

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

REQUEST FOR QUOTATION (RFQ) No. AFMS-0419-004

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 Labor and Materials for Maintenance of OCD Vehicle (Toyota Grandia Plate No. SJA-748) |
| Scope of Work | : | Pull down transmission assy and replacement of defective clutch component with parts and materials. |
| Terms of Payment | : | <u>Send Bill Policy</u> |
| ABC (Approved Budget for the Contract) | : | PHP28,500.00 |
| Fund Source | : | AFMS 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 **PERSONNALLY OR BY EMAIL** is not later than **5:00 PM on 08 May 2019**, at the OCD BAC Secretariat Office, 2nd 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.



 DIR. SUSANA G. JUANGCO RM MPH
 Chairperson
 OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications

**Provision of Labor and Materials for Maintenance of OCD Vehicle
(Toyota Grandia Plate No. SJA-748)**

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>Scope of Work</p> <p>Pull down transmission assy and replacement of defective clutch component for the repair of OCD Vehicle Toyota Hi-Ace Grandia with Plate No. SJA-748.</p> | |
| II. | <p>Parts and Materials To Be Supplied</p> <p>1 pc Pressure Plate – Original 1 pc Clutch Disc – Original 1 pc Release Bearing – Original 1 pc Pilot Bearing – Original 1 pc Cranshaft Oil Seal – Original 1 pc Wurth Cleaner 1 pc Reface Flywheel</p> | |
| III. | <p>Terms and Condition</p> <p>1. Parts must be brand new. 2. At least seven (7) days warranty for parts and services (if necessary).</p> | |
| IV. | <p>Send Bill Policy</p> | |

I hereby certify to comply and deliver all the above requirements.

Company Name : _____

Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Complete Name : _____

Date : _____

[Handwritten signature]

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 | Quantity | Cost Per Lot | Total Price |
|---|----------|--------------|-------------|
| Provision of Labor and Materials for Maintenance of OCD Vehicle (Toyota Grandia Plate No. SJA-748) | 1 Lot | PHP | PHP |
| TOTAL 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 twenty (20) calendar days from receipt of Purchase Order.
3. We agree to abide by the Quotation 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 : _____

Handwritten initials and signature