

Republic of the Philippines  
Department of National Defense  
**OFFICE OF CIVIL DEFENSE**  
PEO Compound, Kumintang Ilaya, Batangas City

**REQUEST FOR QUOTATION** RFQ No. 2019-IVB-045  
(Section 53.9 of RA 9184, Small Value Procurement)

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

The **Office of Civil Defense-MIMAROPA**, through its Bids and Awards Committee 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 RA 9184**.

The OCD-MIMAROPA, hereinafter referred as "The Purchaser" now requests submission of price quotation for the hereunder project:

Name of Project	: Supply and delivery of snacks for the participants involved for the conduct of 3 <sup>rd</sup> Quarter 2019 Nationwide Simultaneous Earthquake Drill (NSED) CY 2019
Delivery Site	: Within the vicinity of Lubang, Occidental Mindoro
Delivery Schedule	: August 7-8, 2019
Approved Budget for the Contract (ABC)	: Php 60,000.00
Brief Description	: Procurement of snacks intended for use of participants involved in the conduct of 3Q 2019 NSED to be held in the Province of Occidental Mindoro
Terms of Payment	: <b>Send bill Policy</b> Within fifteen (15) working days upon submission of required documents i.e. delivery receipt, sales invoice or charge invoice or billing statement and certificate of acceptance
Evaluation Criteria	: <u>Technical Responsiveness, Full compliance to the requirements and Lowest Price Quotation</u>
Fund Source	: DRRM Funds under APB of OCD-MIMAROPA CY 2019

**Award of contract** shall be made to the Bidder with the lowest quotation for the subject goods which comply with the minimum requirements of technical specifications and other terms and conditions stated herein. **All Bids higher than the ABC shall automatically be disqualified.**

Prospective bidder shall accomplish and submit the duly signed "**Annex A (Technical Specifications) & Annex B (Schedule of Requirements); Annex C (Price Quotation Form (PQF))**", (under prescribed form), **non submission of same in prescribed format shall automatically disqualified**, not later than **10:00am, July 26, 2019** at the Procurement Office-OCD-MIMAROPA, PEO compound Kumintang Ilaya, Batangas City Submit your sealed quotation (indicate the project name) duly signed by your authorized representative through hard copy or through email address [mimaropabac2019@gmail.com](mailto:mimaropabac2019@gmail.com). For any clarifications, you may contact Ms. Minerva Alcaraz at telephone no/s (043) 723-4248 or email address at [ocd4\\_mimaropa@yahoo.com](mailto:ocd4_mimaropa@yahoo.com). Use of forms other than OCD prescribed form shall not be acceptable.

Interested supplier/service provider is required to submit the following documents:

- Platinum PHILGEPS Registration only with valid and current annexes
- While for Red Membership:

1. Valid and current Mayor's Permit/Business Permit
2. PHILGEPs Registration No.
3. Latest Income and Business Tax Return
4. Omnibus Sworn Statement

The OCD-MIMAROPA reserves the right to accept or reject any or all bids / price quotations, to annul the process, and to reject all bids at any time prior to contract of award, without thereby incurring any liability to the affected bidder/s.

**RICHARD T. CARANDANG**  
Regional Director

**ANNEX "A"**

**Technical Specifications (minimum requirements)**

**Supply and delivery of packed meals/snacks for the participants involved for the conduct of 3<sup>rd</sup> Quarter 2019 Nationwide Simultaneous Earthquake Drill (NSED) CY 2019**

Bidders must either state "**Comply**" or "**Not Comply**" or any other equivalent term in the column of "Statement of Compliance" against each of the individual parameters of each "Specifications"

Item No.	Particulars	Item Description	Statement of Compliance
I.	<b>Meal Requirements</b>	<ul style="list-style-type: none"> <li>• Packed snacks: PM snacks with one (1) round of drinks</li> <li>• Snacks should be packed in food boxes with spoon and/or fork (as needed)</li> <li>• Number of snacks to be delivered: at least 200 pax</li> </ul>	
II.	<b>Delivery Date</b>	August 7-8, 2019 <ul style="list-style-type: none"> <li>• August 7, 2019: Orientation on how to conduct an earthquake drill</li> <li>• August 8, 2019: EQ drill proper</li> </ul>	
III.	<b>Delivery Time</b>	<ul style="list-style-type: none"> <li>• August 7, 2019 @2:30PM: PM snacks for 200 persons</li> <li>• August 8, 2019 @2:30PM: PM snacks for 200 persons</li> </ul>	
IV.	<b>Delivery Site</b>	Within the vicinity of Lubang, Occidental Mindoro	
V.	<b>Terms of Payment</b>	Service provider must accept a send bill policy in the payment of 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

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

**The BIDS AND AWARDS COMMITTEE**  
OFFICE OF CIVIL DEFENSE-MIMAROPA  
PEO Compound, Kumintang Ilaya  
Batangas City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotations (RFQ), hereunder are our financial proposal for the items identified below:

Item No.	Article and Description	Quantity/ Unit Measure	Unit Price	Total Price
1.	Supply and delivery of packed meals/snacks for the participants involved for the conduct of 3rd Quarter 2019 Nationwide Simultaneous Earthquake Drill (NSED) CY 2019 within Lubang, Occidental Mindoro in conformity with the technical requirements specified in the Annex A of this RFQ	1 lot		

**Amount in Words** : \_\_\_\_\_

Note: The above quoted prices are VAT inclusive.

1. We undertake, if our Quotation or Bid is accepted, to deliver the above goods within \_\_\_\_\_ calendar days from receipt of Purchase Order (PO)/Work Order (WO)/Contract
2. We agree to abide for the Quotation/Bid for a period of sixty (60) calendar days after the dated deadline for 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 good (s) delivered.
4. The above-quoted price is inclusive of all costs and applicable taxes.

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

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

Telephone & Mobile No.: \_\_\_\_\_

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

**AUTHORIZED REPRESENTATIVE**

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

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