

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

REQUEST FOR QUOTATION (RFQ) No. OCDA-GSD-0820-002

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 53.2 Emergency Cases of 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 70% Rubbing Alcohol, Battery Dry Cell for COVID19 Facilities
Delivery Date	: Five (5) Working Days upon receipt of the Purchase Order (P.O) and Notice to Proceed (NTP)
Delivery Site	: OCD Warehouse, Camp General Emilio Aguinaldo, Quezon City
Terms of Payment	: <u>Send Bill Policy</u>
ABC (Approved Budget for the Contract)	: PhP5,250,713.40
Fund Source	: OCD QRF CY 2020

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 herei. **All bids higher than ABC shall automatically be disqualified**

Prospective offeror 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 **1:00PM on September 01 2020**, thru at G/F General Services Division, Office of Civil Defense, 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 General Services Division Office at telephone no. **(02) 8366-6600** or email address at **asd.central2015@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 either upon submission of offer, during evaluation of offer, before issuance of Notice of Award or prior to payment:

1. Valid/Current Mayor's Permit/Business Permit (or Official Receipt of Renewal Application with Expired Business Permit)
2. PhilGEPS Registration Number
3. Latest Income and Business Tax Return (For ABC Above PHP 500,000.00)
4. Notarized Omnibus Sworn Statement

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.


CHRISTOPHER B GACUTAN
Chief, General Services Division

ANNEX "A"
Technical Specifications

Supply and Delivery of 70% Rubbing Alcohol, Battery Dry Cell for COVID19 Facilities

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.	70% Ethyl Alcohol (1 gallon)	
II.	70% Isopropyl Alcohol (1 gallon)	
III.	Battery, Dry Cell C (2pcs / pack)	
IV.	Terms and Conditions: <ul style="list-style-type: none"> • Delivery Date: Five (5) Working Days upon receipt of the Purchase Order (P.O) and Notice to Proceed (NTP) • Delivery Site: OCD Warehouse, Camp General Emilio Aguinaldo, QC 	
V.	Payment: <ul style="list-style-type: none"> • Send Bill Arrangement • Prices inclusive of taxes, delivery cost and other charges/fees 	

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

OFFICE OF CIVIL DEFENSE
Camp Gen. Emilio Aguinaldo, Quezon City

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	Cost per Unit	Total Price
Supply and Delivery of 70% Rubbing Alcohol, Battery Dry Cell for COVID19 Facilities <ul style="list-style-type: none"> • Delivery Date: Five (5) Working Days upon receipt of the Purchase Order (P.O) and Notice to Proceed (NTP) • Delivery Site: OCD Warehouse, Camp General Emilio Aguinaldo, QC 			
70% Ethyl Alcohol (1 gallon)		PHP	PHP
70% Isopropyl Alcohol (1 gallon)		PHP	PHP
Battery, Dry Cell C (2pcs / pack)		PHP	PHP
TOTAL			PHP

AMOUNT IN WORDS: _____

Note: The above quoted prices are VAT Inclusive.

2. 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.
3. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of service(s) delivered.
4. 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 : _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture or authorized representative of sole proprietor: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*.

If a partnership, corporation, cooperative, joint venture or authorized representative of sole proprietor: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., notarized Special Power of Attorney, notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. *[Name of Bidder]* commits to submit all the mandatory documentary requirements in Item 4.1 of the Guidelines for the Procurement Activities under RA No. 11469 or the Bayanihan to Heal As One Act at anytime before award of contract or after award but not prior to payment of contract but before payment;
5. *[Name of Bidder]* confirms that the posting of a performance security has been dispensed with due to the urgent need for the procurement covered by Republic Act (RA) No. 11469 or the *Bayanihan To Heal As One Act*. In lieu thereof *[Name of Bidder]* hereby commits to perform and deliver all of the obligations and undertakings, including the warranty provisions under the contract covering the procurement at hand. *[Name of Bidder]* further agrees and accepts that failure to perform or delivery any of such obligations and undertakings shall result in Blacklisting of *[Name of Bidder]* for two (2) years in all government procurement activities following the procedure under the Guidelines for the Procurement Activities under RA 11469 or the *Bayanihan To Heal As One Act*. Moreover, in case advance payment was made or given, failure to perform or deliver any of said obligations and undertakings shall be sufficient grounds to constitute criminal liability for Swindling (*Estafa*) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code;

6. *[Name of Bidder]* warrants for a period stipulated in the contract covering the procurement at hand that the Goods or Infrastructure projects to be delivered shall be free from defects and conform with quality standards and technical specifications of the said contract;
7. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
8. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
9. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

10. *[Name of Bidder]* complies with existing labor laws and standards;
11. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Procurement/Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*; and
12. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 2020 at _____, Philippines.

[Bidder's Representative/Authorized Signatory]