



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

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**REQUEST FOR QUOTATION (RFQ) No. OCDROXII-03-2019-0004**

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:

<b>Name of Project</b>	:	Provision for Printing of Calendar for OCD 12 personnel, member-agencies and stakeholders.
<b>Location and Site Condition:</b>	:	Within General Santos City only
<b>Delivery Schedule</b>	:	<b>Within 10 days</b>
<b>Terms of Payment</b>	:	<b><u>Must accept send bill policy arrangement</u></b>
<b>ABC (Approved Budget for the Contract)</b>	:	<b>Php 70,000.00</b>
<b>Fund Source</b>	:	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 **10:00am on 16 December 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
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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.



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**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.	Agency Specifications	Statement of Compliance
I.	<b>Desk Calendar Quality:</b> <b>Size:</b> 11.0" x 22.5" 2 <b>Paper:</b> 100GSM Art Paper <b>Printing:</b> Four Colour –Offset Printing from front & back side of every sheet as per specimen. Major festivals/important dates/ "Tithis" like Full Moon, New Moon, "Ekadasi" are to be marked in bilingual at the bottom of dates as per specifications. <b>Binding:</b> As per specimen,spirals, hangers etc. quality will be same. <b>Capacity:</b> 6 (six) sheets in one calendar <b>Quantity:</b> 140 pcs (One Hundred Forty Only) <b>PACKING:</b> Calendars will be wrapped in a bundle with craft paper.	
II.	<b>Location and Site Condition:</b> Within General Santos City Only	
III.	<b>Terms:</b> <ol style="list-style-type: none"> <li>1. File supplied.</li> <li>2. Submission of first draft for proofreading</li> <li>3. Submission of final proof on actual material.</li> </ol>	
IV.	<b>Delivery Schedule:</b> Ten (10) Calendar Days Upon Arrival of Final Proof	
V.	<b>Payment:</b> <b><u>Must accept SEND BILL policy as payment</u></b> *Other government terms and policies apply.	

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:

<b>ARTICLE AND DESCRIPTIONS</b>	<b>Quantity</b>	<b>Total Price</b>
Provision for Printing of Calendar for OCD 12 personnel, member-agencies and stakeholders  Calendar:  <b>Location and Site Condition:</b> within General Santos City Only <b>Delivery Schedule:</b> Ten (10) Calendar Days Upon Arrival of Final Proof	140 pieces	
<b>TOTAL</b>		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 : \_\_\_\_\_

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