

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

REQUEST FOR QUOTATION (RFQ) No. GSD-1018-018

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	: Procurement of Repair and Maintenance Materials for the Facility Readiness of OCD's Four (4) Buildings
Brief Description	: Electrical and Sanitary Maintenance of Four (4) OCD Building
Delivery Schedule	: Within Fifteen (15) Upon Receipt of Purchase Order (P.O)
Delivery Address	: OCD Warehouse, Camp General Emilio Aguinaldo, Quezon City
Terms of Payment	: <u>Must accept send bill policy arrangement</u>
ABC (Approved Budget for the Contract)	: Php 159,880.00
Fund Source	: GSD APB MOOE-GASS for CY 2018

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 **1:30 PM on 24 October 2018**, at the OCD BAC Secretariat Office, 2nd Floor, OCD Annex Building, Camp General Emilio Aguinaldo, Quezon City. Submit your **sealed 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.oed@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:

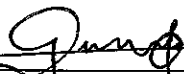
- a. Platinum PhilGEPS Registration only with valid and current annexes

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.



MR. CHRISTOPHER B. GACUTAN
Vice-Chairperson
OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications

**Procurement of Repair and Maintenance Materials for the 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.	Items: <ul style="list-style-type: none"> • 100 pieces of Fluorescent Lamps, 36W • 100 pieces of Fluorescent Lamps, 18W • 100 pieces of Fluorescent Lamps, 14W (Slim) • 50 pieces of Lamp Bulb, LED, 12W • 2 boxes of Fluorescent Starter • 5 pieces of Electrical Tape (Big) • 20 pieces of Fluorescent Ballast, 40W • 20 pieces of Fluorescent Ballast, 20W • 50 pieces of Fluorescent Lamp Holder (regular) • 50 pieces of Fluorescent Lamp Holder (slim) • 20 pieces of Male Plug – Heavy Duty • 10 pieces of Extension Outlet – 3 Gang • 1 box of #14 Flat Chord (150 meters) • 25 pieces of Bidet ½" Ø • 20 pieces of Dual Angle Valve ½" Ø • 20 pieces of Gooseneck Faucet ½" Ø • 10 pieces of P-trap (Chrome Plated) • 20 pieces of Tank Fittings – Lever Type • 20 pieces of Tank Fittings – Push Button Type • 20 pieces of Teflon Tape – Big • 5 qrt of Vulca Seal • 5 tubes of Silicone Sealant 	
II.	Delivery Period: Fifteen (15) Days Upon Receipt of Purchase Order (P.O) Delivery Address: OCD Warehouse, Camp General Emilio Aguinaldo, Quezon City	
III.	Payment: Must accept SEND BILL policy as payment	

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: _____

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	Unit Cost	Total Price
Procurement of Repair and Maintenance Materials for the Facility Readiness of OCD's Four (4) Buildings			
Delivery Period: Fifteen (15) Days Upon Receipt of Purchase Order (P.O) Delivery Address: OCD Warehouse, Camp General Emilio Aguinaldo, Quezon City			
Items:			
• Fluorescent Lamps, 36W	100 pieces	Php	Php
• Fluorescent Lamps, 18W	100 pieces	Php	Php
• Fluorescent Lamps, 14W (Slim)	100 pieces	Php	Php
• Lamp Bulb, LED, 12W	50 pieces	Php	Php
• Fluorescent Starter	2 boxes	Php	Php
• Electrical Tape (Big)	5 pieces	Php	Php
• Fluorescent Ballast, 40W	20 pieces	Php	Php
• Fluorescent Ballast, 20W	20 pieces	Php	Php
• Fluorescent Lamp Holder (regular)	50 pieces	Php	Php
• Fluorescent Lamp Holder (slim)	50 pieces	Php	Php
• Male Plug – Heavy Duty	20 pieces	Php	Php
• Extension Outlet – 3 Gang	10 pieces	Php	Php
• #14 Flat Chord (150 meters)	1 box	Php	Php
• Bidet ½" Ø	25 pieces	Php	Php
• Dual Angle Valve ½" Ø	20 pieces	Php	Php
• Gooseneck Faucet ½" Ø	20 pieces	Php	Php
• P-trap (Chrome Plated)	10 pieces	Php	Php
• Tank Fittings – Lever Type	20 pieces	Php	Php

• Tank Fittings – Push Button Type	20 pieces	Php	Php
• Teflon Tape – Big	20 pieces	Php	Php
• Vulca Seal	5 qt	Php	Php
• Silicone Sealant	5 tubes	Php	Php
TOTAL		Php	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 fifteen (15) days from receipt of Contract/Purchase Order/Work Order.
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 : _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____, and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____
Page No. _____
Book No. _____
Series of _____