

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

**REQUEST FOR QUOTATION (RFQ) No. OS-1119-006-A**

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:

Name of Project	: Provision of Meals and Catering Services for the Post Evaluation Meeting for the Finalization of Final Reports 2019
Delivery Date	: 16-20 December 2019
Delivery Site	: NDRRM Operation Center Press Briefing Room, Office of Civil Defense, Camp General Emilio Aguinaldo, Quezon City
Terms of Payment	: <u>Send Bill Policy</u>
ABC (Approved Budget for the Contract)	: PhP27,500.00
Fund Source	: OS 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 quotation is until **09:00 AM on 07 November 2019**, 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.ocd@gmail.com**. **Use of forms other than the attached OCD prescribed format is not acceptable.**

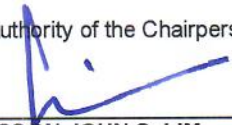
Interested supplier/service provider is required to submit the following documents:

1. Valid/Current Mayor's Permit/Business Permit
2. PhilGEPS Registration Number
3. Latest Income and 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.

By the Authority of the Chairperson:

  
\_\_\_\_\_  
**DIR. TECSON JOHN S. LIM**  
Vice Chairperson  
OCD Bids and Awards Committee

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

**Provision of Meals and Catering Services for the Post Evaluation Meeting for the Finalization of Final Reports 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	Statement of Compliance																		
I.	<p><b>Provision of Meals / Catering Services</b>  <b>Name of Event:</b> Post Evaluation Meeting for the finalization of Final Reports 2019  <b>Location:</b> NDRRM Operation Center Press Briefing Room, Camp General Emilio Aguinaldo, Quezon City  <b>Date of Event:</b> 16-20 November 2019  <b>Delivery Date and Time:</b> 16-20 November 2019  <b>Delivery Site:</b> NDRRM Operation Center Press Briefing Room, Camp General Emilio Aguinaldo, Quezon City</p> <table border="1" data-bbox="280 779 1211 1070"> <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>22</td> <td>Lunch</td> <td>Packed Meals</td> <td>16-20-Dec-19</td> <td>2 Viands (Meat or Seafood and Vegetables) with Rice, drinks and desserts</td> <td>Can be alternatively serve per day</td> </tr> <tr> <td>22</td> <td>Snacks</td> <td>Packed Snacks</td> <td>16-20-Dec-19</td> <td>Sandwich or Pasta with drinks</td> <td>Can be alternatively serve per day</td> </tr> </tbody> </table> <p><b>Other Requirements:</b> (as applicable)            Use clean, biodegradable, environment friendly and/ or reusable containers for packed meals and snack.            Flexible with dietary requirements</p> <p><b>Payment:</b>            Must Accept send bill policy as payment for services</p>	No. of Pax	Meal/ Snack	Serving Arrangement	Inclusive Date	Menu	Remarks	22	Lunch	Packed Meals	16-20-Dec-19	2 Viands (Meat or Seafood and Vegetables) with Rice, drinks and desserts	Can be alternatively serve per day	22	Snacks	Packed Snacks	16-20-Dec-19	Sandwich or Pasta with drinks	Can be alternatively serve per day	
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I hereby certify to comply and deliver all the above requirements.

Company Name : \_\_\_\_\_  
 Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

Signature : \_\_\_\_\_  
 Complete Name : \_\_\_\_\_  
 Date : \_\_\_\_\_

  
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**ANNEX "B"**  
**Price Quotation Form**

**The Bids and Awards Committee**  
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	Item	Total Price
Provision of Meals and Catering Services for the Post Evaluation Meeting for the Finalization of Final Reports 2019	1 Lot	
<b>TOTAL PRICE</b>		Pp.

**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 : \_\_\_\_\_

