

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

REQUEST FOR QUOTATION
(Section 53.9 of RA 9184, Small Value Procurement)

No. 2019-IVB-004

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 packed meals/snacks for the participants involved for the conduct of 1 st Quarter 2019 Nationwide Simultaneous Earthquake Drill (NSED) CY 2019
Delivery Site	: Within the vicinity of Boac, Marinduque Province
Delivery Schedule	: March 28-29, 2019
Approved Budget for the Contract (ABC)	: Php 60,000.00
Brief Description	: Procurement of packed meals/snacks intended for use of participants involved in the conduct of 2019 NSED to be held in the Province of Marinduque
Terms of Payment	: 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
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, March 13, 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. For any clarifications, you may contact Ms. Minerva Alcaraz at telephone no/s (043) 723-4248 or email address at 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

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)

Procurement of Packed Meals/Snacks

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"

Supply and delivery of packed meals/snacks for the participants involved for the conduct of 1st Quarter 2019 Nationwide Simultaneous Earthquake Drill			
Item No.	Particulars	Item Description	Statement of Compliance
I.	Meal Requirements	<ul style="list-style-type: none"> • Packed snacks: PM snacks with one (1) round of drinks • Snacks/meals should be packed in styrofoam/food boxes with spoon and fork • Number of meals/snacks to be delivered: at least 200 pax 	
II.	Delivery Date	March 28-29, 2019 <ul style="list-style-type: none"> • March 28, 2019: Orientation on how to conduct an earthquake drill • March 29, 2019: EQ drill proper 	
III.	Delivery Time	<ul style="list-style-type: none"> • March 28, 2019 @3:00PM: PM snacks for 200 persons • March 29, 2019 @3:00PM: PM snacks for 200 persons 	
IV.	Delivery Site	Within the vicinity of Boac, Marinduque	
V.	Terms of Payment	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 1st Quarter 2019 Nationwide Simultaneous Earthquake Drill (NSED) CY 2019 within Boac, Marinduque Province 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 : _____

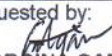
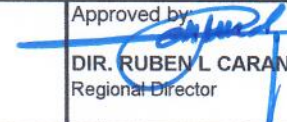
Date : _____

PURCHASE REQUEST
Office of Civil Defense
PEO Compound Kumintang Ilaya, Batangas

Department: DRRM OCD MIMAROPA	PR No.:	Date:
Office/Unit/Section	SAI No.:	Date:
	ALOBS No.:	Date:

Item No.	Quantity	Unit Of Issue	Item Description	Stock No.	Estimated Cost	Estimated Cost
	1	lot	Provision of accomodation and packed meals (Lunch with AM/PM snacks) for the participants, evaluators and observers involved for the conduct of 1st Quarter Nationwide Simultaneous Earthquake Drill to be held on March 28, 2019		98,000.00	98,000.00
			Technical Specification:			
			1. Place of delivery - within the vicinity of Boac, Marinduque prior notice shall be given to the Service Provider on exact location of delivery site 2-days before the date of delivery			
			2. Date of delivery:			
			March 28, 2019 - Orientation/Seminar			
			March 29, 2019 - EQ Drill Proper			
			3. Time of Delivery:			
			- AM Snack: 10:00 AM			
			- Lunch: 11:30 AM			
			- PM Snack: 2:30 PM			
			4. Quantity			
			March 28, 2019 - Orientation/Seminar			
			- PM Snacks : 200 Person			
			March 29, 2019 - EQ Drill Proper			
			- AM Snack: 200 person			
			- Lunch: 20 person (Evaluators/Observers)			
			5. Food Requirements:			
			a. AM Snack and PM Snack with one (1) bottled drinks per person			
			b. Lunch: One (1) rice, meat or fish, vegetables, dessert and drinks for at least 20 persons			
			5. Room Accommodation:			
			- Room type: Twin/Triple sharing with separate beds			
			- Check-in - March 28, 2019			
			- Check-out - March 29, 2019			
			No. of rooms: at least 2 rooms (5 persons)			
			- with Wifi connectivity			
			- with airconditioning unit and television set			
			Terms of Payment:			
			- Send bill arrangement			
			- within fifteen (15) working days upon submission of required documents			
			Total			98,000.00

Purpose: For the conduct of 1st Quarter Nationwide Simultaneous Earthquake Drill, chargeable against the APB CY 2019 of OCD MIMAROPA under the DRRM Program

Signature : Printed Name : Designation : Date :	Requested by:  GEORGINA GARCIA-OPINION OIC, Capacity Building and Training Section	Approved by:  DIR. RUBEN L. CARANDANG Regional Director
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