

Republic of the Philippines
 Department of National Defense
OFFICE OF CIVIL DEFENSE
 PEO Compound, Kumintang Ilaya, Batangas City
REQUEST FOR QUOTATION No, QRF-2020-IVB-014
(Section 53.9 of RA 9184, Small Value Procurement)

Company Name: _____
Address: _____
PHILGEPS Registration No.: _____

The **Office of Civil Defense-MIMAROPA**, through its Regional 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	: Lot 1: Provision of packed meals for OCD MIMAROPA personnel during alert activation of Regional Operations Center re Monitoring and Coordination of COVID-19 Response Operations Lot 2: Provision of packed meals for OCD MIMAROPA personnel during alert activation of Regional Operations Center re Pre-Disaster Risk Assessment meetings within August to December 2020
Brief Description	: Lot 1: Supply and Delivery of packed meals for OCD MIMAROPA during the activation of Regional Operations Center re Monitoring and Coordination of COVID-19 Response Operations Lot 2: Supply and delivery of packed meals for OCD MIMAROPA personnel during alert activation of Regional Operations Center re Pre-Disaster Risk Assessment meetings within August to December 2020
Delivery Site	: OCD MIMAROPA Operations Center, PEO Compound, K. Ilaya, Batangas City
Delivery Schedule	: Lot 1: Schedule 1: August 16-31, 2020 Schedule 2: September 01-30, 2020 Schedule 3: October 01-14, 2020 Lot 2: Schedule 1: Within August to December 2020
Approved Budget for the Contract (ABC)	: Lot 1: Php 396,000.00 Lot 2: Php 157,500.00 TOTAL: Php 553,500.00
Terms of Payment	: Send bill Policy <ul style="list-style-type: none"> • Payment shall be made through Landbank’s Bank Transfer Facility, within fifteen (15) working days after submission of billing statement and User Acceptance of the Product. Bank Transfer Fee shall be charged against the creditor’s account. Payment details: Bank institution: _____ Account Number: _____ Account Name: _____ Branch: _____
Evaluation Criteria	: <u>Technical Responsiveness, Full compliance to the requirements and Lowest Quotation</u>
Fund Source	: QRF Funds

Award of contract shall be made to the Bidder with the lowest quotation on **per lot basis** 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, Price Quotation Form (PQF)**”, (under prescribed form) **non submission of same prescribed format shall automatically disqualify**, not later than **1:00 p.m., 07 August 2020** at Procurement Office, OCD-MIMAROPA, PEO compound Kumintang Ilaya, Batangas City. Submit your quotation (indicate the project name) duly signed by your authorized representative via hardcopy or through e-mail address mimaropabac2019@gmail.com.

For any clarifications, you may contact Ms. NONALIE NIEVES R. VIADO at telephone no/s 0915-456-0307/ (043) 723-4248, (043) 702 -9361- 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 (BIR RR No. 3-2005)

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.



MARC REMBRANDT P. VICTORE
Chairman, Committee on Awards and Canvass

ANNEX "A"

Technical Specifications (minimum requirements)

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.	Item Description	Statement of Compliance
Lot 1	<p>Provision of packed meals for OCD MIMAROPA personnel during alert activation of Regional Operations Center re Monitoring and Coordination of COVID-19 Response Operations</p> <p>Technical Specifications (minimum requirements):</p> <p>A. Delivery period: 60 days Schedule 1: August 16-31, 2020 Schedule 2: September 01-30, 2020 Schedule 3: October 01-14, 2020</p> <p>B. Delivery schedule:</p> <ul style="list-style-type: none"> • Breakfast: on or before 7:00 AM • Lunch: on or before 11:30 AM • Dinner: on or before 6:00 PM <p>C. Delivery site: OCD MIMAROPA office, PEO compound, Brgy. Kumintang Ilaya, Batangas City</p> <p>D. Food Requirement:</p> <p>1) Php 100 per meal per person</p> <p>2) Packed <u>Breakfast</u>: good for twenty-two (22) persons</p> <ul style="list-style-type: none"> - plain/fried rice - egg - meat / fish / vegetables - with one round of drinks (coffee/ hot Choco, tea) <p>3) Packed <u>Lunch</u> and <u>Dinner</u>: good for twenty-two (22) persons</p> <ul style="list-style-type: none"> - meat or fish with vegetables - rice - with one (1) round of drinks per each meal - dessert <p>4) Meals should be packed in Styrofoam/food boxes with plastic spoon and fork</p> <p>E. Terms and Condition:</p> <p>Payment should be made every end of the month/Schedule 1, Schedule 2 and Schedule 3 upon delivery of services in compliance to existing government auditing and accounting procedures.</p>	
Lot 2	<p>Provision of packed meals for OCD MIMAROPA personnel during alert activation of Regional Operations Center re Pre-Disaster Risk Assessment meetings within August to December 2020</p> <p>Technical Specifications (minimum requirements):</p> <p>A. Delivery period: <i>Upon notification of OCD MIMAROPA Focal person within August to December 2020</i></p> <p>B. Delivery schedule:</p> <ul style="list-style-type: none"> • Breakfast: on or before 7:00 AM • Lunch: on or before 11:30 AM • Dinner: on or before 6:00 PM <p>C. Delivery place: OCD MIMAROPA office, PEO compound, Brgy. Kumintang Ilaya, Batangas City</p> <p>D. Food Requirement:</p> <p>1. Php 100 per meal per person</p> <ul style="list-style-type: none"> - Packed <u>Breakfast</u>: minimum of thirty (30) persons - plain/fried rice, egg, meat / fish / vegetables - with one round of drinks (coffee/ hot Choco, tea) <p>2. Packed <u>Lunch</u> and <u>Dinner</u>: minimum of thirty (30) persons</p> <ul style="list-style-type: none"> - meat or fish with vegetables, rice - with one (1) round of drinks per each meal - dessert 	

	<p>3. Meals should be packed in Styrofoam/food boxes with plastic spoon and fork</p> <p>E. Terms and Condition: <i>Payment is within the contract amount upon delivery of services in compliance to existing government auditing and accounting procedures.</i></p>	
	<p><u>Send Bill Policy:</u> 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</p>	

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 COMMITTEE ON CANVASS AND AWARDS
 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	Total Approved Budget for the Contract	Offered Price	
				Unit Price	Total Price
Lot 1:	Provision of packed meals for OCD MIMAROPA personnel during alert activation of Regional Operations Center re Monitoring and Coordination of COVID-19 Response Operations <u>Note: Please fill in your offered rate (Php) in Unit price</u> A. Delivery period: 60 days Schedule 1: August 16-31, 2020 Schedule 2: September 01-30, 2020 Schedule 3: October 01-14, 2020 B. Delivery schedule: <ul style="list-style-type: none"> • Breakfast: on or before 7:00 AM • Lunch: on or before 11:30 AM • Dinner: on or before 6:00 PM C. Delivery site: OCD MIMAROPA office, PEO compound, Brgy. Kumintang Ilaya, Batangas City D. Food Requirement: 1.Php 100 per meal per person 2.Packed Breakfast: good for 22 pax 3.Packed Lunch & Dinner: good for 22 pax E. Terms and Condition: Payment should be made every end of the month / upon delivery of services in Schedule 1, Schedule 2 and Schedule 3 in compliance to the existing government auditing and accounting procedures	1 Lot	396,000.00		
Lot 2:	Provision of packed meals for OCD MIMAROPA personnel during alert activation of Regional Operations Center re Pre-Disaster Risk Assessment meetings within August to December 2020 Technical Specifications (minimum requirements): A. Delivery period: Upon notification of OCD MIMAROPA Focal person within August to December 2020 B. Delivery schedule: <ul style="list-style-type: none"> • Breakfast: on or before 7:00 AM • Lunch: on or before 11:30 AM • Dinner: on or before 6:00 PM 	1 Lot	157, 500.00		

<p>C. Delivery place: OCD MIMAROPA office, PEO compound, Brgy. Kumintang Ilaya, Batangas City</p> <p>D. Food Requirement:</p> <ol style="list-style-type: none"> 1. Php 100 per meal per person 2. Packed Breakfast: minimum of 30 persons 3. Packed Lunch and Dinner: minimum of 30 persons <p>F. Terms and Condition: <i>Payment is within the contract amount upon delivery of services in compliance to existing government auditing and accounting procedures.</i></p>				
<p>Send Bill Policy: 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</p>				
GRAND TOTAL				

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
4. 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.
5. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good (s) delivered.
6. The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : _____

Address : _____

Telephone & Mobile No.: _____

Email Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Date : _____