



REQUEST FOR QUOTATION (RFQ) No. OCDROXII-03-2019-0011

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 Production services for Plaque in the conduct of National Disaster Resilience Month Culmination and Gawad KALASAG Awarding.
Delivery Site	:	Within General Santos City
Delivery Schedule	:	August 2, 2019
Number of Plaque per piece	:	77 pcs
Terms of Payment	:	<u>Must accept send bill policy arrangement</u>
ABC (Approved Budget for the Contract)	:	Php 130,000.00
Fund Source	:	OCDRC XII 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** not later than **8:00am on 22 July 2019**, at the OCD Region XII, Camp Fermin G. Lira Jr., General Santos City. Submit your **sealed quotation (indicate the project name) duly signed by your authorized representative.** For any clarifications, you may contact the **OCD Region XII Office** at telephone no. **(083) 553-2994** or email address at **ocd12gensan@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. Platinum PhilGEPS Registration only with valid and current annexes

While for Red Membership:

- a. Valid and current Mayor’s Permit/Business Permit
- b. PhilGEPS Registration Number
- c. Latest Income and Business Tax Return
- d. 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. MINDA C. MORANTE
Regional Director

ANNEX "A"
Technical Specifications

Printing of Broadcast Information Charts

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 “**Specifications.**”

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: August 2, 2019	
II.	Plaque Quality: 1. Type of Plaque: Wood 2. Sizes: 14"x9" ; 8"x12" ; 10"x6" 3. To include engraving of customized text	
III	Terms: ▪ Presentation of the sample material to checked if it is accordance with the specifications.	
IV.	Location and Site Condition: Within General Santos City*	
VI.	Client's Satisfactory Rating – very satisfactory	

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: _____

DIR. MINDA C. MORANTE
OFFICE OF CIVIL DEFENSE XII
Camp Fermin G. Lira, Jr., General Santos 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:

Item	Quantity	Unit	Cost per Piece	Total Price
Provision of Production services for Plaque in the conduct of the National Disaster Resilience Month Culmination and Gawad KALASAG Awarding Plaque: - Location: Within General Santos City City	77	Piece		

TOTAL BID PRICE.....Php _____

AMOUNT IN WORDS: _____

Note: The above quoted prices are VAT Inclusive

2. We undertake, if our Quotation or bid is accepted, to deliver the above goods within seven (7) calendar days from receipt of Contract.
3. 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.
4. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
5. 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 : _____