

Republic of the Philippines
 Department of National Defense
OFFICE OF CIVIL DEFENSE
 Camp General Martin Delgado, Fort San Pedro, Iloilo City

REQUEST FOR QUOTATION (RFQ) No. OCDRO VI-0219-003-A

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

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:

Name of Project	:	Provision of polo shirt made from combed cotton fabric with prescribed design (following the attached design) for OCD Personnel, Guest, Responders, Evaluators and Participants re 1st Quarter Nationwide Simultaneous Earthquake Drill 2019 to be held at Iloilo City on February 21, 2019
Delivery Site	:	Office of Civil Defense, Camp Martin T. Delgado, Fort San Pedro, Iloilo City
Delivery Date	:	February 18, 2019
ABC (Approved Budget for the Contract)	:	PHP112,500.00
Terms of Payment	:	<u>Must accept send bill policy</u>
Fund Source	:	DRRM Fund (CBTS)

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 not later than **12:00 P.M. on February 8, 2019**, at the OCD RCC Office, Camp General Martin Delgado, Fort San Pedro, Iloilo City. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **Regional Canvass Committee Office** at telephone nos. **(033) 337-6671** or email address at **ocd6hrs@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 application for renewal with corresponding receipt)
2. PhilGEPS Registration Number
3. Latest Income and Business Tax Return
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.



DIR. SUSANA G. JUANGCO
 Chairperson
 OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications

Provision of vehicles for OCD personnel, guests, responders, evaluators and participants re 1st Quarter Nationwide Simultaneous Earthquake Drill 2019 to be held in Iloilo City on February 21, 2019.

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 for Accommodation and Meals	Statement of Compliance
I.	Provision of polo shirt made from combed cotton fabric with prescribed design (following the attached design) for OCD personnel, Guest, Responders, Evaluators, and Participants re 1 st Quarter Nationwide Simultaneous Earthquake Drill 2019 to be held at Iloilo City on February 21, 2019 Specifications: <ul style="list-style-type: none"> • Quantity: 300 pcs. • Color: Navy blue polo shirt with striped orange, white and navy blue on the sleeve cuff • Inner Placket: Striped orange, white and navy blue • Embroidery: NSED logo at the upper left side (breast part) in white and blue color; #BidaAngHanda at the right sleeve in white color; and 2019 FIRST QUARTER NATIONWIDE SIMULTANEOUS EARTHQUAKE DRILL at the back in orange and white color (Please see attached design for reference)* • Sizes: Men size <ul style="list-style-type: none"> ○ 80 pcs. - Small ○ 60 pcs. - Medium ○ 90 pcs. - Large ○ 50 pcs. - Extra Large ○ 20 pcs. - 2XL • Delivery date: February 18, 2019 • Sample printed shirt should be given 5 days after the Notice to Proceed and must be approved by the end-user before mass production. 	
II.	Other Requirements: <ol style="list-style-type: none"> 1. Goods must be delivered in good condition and according to the required specifications on or before February 18, 2019 in Office of Civil Defense, Camp Martin T. Delgado, Fort San Pedro, Iloilo City. 2. The company should have been in the business for a minimum of two (2) years. 	
III.	Terms: <ol style="list-style-type: none"> 1. File supplied. 2. Submission of one sample for checking. 3. Submission of final proof on actual material. 	
IV.	MUST ACCEPT SEND BILL POLICY.	

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	Quantity	Cost per Unit	Total Price
Provision of polo shirt made from combed cotton fabric with prescribed design (following the attached design) OCD personnel, Guest Responders, Evaluators, and Participants re 1 st Quarter Nationwide Simultaneous Earthquake Drill 2019 to be held at Iloilo City on February 21, 2019.	300	PHP	PHP
TOTAL PRICE		PHP	PHP

AMOUNT IN WORDS: _____

Note: The above quoted prices are VAT Inclusive.

- We undertake, if our Quotation or bid is accepted, to deliver the above goods within seven (7) calendar days from receipt of Contract.
- 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 good(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 : _____

