

Republic of the Philippines  
Department of National Defense  
**OFFICE OF CIVIL DEFENSE**  
Regional Office 3, Diosdado Macapagal Government Center, Maimpis,  
City of San Fernando, Pampanga

**REQUEST FOR QUOTATION (RFQ) No. OCDROIII-2020-09-001**

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

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:

<b>Name of Project</b>	: Procurement of OCD 3 Institutional Materials (Tokens and Mementos)
<b>Delivery Site</b>	: OCDRO III, DMGC, Maimpis, City of San Fernando, Pampanga
<b>Delivery Schedule</b>	: Fifteen (15) Days Upon Receipt of Purchase Order (P.O)
<b>Terms of Payment</b>	: SEND BILL POLICY
<b>ABC (Approved Budget for the Contract)</b>	: Php70,000.00
<b>Fund Source</b>	: OCDRO III APB CY 2020-DRRM 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.**

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 sealed quotation is not later than **5:00 P.M. on 15 September 2020**, at the Office of Civil Defense Regional Office 3, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga. Submit your **SEALED QUOTATION (Indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **BAC Secretariat** at telephone nos. **(045) 455-1526** or email address at **ocdregion3.procurement@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 application for renewal with corresponding receipt)
2. PhilGEPS Registration Number
3. Notarized 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 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.

DIR MARIA THERESA R ESCOLANO, MNSA  
Regional Director, OCD RO III

**ANNEX "A"**  
**Technical Specifications**

**Procurement of OCD 3 Institutional Materials (Tokens and Mementos)**

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.	<table border="1"> <tr> <th colspan="3" data-bbox="292 376 1249 409">Procurement of OCD 3 Institutional Materials (Tokens and Mementos)</th> </tr> <tr> <th data-bbox="371 465 943 499">Description</th> <th data-bbox="943 465 1054 499">Qty</th> <th data-bbox="1054 465 1166 499">Unit</th> </tr> <tr> <td data-bbox="371 510 943 577"><b>Set Inclusion:</b> (1) Notebook Sleeves, (1) Filler Refill (1) Ballpen (1) Gift Box</td> <td data-bbox="943 510 1054 577"></td> <td data-bbox="1054 510 1166 577"></td> </tr> <tr> <td data-bbox="371 577 943 611"><b>Notebook Sleeves</b></td> <td data-bbox="943 577 1054 611"></td> <td data-bbox="1054 577 1166 611"></td> </tr> <tr> <td data-bbox="371 611 943 645"><b>Cover Material:</b> Leather with button snap</td> <td data-bbox="943 611 1054 645"></td> <td data-bbox="1054 611 1166 645"></td> </tr> <tr> <td data-bbox="371 645 943 723"><b>Design:</b> Engraved OCD&amp;RDRRMC at lower right corner of the cover. Ballpen can be tucked in.</td> <td data-bbox="943 645 1054 723"></td> <td data-bbox="1054 645 1166 723"></td> </tr> <tr> <td data-bbox="371 723 943 757"><b>Size:</b> 6 x 8.5 inches</td> <td data-bbox="943 723 1054 757"></td> <td data-bbox="1054 723 1166 757"></td> </tr> <tr> <td data-bbox="371 757 943 790"><b>Notebook Refill</b></td> <td data-bbox="943 757 1054 790"></td> <td data-bbox="1054 757 1166 790"></td> </tr> <tr> <td data-bbox="371 790 943 824"><b>Type:</b> Sewing Binding</td> <td data-bbox="943 790 1054 824"></td> <td data-bbox="1054 790 1166 824"></td> </tr> <tr> <td data-bbox="371 824 943 857"><b>Material:</b> Biodegradable/Recycled Paper</td> <td data-bbox="943 824 1054 857">280</td> <td data-bbox="1054 824 1166 857">set</td> </tr> <tr> <td data-bbox="371 857 943 891"><b>Size:</b> 6 x 8.5 inches</td> <td data-bbox="943 857 1054 891"></td> <td data-bbox="1054 857 1166 891"></td> </tr> <tr> <td data-bbox="371 891 943 925"><b>Sheets:</b> 70-80 sheets with lines</td> <td data-bbox="943 891 1054 925"></td> <td data-bbox="1054 891 1166 925"></td> </tr> <tr> <td data-bbox="371 925 943 958"><b>Ballpen</b></td> <td data-bbox="943 925 1054 958"></td> <td data-bbox="1054 925 1166 958"></td> </tr> <tr> <td data-bbox="371 958 943 992"><b>Design:</b> Engraved with OCD Logo</td> <td data-bbox="943 958 1054 992"></td> <td data-bbox="1054 958 1166 992"></td> </tr> <tr> <td data-bbox="371 992 943 1025"><b>Body Color:</b> Black</td> <td data-bbox="943 992 1054 1025"></td> <td data-bbox="1054 992 1166 1025"></td> </tr> <tr> <td data-bbox="371 1025 943 1059"><b>Ink:</b> Black</td> <td data-bbox="943 1025 1054 1059"></td> <td data-bbox="1054 1025 1166 1059"></td> </tr> <tr> <td data-bbox="371 1059 943 1093"><b>Type:</b> Ballpoint tips with a width of 0.7mm</td> <td data-bbox="943 1059 1054 1093"></td> <td data-bbox="1054 1059 1166 1093"></td> </tr> <tr> <td data-bbox="371 1093 943 1126"><b>Packaging</b></td> <td data-bbox="943 1093 1054 1126"></td> <td data-bbox="1054 1093 1166 1126"></td> </tr> <tr> <td data-bbox="371 1126 943 1160">Black or White Gift Box</td> <td data-bbox="943 1126 1054 1160"></td> <td data-bbox="1054 1126 1166 1160"></td> </tr> </table>	Procurement of OCD 3 Institutional Materials (Tokens and Mementos)			Description	Qty	Unit	<b>Set Inclusion:</b> (1) Notebook Sleeves, (1) Filler Refill (1) Ballpen (1) Gift Box			<b>Notebook Sleeves</b>			<b>Cover Material:</b> Leather with button snap			<b>Design:</b> Engraved OCD&RDRRMC at lower right corner of the cover. Ballpen can be tucked in.			<b>Size:</b> 6 x 8.5 inches			<b>Notebook Refill</b>			<b>Type:</b> Sewing Binding			<b>Material:</b> Biodegradable/Recycled Paper	280	set	<b>Size:</b> 6 x 8.5 inches			<b>Sheets:</b> 70-80 sheets with lines			<b>Ballpen</b>			<b>Design:</b> Engraved with OCD Logo			<b>Body Color:</b> Black			<b>Ink:</b> Black			<b>Type:</b> Ballpoint tips with a width of 0.7mm			<b>Packaging</b>			Black or White Gift Box			
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	PAYMENT: Must be SEND BILL Policy as payment for services																																																										

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 RO III

Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga.

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 per set	Total Price
Procurement of OCD 3 Institutional Materials (Tokens and Mementos)	280 sets	PHP	PHP
<b>TOTAL PRICE</b>		PHP	PHP

**AMOUNT IN WORDS:** \_\_\_\_\_

Note: The above quoted prices are VAT Inclusive

2. We undertake, if our Quotation or bid is accepted, to deliver the above goods within fifteen (15) calendar days from receipt of Purchase Order.
3. 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.
4. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
5. The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

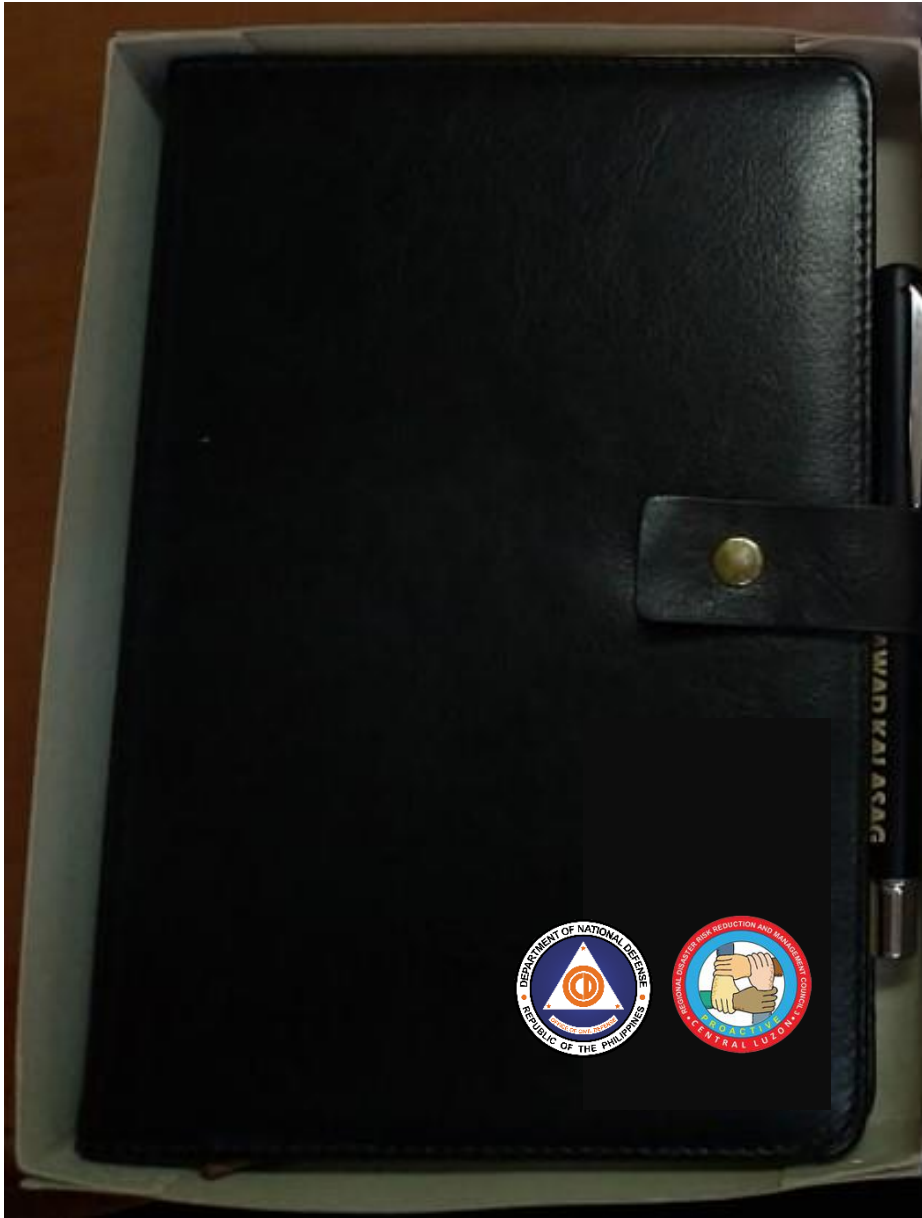
Office Tel. No. & Mobile No. : \_\_\_\_\_

Email Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE** : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_



## OCD 3 INSTITUTIONAL MATERIALS (Tokens and Mementos) SAMPLE

Set Inclusion: (1) Notebook , (1) Ballpen and (1) Box

### Notebook Sleeves

**Cover Material:** Leather with button snap

**Design:** Engraved OCD&RDRRMC at lower right corner of the cover. Ballpen can be tucked in.

**Size:** 6 x 8.5 inches

### Notebook Refill

**Type:** Sewing Binding

**Material:** Biodegradable/Recycled Paper

**Size:** 6 x 8.5 inches

**Sheets:** 70-80 sheets with lines

**Inner Paper:** Refillable Leaves

### Ballpen

**Design:** Engraved with OCD Logo

**Body Color:** Black

**Ink:** Black

**Type:** Ballpoint tips with a width of 0.7mm

### Packaging

Black or White Gift Box

