

Republic of the Philippines  
 Department of National Defense  
**OFFICE OF CIVIL DEFENSE**  
 Camp General Emilio Aguinaldo, Quezon City

**REQUEST FOR QUOTATION (RFQ) No. OCDRO NCR-0120-003**

Company Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 PhilGEPS Registration Number : \_\_\_\_\_

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>	: <b>Provision of Meals / Catering Services for the conduct of :</b> a) 1-Day DRRM Training for CSOs (Batch 1) b) 1-Day Incident Command System Executive Course (Batch 1) c) 1-Day DRRM Training for CSOs (Batch 2) d) 1-Day Incident Command System Executive Course (Batch 2)
<b>Delivery Date:</b>	: 13 Feb 2020; 5 Mar 2020; 10 Mar 2020; and 12 Mar 2020
<b>Terms of Payment</b>	: <u>Send Bill Policy</u>
<b>ABC (Approved Budget for the Contract)</b>	: PhP 135,000.00
<b>Fund Source</b>	: OCDRO NCR APB CY 2019

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 until **12:00 Noon on 05 February 2020**, at the OCD BAC Secretariat Office, 2<sup>nd</sup> Floor, OCD Annex Building, Camp General Emilio Aguinaldo, Quezon City. Submit your **quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **BAC Secretariat Office** at telephone no. **(02) 912-2964** or email address at **bacsec.oed@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 Official Receipt of Renewal Application with the Expired Business Permit)
2. PhilGEPS Registration Number
3. Latest Income/ Business Tax Return (For ABC Above PHP500,000.00)
4. Omnibus Sworn Statement (For ABC Above PHP50,000.00)

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.

  
 \_\_\_\_\_  
**ASEC KRISTOFFER JAMES E. PURISIMA**  
 Chairperson  
 OCD Bids and Awards Committee

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

- Provision of Meals / Catering Services for the conduct of :
- a) 1-Day DRRM Training for CSOs (Batch 1)
  - b) 1-Day Incident Command System Executive Course (Batch 1)
  - c) 1-Day DRRM Training for CSOs (Batch 2)
  - d) 1-Day Incident Command System Executive Course (Batch 2)

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.	<p><b>Provision of Meals/Catering Services</b>  <b>Name of Event:</b>            a) 1-Day DRRM Training for CSOs (Batch 1)            b) 1-Day Incident Command System Executive Course (Batch 1)            c) 1-Day DRRM Training for CSOs (Batch 2)            d) 1-Day Incident Command System Executive Course (Batch 2)  <b>Location:</b> Within Quezon City  <b>Dates of Event:</b>            a) 1-Day DRRM Training for CSOs (Batch 1) on 13 Feb 2020            b) 1-Day Incident Command System Executive Course (Batch 1) 05 Mar 2020            c) 1-Day DRRM Training for CSOs (Batch 2) 10 Mar 2020            d) 1-Day Incident Command System Executive Course (Batch 2) 12 Mar 2020  <b>Delivery Date/s and Time/s:</b>  <b>Delivery Site/s:</b> Venue within Quezon City</p>													
	<p>a) 1-Day DRRM Training for CSOs (Batch 1) on 13 Feb 2020</p>													
	<table border="1"> <thead> <tr> <th>No. of Pax</th> <th>Meal/ Snack</th> <th>Serving Arrangement</th> <th>Inclusive Date</th> <th>Menu</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>38</td> <td>AM Snacks</td> <td>Plated</td> <td>13 Feb 2020</td> <td>TBD accdg to Menu</td> <td>Including Coffee or juice</td> </tr> </tbody> </table>		No. of Pax	Meal/ Snack	Serving Arrangement	Inclusive Date	Menu	Remarks	38	AM Snacks	Plated	13 Feb 2020	TBD accdg to Menu	Including Coffee or juice
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**c) 1-Day DRRM Training for CSOs (Batch 2)**

No. of Pax	Meal/ Snack	Serving Arrangement	Inclusive Date	Menu	Remarks
38	AM Snacks	Plated	10 Mar 2020	TBD accdg to Menu	Including Coffee or juice
38	Lunch	Managed Buffet	10 Mar 2020	2 viands (Beef, chicken), Rice, Vegetables, Soup, Dessert,	Including Bottled water (350ml)
38	PM Snacks	Plated	10 Mar 2020	TBD accdg to Menu	Including Coffee or juice

**d) 1-Day Incident Command System Executive Course (Batch 2)**

No. of Pax	Meal/ Snack	Serving Arrangement	Inclusive Date	Menu	Remarks
37	AM Snacks	Plated	12 Mar 2020	TBD accdg to Menu	Including Coffee or juice
37	Lunch	Managed Buffet	12 Mar 2020	2 viands (Beef, chicken), Rice, Vegetables, Soup, Dessert,	Including Bottled water (350ml)
37	PM Snacks	Plated	12 Mar 2020	TBD accdg to Menu	Including Coffee or juice

**Other requirements:**

- Use of clean, biodegradable, environment friendly and/ or reusable containers for packed meals and snack.
- Free-flow of hot beverage with choice of coffee and tea
- With enough number of waiters/ servers
- Inclusive of buffet table set-up, table arrangement including chairs and skirtings as required by the end-user
- Flexible with dietary requirements

**Mode of Payment: Send bill policy arrangement**

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  
Camp Gen. Emilio Aguinaldo, Quezon City

Sir/Madam:

- 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	Item and Quantity	Total Price
<b>Pro Provision of Meals / Catering Services for the conduct of :</b> a) 1-Day DRRM Training for CSOs (Batch 1) b) 1-Day Incident Command System Executive Course (Batch 1) c) 1-Day DRRM Training for CSOs (Batch 2) d) 1-Day Incident Command System Executive Course (Batch 2)	Event (a)	PHP
	Event (b)	PHP
	Event (c)	PHP
	Event (d)	PHP
<b>TOTAL PRICE</b>		PHP

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

Note: The above quoted prices are VAT Inclusive.

- 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.
- We understand that payment for items will be made to the winning supplier after the inspection and acceptance of service(s) delivered.
- 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 : \_\_\_\_\_


