

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
PEO Compound, Kumintang Ilaya, Batangas City

REQUEST FOR QUOTATION No. 2020-IVB-012
(Section 53.9 of RA 9184, Small Value Procurement)

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

The **Office of Civil Defense-MIMAROPA**, through its Regional Bids and Awards Committee 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 RA 9184.**

The OCD-MIMAROPA, hereinafter referred as "The Purchaser" now requests submission of price quotation for the hereunder project:

Name of Project	:	Supply and delivery of semi-expendable office fixtures and equipment
Brief Description	:	Provision of semi-expendable office fixtures and equipment
Delivery Site	:	OCD MIMAROPA Operations Center, PEO Compound, K. Ilaya, Batangas City
Delivery date	:	Within ten (10) working days upon receipt of approved P.O./ Contract
Approved Budget for the Contract (ABC)	:	Php 60,000.00
Terms of Payment	:	<u>Send bill Policy</u> <ul style="list-style-type: none">Payment shall be made through Landbank's Bank Transfer Facility, within fifteen (15) working days after submission of billing statement and User Acceptance of the Product. Bank Transfer Fee shall be charged against the creditor's account. Payment details: Bank institution: _____ Account Number: _____ Account Name: _____ Branch: _____
Evaluation Criteria	:	<u>Technical Responsiveness, Full compliance to the requirements and Lowest Quotation</u>
Fund Source	:	DRRM Funds

Award of contract shall be made to the Bidder with the lowest quotation on **per lot basis** for the subject goods which comply with the minimum requirements of technical specifications and other terms and conditions stated herein. **All Bids higher than the 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 of same prescribed format shall automatically disqualify**, not later than **2:00 p.m., 14 October 2020** at Procurement Office, OCD-MIMAROPA, PEO compound Kumintang Ilaya, Batangas City. Submit your quotation (indicate the project name) duly signed by your authorized representative via hardcopy or through e-mail address mimaropabac2019@gmail.com. For any clarifications, you may contact Ms. NONALIE NIEVES R. VIADO at telephone no/s 0915-456-0307/ (043) 723-4248, (043) 702 -9361- Use of forms other than OCD prescribed form shall not be acceptable.

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

- Platinum PHILGEPS Registration only with valid and current annexes
- While for Red Membership:
 1. Valid and current Mayor's Permit/Business Permit
 2. PHILGEPs Registration No. (*Please indicate on the space provided*)
 3. Latest Income and Business Tax Return (BIR RR No. 3-2005)

The OCD-MIMAROPA reserves the right to accept or reject any or all bids / price quotations, to annul the process, and to reject all bids at any time prior to contract of award, without thereby incurring any liability to the affected bidder/s.


MARC REMBRANDT P. VICTORE
Chairman, Committee on Awards and Canvass

ANNEX "A"

Technical Specifications (minimum requirements)

Bidders must either state "**Comply**" or "**Not Comply**" or any other equivalent term in the column of "Statement of Compliance" against each of the individual parameters of each "Specifications"

Item No.	Item Description	Statement of Compliance
I.	Supply and delivery of semi-expendable office fixtures and equipment	
	<p>Technical Specifications (minimum requirements): Delivery of Semi-expendables: A. Computer chair - Twenty-Three (23) unit - fabric upholstery, nylon base with ball caster, heavy duty</p> <p>Delivery of Fixtures: B. Steel cabinet - One (1) unit - sliding glass door with lock, metal</p>	
	<p>C. Delivery period: Within Ten (10) working days upon receipt of approved Contract/ P.O. D. Delivery site: Office of Civil Defense MIMAROPA Provincial Engineer's Office Compound, Brgy. Kumintang Ilaya, Batangas City</p>	
	<p>I. <u>Send Bill Policy:</u> A. Within fifteen (15) working days upon submission of required documents i.e. delivery receipt, sales invoice or charge invoice or billing statement and certificate of acceptance</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

Date: _____

The COMMITTEE ON CANVASS AND AWARDS
OFFICE OF CIVIL DEFENSE-MIMAROPA
PEO Compound, Kumintang Ilaya
Batangas City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotations (RFQ), hereunder are our financial proposal for the items identified below:

Article and Description	Quantity/ Unit Measure	Total Approved Budget for the Contract	Offered Quotation	
			Unit Price	Total Price
I. Supply and delivery of semi-expendable office fixtures and equipment Technical Specifications (minimum requirements): Delivery of Semi-expendables: A. Computer chair - Twenty-Three (23) unit - fabric upholstery, nylon base with ball caster, heavy duty Delivery of Fixtures: B. Steel cabinet - One (1) unit - sliding glass door with lock, metal C. Delivery period: Within Ten (10) working days upon receipt of approved Contract/ P.O. D. Delivery site: Office of Civil Defense MIMAROPA, Provincial Engineer's Office Compound, Brgy. Kumintang Ilaya, Batangas City Terms of payment: Send bill arrangement:	23 unit 1 unit	Php 60,000.00		

Amount in Words : _____

Note: The above quoted prices are VAT inclusive.

1. We undertake, if our Quotation or Bid is accepted, to deliver the above goods within _____ calendar days from receipt of Purchase Order (PO)/Work Order (WO)/Contract
2. We agree to abide for the Quotation/Bid for a period of sixty (60) calendar days after the dated deadline for 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 good (s) delivered.
4. The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : _____
Address : _____
Telephone & Mobile No.: _____
Email Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____
Date : _____