

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-2019-12-003

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 52.1b Shopping** 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	: SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND OTHER MATERIALS TO BE USED FOR THE 30TH SEA GAMES 2019 (OUTSOURCE PROCUREMENT)
Delivery Site	: OCDRO III, DMGC, Maimpis, City of San Fernando, Pampanga
Delivery Schedule	: Five (5) Days Upon Receipt of Purchase Order (P.O)
Terms of Payment	: SEND BILL POLICY
ABC (Approved Budget for the Contract)	: Php 555,076.26
Fund Source	: FY 2019 CONTINGENT 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.**

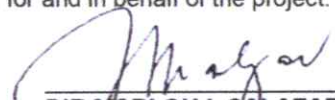
Prospective bidders shall accomplish and submit the duly signed "**Annex A (Technical Specifications) & Annex "B" Price Quotation Form (PQF)**" (under prescribed form). **Non-submission shall automatically be disqualified.** Submission of sealed quotation is not later than **8:00 A.M. on 11 December 2019**, 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 **Regional Canvass Committee Office** at telephone nos. **(045) 455-1526 / +63917 179 3195 / +63943 134 8431** or email address at **ocdregion3.procurement@gmail.com, r3.rdrmc.ocd@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. Latest Income and Business Tax Return (**For Above Php. 500,000.00**)
4. Notarized Omnibus Sworn Statement (**For Above Php. 50,000.00**)

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.



DIR MARLOU L SALAZAR
Regional Director, OCD RO III

ANNEX "A"
Technical Specifications

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND OTHER MATERIALS TO BE USED FOR
THE 30TH SEA GAMES 2019 (OUTSOURCE PROCUREMENT)**

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.	SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND OTHER MATERIALS TO BE USED FOR THE 30TH SEA GAMES 2019 (OUTSOURCE PROCUREMENT)																																																																																														
II.	<p>ITEMS:</p> <table border="1"> <tbody> <tr><td>Vellum Paper, Letter Size (10pcs/pk)</td><td>200</td><td>box</td></tr> <tr><td>tape masking, 48mm</td><td>20</td><td>roll</td></tr> <tr><td>ballpen, black</td><td>500</td><td>pcs</td></tr> <tr><td>sign pen, black, 0.5mm, liquid gel</td><td>200</td><td>pcs</td></tr> <tr><td>marker, permanent, broad, black</td><td>80</td><td>pcs</td></tr> <tr><td>marker, permanent, broad, blue</td><td>80</td><td>pcs</td></tr> <tr><td>marker, permanent, broad, red</td><td>80</td><td>pcs</td></tr> <tr><td>marker, whiteboard, black</td><td>100</td><td>pcs</td></tr> <tr><td>marker, whiteboard, blue</td><td>100</td><td>pcs</td></tr> <tr><td>marker, whiteboard, red</td><td>100</td><td>pcs</td></tr> <tr><td>Paper, multi-purpose, A4, 70 gsm</td><td>300</td><td>ream</td></tr> <tr><td>stapler, standard</td><td>20</td><td>pcs</td></tr> <tr><td>stapler, heavy duty</td><td>5</td><td>pc</td></tr> <tr><td>staple wire, standard</td><td>50</td><td>box</td></tr> <tr><td>staple wire, heavy duty</td><td>10</td><td>box</td></tr> <tr><td>fastener, plastic, 50 sets/bx</td><td>25</td><td>box</td></tr> <tr><td>pencil, lead, w/eraser 1 doz/bx</td><td>50</td><td>box</td></tr> <tr><td>Folder, pressboard, A4 size, 100 pcs/box</td><td>3</td><td>pcs</td></tr> <tr><td>Correction Tape</td><td>45</td><td>pcs</td></tr> <tr><td>Sticky Notes, 2x1.5</td><td>50</td><td>pad</td></tr> <tr><td>Sticky Notes, 3x4</td><td>50</td><td>pad</td></tr> <tr><td>Scissors</td><td>30</td><td>pair</td></tr> <tr><td>Pencil sharpener, 1 pc in individual plastic case</td><td>10</td><td>pcs</td></tr> <tr><td>Folder, pressboard, A4 size, 100 pcs/box</td><td>5</td><td>pck</td></tr> <tr><td>White Board 60cm X 90cm</td><td>5</td><td>pc</td></tr> <tr><td>Ink, black</td><td>20</td><td>bot</td></tr> <tr><td>Ink, colored</td><td>20</td><td>bot</td></tr> <tr><td>Ring binder, 2-ring, 2.5" thickness, A4</td><td>15</td><td>pcs</td></tr> <tr><td>Ring binder, 2-ring, 2.5" thickness, Legal</td><td>10</td><td>pcs</td></tr> <tr><td>Certificate holders (Letter Size)</td><td>1,000</td><td>pc</td></tr> <tr><td>PAPER CLIP, 50MM, 100 pieces per box</td><td>200</td><td>box</td></tr> </tbody> </table>	Vellum Paper, Letter Size (10pcs/pk)	200	box	tape masking, 48mm	20	roll	ballpen, black	500	pcs	sign pen, black, 0.5mm, liquid gel	200	pcs	marker, permanent, broad, black	80	pcs	marker, permanent, broad, blue	80	pcs	marker, permanent, broad, red	80	pcs	marker, whiteboard, black	100	pcs	marker, whiteboard, blue	100	pcs	marker, whiteboard, red	100	pcs	Paper, multi-purpose, A4, 70 gsm	300	ream	stapler, standard	20	pcs	stapler, heavy duty	5	pc	staple wire, standard	50	box	staple wire, heavy duty	10	box	fastener, plastic, 50 sets/bx	25	box	pencil, lead, w/eraser 1 doz/bx	50	box	Folder, pressboard, A4 size, 100 pcs/box	3	pcs	Correction Tape	45	pcs	Sticky Notes, 2x1.5	50	pad	Sticky Notes, 3x4	50	pad	Scissors	30	pair	Pencil sharpener, 1 pc in individual plastic case	10	pcs	Folder, pressboard, A4 size, 100 pcs/box	5	pck	White Board 60cm X 90cm	5	pc	Ink, black	20	bot	Ink, colored	20	bot	Ring binder, 2-ring, 2.5" thickness, A4	15	pcs	Ring binder, 2-ring, 2.5" thickness, Legal	10	pcs	Certificate holders (Letter Size)	1,000	pc	PAPER CLIP, 50MM, 100 pieces per box	200	box	
Vellum Paper, Letter Size (10pcs/pk)	200	box																																																																																													
tape masking, 48mm	20	roll																																																																																													
ballpen, black	500	pcs																																																																																													
sign pen, black, 0.5mm, liquid gel	200	pcs																																																																																													
marker, permanent, broad, black	80	pcs																																																																																													
marker, permanent, broad, blue	80	pcs																																																																																													
marker, permanent, broad, red	80	pcs																																																																																													
marker, whiteboard, black	100	pcs																																																																																													
marker, whiteboard, blue	100	pcs																																																																																													
marker, whiteboard, red	100	pcs																																																																																													
Paper, multi-purpose, A4, 70 gsm	300	ream																																																																																													
stapler, standard	20	pcs																																																																																													
stapler, heavy duty	5	pc																																																																																													
staple wire, standard	50	box																																																																																													
staple wire, heavy duty	10	box																																																																																													
fastener, plastic, 50 sets/bx	25	box																																																																																													
pencil, lead, w/eraser 1 doz/bx	50	box																																																																																													
Folder, pressboard, A4 size, 100 pcs/box	3	pcs																																																																																													
Correction Tape	45	pcs																																																																																													
Sticky Notes, 2x1.5	50	pad																																																																																													
Sticky Notes, 3x4	50	pad																																																																																													
Scissors	30	pair																																																																																													
Pencil sharpener, 1 pc in individual plastic case	10	pcs																																																																																													
Folder, pressboard, A4 size, 100 pcs/box	5	pck																																																																																													
White Board 60cm X 90cm	5	pc																																																																																													
Ink, black	20	bot																																																																																													
Ink, colored	20	bot																																																																																													
Ring binder, 2-ring, 2.5" thickness, A4	15	pcs																																																																																													
Ring binder, 2-ring, 2.5" thickness, Legal	10	pcs																																																																																													
Certificate holders (Letter Size)	1,000	pc																																																																																													
PAPER CLIP, 50MM, 100 pieces per box	200	box																																																																																													

	CLIP BACKFOLD, 19mm	130	box
	CLIP BACKFOLD, 25mm	120	box
	CLIP BACKFOLD, 50mm	115	box
	CARBON FILM-LEGAL	30	box
	LAMINATING FILM LONG SIZE 125MIC/100PCS	5	box
	FLASH DRIVE, 16 GB	50	pcs
	DATA FILE BOX	30	pcs
	All Purpose Glue Stick 6g	100	pcs
	FACSIMILE MACHINE	2	unit
	Rectangular Storage Box 50L (Black)	30	pcs
	Lever Archfile Folder horizontal Long (Black)	150	pcs
	Lever Archfile Folder vertical Long (Black)	100	pcs
	Whistle	350	pcs
	Flashlight	350	pcs
	Certificate (Frames)	350	pcs
	Heavy Duty Office File Document Storage Box (Legal)	30	pcs
	Extension Cord With Voltage Surge Protector (3 meters)	6	pcs
III.	Delivery Site: OCDRO III, DMGC, Maimpis, City of San Fernando, Pampanga Delivery Schedule: Five (5) Days Upon Receipt of Purchase Order (P.O)		
IV.	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 : _____

1







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	Total Price
SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND OTHER MATERIALS TO BE USED FOR THE 30TH SEA GAMES 2019 (OUTSOURCE PROCUREMENT)	1 Lot	PHP
	TOTAL PRICE	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 seven (7) calendar days from receipt of Contract.
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 : _____

