



Republic of the Philippines  
Department of National Defense  
**OFFICE OF CIVIL DEFENSE**  
Regional Center No. XII  
Camp Fermin G Lira, Jr., General Santos City  
Tel/Fax (083) 553-2994/301-2994

Date: October 20, 2020  
PR Ref No: OCDROXII- 10-2020-21  
Quotation No.: 0011

**REQUEST FOR QUOTATION (SEALED)**  
**(Negotiated Mode of Procurement Under 53.9**  
**(Small Value Procurement) under R.A 9184**

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel. No./ Fax No. : \_\_\_\_\_  
Business Permit No. : \_\_\_\_\_  
TIN : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

**Gentlemen:**

For Negotiated Mode of Procurement 53.9 (Small Value Procurement) under R.A 9184, please quote your lowest price on the line item listed below, subject to the General Conditions as required. Submit your **sealed quotation** duly signed by your authorized representative not later than, **October 30, 2020, 8:00 am.** to Office of Civil Defense XII, Camp Fermin G. Lira Jr., General Santos City or email at [ocd12gensan@yahoo.com](mailto:ocd12gensan@yahoo.com).

The OCD hereinafter referred to as “the Purchaser”, now requests submission of a price quotation for the subject below:

<b>Name of Project</b>	:	Provision of Services for Plaque Production for Local Government Units in the Region supporting the DRRM programs and activities.
<b>Location and Site Condition:</b>	:	Within Region XII
<b>Delivery Schedule</b>	:	Fifteen (15) Calendar Days Upon Arrival of Final Proof
<b>Terms of Payment</b>	:	<b><u>Must accept send bill policy arrangement</u></b>
<b>Number (pieces) of Plaque</b>	:	54 pcs
<b>ABC (Approved Budget for the Contract)</b>	:	<b>Posters: Php 64,800</b>
<b>Fund Source</b>	:	OCDRC XII APB CY 2020

General Conditions:

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1. **All bids higher than ABC shall automatically be disqualified.**
  
2. **Proponent must submit, together with its quotation "Annex A & B" (under prescribed form) non-submission shall automatically be disqualified.**
  
3. All quotation must attached photocopies of SEC/DTI Business Name Registration, and Valid Business Permit, PhilGEPS Certificate of Registration, Electronically Filed Income or Electronically Filed Income or Business Tax Returns.
  
4. All prices to be denominated in Philippine peso and quotations shall be inclusive of applicable Value Added Tax (VAT) and shall be firm and valid for a period of at least sixty (60 days) from the date of receipt of quotation & shall be binding upon the supplier within the period.
  
5. All entries should be accomplished in the technical specifications "Annex A" with the word "Comply" or its equivalent. Any interlineations, erasures/overwriting shall be valid only if they are signed/ initialed by the contractor or his/her duly authorized representative/s.

The sealed quotation shall be opened on **November 3, 2020, 11:00 am** or during the next Regional Canvass Unit Meeting at Office of Civil Defense XII, Camp Fermin G. Lira Jr., General Santos City. For any clarifications, you may contact **Ms. Jorie Mae Balmediano** at telephone nos. **(083) 553-2944/301-2994** or email address at **ocd12gensan@yahoo.com.**



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**DIR. MINDA C. MORANTE**  
Regional Director

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

**Printing of Broadcast Information Charts**

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 “**Specifications.**”

**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>Plaque Quality:</b> 1. Type of Plaque: Wood 2. Size: 10” x 6 3. To include acrylic and printing, and wood engraving of customized text	
II.	<b>Location and Site Condition:</b> Within Region XII	
III.	<b>Terms:</b> ▪ Presentation of the sample material to checked if it is accordance with specifications.	
IV.	<b>Delivery Schedule:</b> Fifteen (15) Calendar Days Upon Arrival of Final Proof	
V.	<b>Payment:</b> <b><u>Must accept SEND BILL policy as payment</u></b> *Other government terms and policies apply.	
VI.	<b>Client Satisfactory Rating – Very satisfactory</b>	

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Bidder’s Signature over Printed Name

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

**ANNEX "B"**  
**Price Quotation Form**

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

**DIR. MINDA C. MORANTE**  
OFFICE OF CIVIL DEFENSE XII  
Camp Fermin G. Lira, Jr., General Santos 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:

<b>ARTICLE AND DESCRIPTIONS</b>	<b>Quantity</b>	<b>Total Price</b>
Provision of Services for Plaque Production for Local Government Units in the Region supporting the DRRM programs and activities.  <b>Location and Site Condition:</b> within Region XII  <b>Delivery Schedule:</b> Fifteen (15) Calendar Days Upon Arrival of Final Proof	54 pieces	
<b>TOTAL</b>		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 seven (7) calendar days from receipt of Contract.
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.

Very truly yours,

\_\_\_\_\_  
**Name of Company/Bidder**

\_\_\_\_\_  
**Complete Name & Signature  
of Authorized Representative**

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