

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

**REQUEST FOR QUOTATION (RFQ) No. OCDA-0319-001**

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 53.7 Highly Technical Consultants** 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>Hiring of one (1) Highly Technical Individual Consultant for the Civil Defense Administrator</b>
<b>Project Duration:</b>	:	<b>6 months from award. Renewable at the option of the Head of the Procuring Entity (HoPE), but in no case shall exceed the term of the latter.</b>
<b>Terms of Payment</b>	:	<b>Monthly</b>
<b>ABC (Approved Budget for the Contract)</b>	:	<b>Total: Php150,000.00</b>
<b>Fund Source</b>	:	<b>OCDA APB CY 2019</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). **Non-submission shall automatically be disqualified.** Submission of sealed quotation is not later than **10:00 AM on 12 March 2019**, at the OCD BAC Secretariat Office, 2<sup>nd</sup> 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:

1. Professional License/Curriculum Vitae
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.

  
\_\_\_\_\_  
DIR. SUSANA G. JUANGCO  
Chairperson  
OCD Bids and Awards Committee

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

**Hiring of one (1) Highly Technical Individual Consultant for the Civil Defense Administrator**

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.	<b>Scope of Work:</b> The consultant is expected to provide advisory, review and other technical services on the following: 1. Procurement-related matters / activities; 2. Policy and legal concerns; 3. Institutional commitments; and 4. Such other matters as may be requested by the Administrator	
II.	<b>Expected Outputs:</b> 1. Legal opinion, advise or comment; 2. Policy brief on a particular issue or policy option, with recommendations	
III.	<b>Minimum Qualification Requirements:</b> 1. Bachelor of Laws or Juris Doctor; 2. Passed the Philippine Bar and in the practice of law for at least (10) years; 3. Strong knowledge and experience in Administrative Law and RA 9184 (Procurement), among other fields; 4. Strong written and verbal communication skills; and 5. Strong commitment to deliver excellent results on time.	
IV.	<b>Working Conditions and Arrangements:</b> 1. The Consultant shall directly report to the Civil Defense Administrator on all matters relative to this engagement. 2. The Consultant shall report as deemed necessary for consultation meetings or review of documents. 3. The Consultant shall not exercise supervisory functions over the regular personnel of the OCD; occupy any regular plantilla position; use facilities and resources of the OCD for partisan political purposes; and receive any pecuniary benefits such as honoraria, allowances and other emoluments from the OCD.	
V.	<b>Payment:</b> The consultant shall be paid in six (6) equal monthly installments in the amount of <b>TWENTY FIVE THOUSAND (P25,000.00)</b> per month, upon submission of the accomplishment report after each month of service.	

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**

**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	Total Cost
<b>Hiring of one (1) Highly Technical Individual Consultant for the Civil Defense Administrator</b>  <b>Project Duration:</b> 6 months from award  <b>Scope of Work:</b> The consultant is expected to provide advisory, review and other technical services on the following: a. Procurement-related matters / activities; b. Policy and legal concerns; c. Institutional commitments; and d. Such other matters as may be requested by the Administrator	1 lot	PHP

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

Note: The above quoted prices are VAT Inclusive.

- We undertake, if our Quotation or bid is accepted, to deliver the above goods within seven (7) calendar days from receipt of Contract.
- 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.
- We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
- The above-quoted price is inclusive of all costs and applicable taxes.

Name : \_\_\_\_\_

Address : \_\_\_\_\_

Office Tel. No. & Mobile No. : \_\_\_\_\_

Email Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

*[Handwritten signature]*  
*[Handwritten initials]*