



Republic of the Philippines
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE IV-A

#175, 2nd Floor, CPDC Bldg, Brgy Paciano Rizal, Calamba City

Date: February 04, 2020
PR Ref No.: 2020-02-40
Quotation No.: 2020-02-08

Company Name	
Address	
Tel. No/ Fax No.	
Business Permit No.	
TIN No.	
PhilGEPS Cert. #	
Vatable/Non Vatable (please indicate)	

REQUEST FOR QUOTATION OF PRICES

Gentlemen:

The Office of Civil Defense IV-A 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 request submission of a price quotation for the subject below:

Name of Project	Provision of supplies and materials for the conduct of PDNA deployment on February 10-25, 2020 re Taal Volcano Eruption
Location	Within CALABARZON
Event Date	February 10-25, 2020
Brief Description	Supplies and materials to be used by PDNA teams to be deployed on February 10-25, 2020
Terms of Payment	Thirty (15) working days of processing and must accept a send bill policy in the payment of services
ABC (Approved Budget of the Contract)	Php 123,400.00
Fund Source	

Proponent must submit, together with its quotation "**Annex A (Technical Specifications) & Annex B (Price Quotation Form)**" (under prescribed form) **non-submission shall be disqualified** not later than , **8:00AM 07 February 2020**, at the 2nd Floor, CPDC Building, Brgy. Paciano Rizal, Calamba City. Submit your quotation duly signed by your authorized representative. For any clarifications, you may contact us at telephone nos. **(049) 531-7266/ 531-7279** or **0917-125-7488** email address at ocd.rdrmc4a@yahoo.com

General Conditions:

1. All bids higher than ABC shall automatically be disqualified.
2. Proponent must submit the following documents;
 - a. Valid and current Mayor's Permit/Business Permit
 - b. PHILGEPS Registration
 - c. Latest Income and Business Tax Returns.
 - d. SEC/DTI Registration
3. All prices to be denominated in Philippine Peso and quotations shall be inclusive of applicable Value Added Tax (VAT) and shall be firm and valid for a period of at least sixty (60) days from the date of receipt of quotation and shall be binding upon the supplier within said period.
4. Any interlineations, erasures/overwriting shall be valid only if they are signed/ initiated by the proponent or his/her duly authorized representative(s).

The OCD IV-A reserves the right to accept or reject any or all bid, waive any defect of informality therein, accept the bid and award the contract to the most advantageous offer, for and in behalf of the project. Furthermore, the OCD IV-A assumes no responsibility to compensate or indemnify the bidder for any expense or loss that may be incurred in the preparation of the bid or guarantees that an award will be made.


DIR. OLIVIA M. LUCES
Regional Director

Received by:

Signature above printed name

Date and time of receipt

****Kindly fill in and send back this letter to sender to acknowledge receipt***

ANNEX "A"

Technical Specification

Lease of Venue including Meals and Accommodation

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

ITEM No.	Specification	Statement of Compliance
1	ID holder	
2	ID lace	
3	Notebook, 100 pages	
4	Ballpoint	
5	Envelope, expanding, plastic, long size, with handle	
6	Envelope, brown, legal size	
7	Ink, No. 003, Black	
8	Ink, No. 003, Cyan	
9	Ink, No. 003, Magenta	
10	Ink, No. 003, Yellow	
11	Tape, scotch, transparent, 1 inch size	
12	Tape, masking, 1 inch size	
13	Multicopy paper, A4 size, 80 gsm	
14	Multicopy paper, Legal size, 80 gsm	
15	Board paper, 220 gsm, 8 ½ x 11 size	
16	Certificate holder, short size	

I hereby commit to comply with all the above requirements.

Company Name : _____
Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____
Complete Name : _____
Date : _____

ANNEX "B"
Price Quotation Form

Date: _____

DIR OLIVIA M LUCES

Regional Director
Office of Civil Defense IV-A
#175 CPDC Bldg., Brgy Paciano Rizal
Calamba City, Laguna

Ma'am:

1. After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our financial proposal for the items identified below:

Item	Item & Description	Qty	Unit	Cost per participant	Total Price
	ID holder	100	Pcs		
	ID lace	100	Pcs		
	Notebook, 100 pages	100	Pcs		
	Ballpoint	100	Pcs		
	Envelope, expanding, plastic, long size, with handle	100	Pcs		
	Envelope, brown, legal size	100	Pcs		
	Ink, No. 003, Black	50	Bottles		
	Ink, No. 003, Cyan	75	Bottles		
	Ink, No. 003, Magenta	75	Bottles		
	Ink, No. 003, Yellow	75	Bottles		
	Tape, scotch, transparent, 1 inch size	50	Pcs		
	Tape, masking, 1 inch size	50	Pcs		
	Multicopy paper, A4 size, 80 gsm	20	Reams		
	Multicopy paper, Legal size, 80 gsm	20	Reams		
	Board paper, 220 gsm, 8 ½ x 11 size	120	Packs		
	Certificate holder, short size	120	Pcs		
Total Amount					

Total 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 (15) calendar days from receipt of Work Order (WO) /Purchase Order (PO).
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 of 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.

Very truly yours,

Name and Signature of Authorized Representative

Name of Company

Address of Company

Office Telephone No. / Mobile No.

Email address/es