

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

**REQUEST FOR QUOTATION (RFQ) No. AFMS-1020-004**

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

The Office of Civil Defense (OCD), through its Bids and Awards Committee (BAC), will undertake a **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>                        | : <b>Procurement of Repair and Maintenance Materials for Facility Readiness of OCD's Four (4) Buildings</b> |
| <b>Date</b>                                   | : <b>Seven (7) days upon receipt of the Notice to Proceed (NTP)</b>   |
| <b>Mode of Payment</b>                        | : <b><u>Send Bill Arrangement</u></b>   |
| <b>ABC (Approved Budget for the Contract)</b> | : <b>PhP41,064.10</b>   |
| <b>Fund Source</b>                            | : <b>GSD APB CY 2020-MOOE GASS</b>  |

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).

Submission of QUOTATION is until **12:00 NN on 14 October 2020**, at the OCD BAC Secretariat Office, 2nd Floor, OCD Annex Building, Camp General Emilio Aguinaldo, Quezon City or through our email at [ocdbacsec@gmail.com](mailto:ocdbacsec@gmail.com). Submit your quotation (indicate the project name) duly signed by your authorized representative.

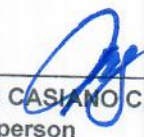
For any clarifications, you may contact the BAC Secretariat Office at telephone no. (02) 8912-2964 or email address at [ocdbacsec@gmail.com](mailto:ocdbacsec@gmail.com). Use of forms other than the attached OCD prescribed format is not acceptable.

Interested supplier/service provider is required to submit the following documents together with the duly accomplished and signed RFQ:

1. Valid/Current Mayor's Permit/Business Permit
2. PhilGEPS Registration Number

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.

  
\_\_\_\_\_  
**ASEC CASIANO C. MONILLA**  
Chairperson  
OCD Bids and Awards Committee

**ANNEX "A"**  
**Technical Specifications**

**Procurement of Repair and Maintenance Materials for Facility Readiness of OCD's Four (4) Buildings**

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><b>Procurement of Repair and Maintenance Materials for Facility Readiness of OCD's Four (4) Buildings</b></p> <p><b>Requirements for Repair and Maintenance:</b></p> <ul style="list-style-type: none"> <li>*Fluorescent Lamps 36W - 50pcs</li> <li>*Fluorescent Lamps 18W - 50pcs</li> <li>*Fluorescent Lamps 14W (Slim) - 25pcs</li> <li>*Lamp Bulb 7W LED - 30pcs</li> <li>*Fluorescent Starter - 50pcs</li> <li>*Electrical Tape (Big) - 5pcs</li> <li>*Fluorescent Ballast 40W - 5pcs</li> <li>*Fluorescent Ballast 20W - 5pcs</li> <li>*Fluorescent Lamp Holder (Regular) - 10 pcs</li> <li>*Fluorescent Lamp Holder (Slim) - 10pcs</li> <li>*Male Plug – Heavy Duty - 5pcs</li> <li>*Extension Cord Wire #16 - 1 roll</li> <li>*Extension Outlet – 3 gang - 5pcs</li> <li>*Bidet ½" Ø - 5pcs</li> <li>*Brass Faucet ½" Ø (small) - 5pcs</li> <li>*Dual Angle Valve ½" Ø - 5pcs</li> <li>*Gooseneck Faucet ½" Ø - 5pcs</li> <li>*P-trap (chrome plated) - 5pcs</li> <li>*Tank Fittings- Lever Type - 5pcs</li> <li>*Tank Fittings – Push Button Type - 5pcs</li> <li>*Flush Lever - 5pcs</li> <li>*Teflon Tape – Big - 5pcs</li> <li>*Vulca Seal - 2 qrt</li> <li>*Silicon Sealant - 5 tubes</li> <li>*Flexible Hose ½" Ø (12") - 5pcs</li> <li>*Single Angle Valve ½" Ø - 5pcs</li> </ul> |                         |
| II.      | <p><b>Terms and Conditions:</b></p> <ul style="list-style-type: none"> <li>- Delivery Period: Seven (7) days upon issuance of Notice to Proceed (NTP)</li> <li>- Delivery Area: OCD Warehouse, Camp General Emilio Aguinaldo, Quezon City</li> <li>- Payment Terms: Send Bill Arrangement</li> <li>- Fund Source: Chargeable against GSD APB CY 2020-MOOE GASS</li> </ul>   |                         |

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**

**Supply and Delivery of Rubber Rain Boots for Three (3) Quarantine Facilities namely: NAS, RMC and WTC; and MOA Arena Swabbing Facility**

**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:

| Item                               | Quantity  | Price Per Unit | Total Price |
|------------------------------------|-----------|----------------|-------------|
| *Fluorescent Lamps 36W             | 50 pieces |                |             |
| *Fluorescent Lamps 18W             | 50 pieces |                |             |
| *Fluorescent Lamps 14W (Slim)      | 25 pieces |                |             |
| *Lamp Bulb 7W LED                  | 30 pieces |                |             |
| *Fluorescent Starter               | 50 pieces |                |             |
| *Electrical Tape (Big)             | 5 pieces  |                |             |
| *Fluorescent Ballast 40W           | 5 pieces  |                |             |
| *Fluorescent Ballast 20W           | 5 pieces  |                |             |
| *Fluorescent Lamp Holder (Regular) | 10 pieces |                |             |
| *Fluorescent Lamp Holder (Slim)    | 10 pieces |                |             |
| *Male Plug – Heavy Duty            | 5 pieces  |                |             |
| *Extension Cord Wire #16           | 1 roll    |                |             |
| *Extension Outlet – 3 gang         | 5 pieces  |                |             |
| *Bidet ½" Ø                        | 5 pieces  |                |             |
| *Brass Faucet ½" Ø (small)         | 5 pieces  |                |             |
| *Dual Angle Valve ½" Ø             | 5 pieces  |                |             |
| *Gooseneck Faucet ½" Ø             | 5 pieces  |                |             |
| *P-trap (chrome plated)            | 5 pieces  |                |             |
| *Tank Fittings – Lever Type        | 5 pieces  |                |             |
| *Tank Fittings – Push Button Type  | 5 pieces  |                |             |
| *Flush Lever                       | 5 pieces  |                |             |
| *Teflon Tape – Big                 | 5 pieces  |                |             |
| *Vulca Seal                        | 2 qrt     |                |             |
| *Silicon Sealant                   | 5 tubes   |                |             |
| *Flexible Hose ½" Ø (12")          | 5 pieces  |                |             |
| *Single Angle Valve ½" Ø           | 5 pieces  |                |             |
| <b>TOTAL PRICE</b>                 |           | PHP            | PHP         |

**AMOUNT IN WORDS:** \_\_\_\_\_

Note: The above quoted prices are VAT Inclusive.

2. 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.
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 : \_\_\_\_\_  
 Office Tel. No. & Mobile No. : \_\_\_\_\_  
 Email Address : \_\_\_\_\_  
**AUTHORIZED REPRESENTATIVE**  
 Signature : \_\_\_\_\_  
 Date : \_\_\_\_\_