of Lease of Warehouse for the Non-Food Items and HADR equipment of Office of Civil
Defense Regional Office 1**

Bidders must state either “**Comply**” or “**Not Comply**” or state **any equivalent term** in the column “Statement of Compliance” against each of the individual parameters of each “Specification.”

ITEM NO.	SPECIFICATION	STATEMENT OF COMPLIANCE
I.	Duration: Seven (7) months; upon approval of the contract	
II.	Location and Site Condition: Within the Province of La Union	
III.	<p>Neighborhood Data:</p> <ol style="list-style-type: none"> 1. Prevailing Rental Rate – Property's rental rate must not be more than Php 320.33 per square meter, per month (inclusive of VAT). 2. Sanitation and Health condition – The property must be located in a sanitary and healthy environment. It must have proper garbage facilities and complies with the health and sanitation standard required under the Sanitation Code of the Philippines. 3. Adverse Influence - The property must be free from informal settlers within a radius of 500 meters. 4. Property Utilization - The property's highest and best use is for a warehouse building. 5. Police and fire station - The property must be located within three (3) kilometers from police and fire stations. 6. Traffic condition – The entry and egress to warehouse must not be hampered by the traffic condition in the neighborhood. 	
IV.	<p>Warehouse:</p> <ol style="list-style-type: none"> 1. Structural condition – warehouse structure must be in excellent condition and compliant with the Building Code of the Philippines. 	
	<ol style="list-style-type: none"> 2. Functionality <ol style="list-style-type: none"> a. Room Arrangement - The property layout must be aligned with the OCD's modular type arrangement. b. Circulation - People movement and access to the property must be exclusive to OCD. c. Light and ventilation – The property must have adequate light and ventilation. d. Space Requirements - The property must be adequate for OCD's area requirement of at least four hundred (400) square meter floor area for the following with ceiling height of not less than 2.50 meters: <ol style="list-style-type: none"> i. One (1) sleeping Quarter for OCD personnel ii. Warehouse for Non-Food Items and Humanitarian Assistance for Disaster Relief 	
	<ol style="list-style-type: none"> 3. Facilities – The following warehouse amenities must be fully functional: <ol style="list-style-type: none"> a. Water supply and toilet <ol style="list-style-type: none"> i. Sufficient supply of water within the building for all the tenants. ii. Provision for comfort rooms (CR) with lavatories, mirrors and exhaust fans for the use of OCD employees and clientele/stakeholders/visitors. b. Lighting system - Sufficient electrical fixtures, lighting fixtures and convenience outlets. There should also be provisions for electrical system (single phase and three 	

ITEM NO.	SPECIFICATION	STATEMENT OF COMPLIANCE
	phases) for the air-conditioning units and other office equipment to be installed. c. Fire escapes - The warehouse must have fire exits, as provided by laws. d. Firefighting equipment - The warehouse must have fire alarm/detection system and/or fire-fighting equipment, as provided by laws. e. Inclusion of separate meter for electrical and water supply exclusively for the use of the OCD. f. Electrical Facilities/Requirements: i. All electrical fixtures, convenience outlets, switches and telephone jacks/terminals shall be in good working condition. ii. All electrical components within the building shall meet the electric load requirements provided for by OCD.	
	4. Other requirements: a. Entry point- The entry point of warehouse must be able to accommodate a loaded twenty-footer container truck. b. Maintenance – The warehouse must be well maintained. c. Accessibility Compliance with Person with Disabilities: i. Availability of PWD ramp for the entry and egress of the warehouse; must be easy and safe to use ii. Directional and informational sign using the international symbol should be located at points conveniently seen even by a person with wheelchair d. Lessor must accept a Send Bill Policy in the payment of services.	
V.	Free Services: 1. A rent free construction period before the start of the lease term. 2. Provision of free and adequate space for the installation of the horizontal/vertical signage. 3. Any other services that the bidder may offer.	

I hereby commit to comply with all the above requirements.

Company Name : _____

Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Complete Name : _____

ANNEX "B"
Price Quotation Form

Date: _____

KRISTIAN A. TABISAURA

Chairperson, Regional Bids and Awards Committee

Office of Civil Defense Region 1

2nd & 3rd Floor, Ed Fabro Building, Pagdalagan, City of San Fernando, La Union

Sir:

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:

ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE
Provision of Lease of Warehouse for the Non-Food Items and HADR equipment of Office of Civil Defense Regional Office 1 <u>Technical Specifications:</u> 1. Duration: Seven (7) months; upon approval of the contract 2. Location: Within the Province of La Union 3. Floor Area: At least four hundred (400) square meters 4. Neighborhood Data: There must be a presence of Police and Fire Stations within three (3) kilometer radius from the warehouse neighborhood 5. Warehouse: In excellent condition and must be fully functional and includes one(1) sleeping quarter 6. Amenities/Facilities: Fully functional water supply and toilet, electrical and lighting system, Firefighting equipment and fire escapes 7. Free Services and Facilities: Free use of shaded parking lots for at least four (4) four-wheeled vehicles 8. Must Accept a Send Bill Policy in the payment of services	1 Lot		

TOTAL OFFERED QUOTATION..... Php _____

AMOUNT IN WORDS: _____

Note: The above quoted prices are VAT Inclusive

- We undertake, if our Quotation or bid is accepted, to deliver the above goods within Fifteen (15) calendar days from receipt of Work Order (WO)/Purchase Order (PO).
- 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.
- We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
- The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : _____

Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Complete Name : _____