

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE-REGION XI

*2nd Floor, LDL Bldg, fronting Davao International Airport
Buhangin Airport Road, Davao City Philippines
Telefax Nos. (082) 297-7915; (082) 297-7479*

Date: 9-6-19
PR Ref No: 2019-09-189
Quotation No: 18

REQUEST FOR QUOTATION (RFQ)
(Negotiated Mode of Procurement Under 53.9)

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

The Office of Civil Defense (OCD), through the 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	: Supply and Installation of Glass Façade of OCD XI Admin Office and Operations Center
Location	: Door 210 2/F LDL Bldg.(fronting Davao Int'l Airport) Communal, Davao City
Terms of Payment	: Must accept send bill policy agreement
ABC (Approved Budget for the Contract)	: Php 85,000.00
Fund Source	: OCDRO-XI APB Fund 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 bidder 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 not later than **11 September 2019**, at the 2nd Floor, LDL Bldg, fronting Davao International Airport Buhangin Airport Road, Davao City Philippines. Submit your **sealed quotation (indicate the project name) duly signed by your authorized representative.** For any clarifications, you may contact our Office at telephone number **(082) 297-7915/ (082) 297-7479** or email address at **ocdrc11@yahoo.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:

- a. Valid and current Mayor's Permit/Business Permit
- b. PhilGEPS Certification
- c. SEC Certification
- d. Latest Tax Clearance
- e. Latest Income and Business Tax Return

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 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

ANNEX "A"
Technical Specifications

**Supply and Installation of Glass Façade for OCD XI Admin Office
and Operations Center**

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 align="center">Supply and Installation of Glass Façade for OCD XI Admin Office and Operations Center</p> <p>Technical Specifications</p> <ul style="list-style-type: none"> ➤ Single Pocket Sliding Door with 4 panel fixed & 1 panel fixed with space for aircon opening with powder coated tubular with dark gray glass ➤ Height- 2.40m Width- 6.0m 	
	<p>Location and Site Condition: Door 210 2/F LDL Bldg (fronting Davao International Airport) Communal, Davao City</p>	
III.	<p>Payment Must accept SEND BILL Arrangement as payment of service.</p>	

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

Date: _____

OFFICE OF CIVIL DEFENSE XI DOOR 210,
2ND FLOOR, LDL BUILDING, CPG HIGHWAY,
BRGY. COMMUNAL, BUHANGIN DISTRICT, DAVAO 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	Unit	Cost per Pax	Total Price
<p>Supply and Installation of Glass Façade for OCD XI Admin Office and Operations Center</p> <p>Technical Specifications</p> <ul style="list-style-type: none"> ➤ Single Pocket Sliding Door with 4 panel fixed & 1 panel fixed with space for aircon opening with powder coated tubular with dark gray glass ➤ Height- 2.40m Width- 6.0m <p>Location and Site Condition: Door 210 2/F LDL Bldg (fronting Davao International Airport) Communal, Davao City</p>	2	Unit		

Total bid Price: Php _____
(Amount in Words) _____

Note: The Above Quoted Prices are Vat Inclusive

1. We agree to abide by the Quotation/Bid for a period of sixty (15) days after the dated deadline of submission specified in your RFQ.
2. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
3. The above quoted price is inclusive if all costs and applicable taxes.

Company Name : _____
 Address : _____
 Office Tel. No. & Mobile No. : _____
 Email Address : _____
 AUTHORIZED REPRESENTATIVE : _____
 Signature : _____
 Date : _____