



Republic of the Philippines
 Department of National Defense
OFFICE OF CIVIL DEFENSE
 Regional Center No. XII
 Camp Fermin G Lira, Jr., General Santos City
 Tel/Fax (083) 553-2994/301-2994

Date: April 15, 2019
 PR Ref No: OCDROXII-03-2019-0002
 Quotation No.: 0002

REQUEST FOR QUOTATION (SEALED)
(Negotiated Mode of Procurement Under 53.9
(Small Value Procurement) under R.A 9184

Company Name : _____
 Address : _____
 Tel. No./ Fax No. : _____
 Business Permit No. : _____
 TIN : _____
 PhilGEPS Registration No. : _____

Gentlemen:


For Negotiated Mode of Procurement 53.9 (Small Value Procurement) under R.A 9184, please quote your lowest price on the line item listed below, subject to the General Conditions as required. Submit your **sealed quotation** duly signed by your authorized representative not later than , **April 22, 2019 5:00 pm.** to Office of Civil Defense XII, Camp Fermin G. Lira Jr., General Santos City or email at ocd12gensan@yahoo.com.

Name of Projects	: Provision of Catering services for Participants, Instructors, Guests, Secretariat involved in the conduct of the following events: Event 1: Community-Based Resilience Caravan (Batch 1); Event 2: Community-Based Resilience Caravan (Batch 2);
Location	: Within Koronadal City
Date of Events	: Event 1: April 30, 2019 Event 2: May 1, 2019
Number of Participants per Event	: Event 1: 100 pax Event 2: 100 pax
Brief Description	: Provision of Catering services for Participants, Instructors, Guests, Secretariat
Terms of Payment	: <u>Must accept send bill policy</u> 15 working days of processing
ABC (Approved Budget for the Contract)	: Event 1: 40,000.00 Event 2: <u>40,000.00</u> <u>P 80,000.00</u>
Fund Source	: OCDRC XII APB CY 2019

General Conditions:

1. **All bids higher than ABC shall automatically be disqualified.**
2. **Proponent must submit, together with its quotation "Annex A & B" (under prescribed form) non-submission shall automatically be disqualified.**
3. All quotation must attached photocopies of SEC/DTI Business Name Registration, and Valid Business Permit, PhilGEPS Certificate of Registration, Electronically Filed Income or Electronically Filed Income or Business Tax Returns.
4. All prices to be denominated in Philippine peso and quotations shall be inclusive of applicable Value Added Tax (VAT) and shall be firm and valid for a period of at least sixty (60 days) from the date of receipt of quotation & shall be binding upon the supplier within the period.
5. All entries should be accomplished in the technical specifications "Annex A" with the word "Comply" or its equivalent. Any interlineations, erasures/overwriting shall be valid only if they are signed/ initialed by the contractor or his/her duly authorized representative/s.

The sealed quotation shall be opened on **23 April 2019** or during the next Regional Canvass Unit Meeting at Office of Civil Defense XII, Camp Fermin G. Lira Jr., General Santos City. For any clarifications, you may contact **Ms. Mary Ann G. Singuit or Ms. Melyn Faith Provide** at telephone nos. **(083) 553-2944/301-2994** or email address at **ocd12gensan@yahoo.com**.



MINDA C. MORANTE
Regional Director

ANNEX "A"
Technical Specifications
Small Value Procurement

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.	Specification	Statement of Compliance
I.	Date of Event: Event 1: April 30, 2019 Event 2: May 1, 2019	
II.	Location and Site Condition: Within Koronadal City*	
III.	Catering Services = must provide food for the target pax in every events. *Food is strictly Non-Pork. *On time delivery of food.	
IV.	Client's Satisfactory Rating – very satisfactory	

I hereby commit to comply with all the above requirements.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date:

ANNEX "B"

Price Proposal Submission Sheet

Date: _____

MINDA C. MORANTE

Regional Director
Office of Civil Defense XII
Camp Fermin G. Lira Jr., General Santos City

Madam:

After having carefully read and accepted the terms and conditions in your Bidding Documents, hereunder is our bid for the "Provision of Catering services for Participants, Instructors, Guests, Secretariat involved in the conduct of the following events:

Event 1: Community-Based Resilience Caravan (Batch 1) on April 30, 2019;

Event 2: Community-Based Resilience Caravan (Batch 2) on May 1, 2019;

with the following details:

Item	Quantity	Unit	Cost per Pax	Total Price
Provision of Catering services for Participants, Instructors, Guests, Secretariat involved in the conduct of the following events: Event 1: Community-Based Resilience Caravan (Batch 1) on April 30, 2019 with 100 pax ; Event 2: Community-Based Resilience Caravan (Batch 2) on May 1, 2019 with 100 pax ; - Location: Within Koronadal City	1	LOT		

TOTAL BID PRICE.....Php_____

(Amount in Words)

Note: The above quoted prices are VAT Inclusive

Very truly yours,

Name of Company/Bidder

**Complete Name & Signature
of Authorized Representative**