

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

**REQUEST FOR QUOTATION (RFQ) No. OCDRO NCR 0219-001**

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 53.9 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>Supply and Delivery of Collared Polo Shirts for the Participants of OCD NCR Training Activities for February and March 2019</b>
<b>Location</b>	: OCD NCR, 81 15 <sup>th</sup> Avenue, Murphy, Quezon City
<b>Delivery Dates</b>	: 28 February and 08 March, 2019
<b>Brief Description:</b>	: Total 150 Collared Polo Shirts
<b>Terms of Payment</b>	: <u>Send bill policy</u>
<b>ABC (Approved Budget for the Contract)</b>	: <b>Total: Php60,000.00</b>
<b>Fund Source</b>	: <b>OCD NCR 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 19 February, 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. Valid/Current Mayor's Permit/Business Permit (or application for renewal with corresponding receipt)
2. PhilGEPS Registration Number
3. Latest Income and Business Tax Return
4. 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.

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

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

**Supply and Delivery of Collared Polo Shirts for the Participants  
of OCD NCR Training Activities for February and March 2019**

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 for Accommodation and Meals	Statement of Compliance
I.	<b>Supply and Delivery of 150 pcs. Collared Polo Shirts for the Participants of the following OCD NCR Training Activities for February and March 2019:</b> <ul style="list-style-type: none"> <li>• 3-Day CBDRRM Training for Urban Poor Communities Transected by West Valley Fault on 26 February to 01 March 2019</li> <li>• 3-Day CBDRRM Training for Urban Poor Communities Along Pasig and Marikina Rivers on 19 – 22 March 2019</li> <li>• 3-Day Basic Incident Command System Course for Volunteers on 5 – 9 March 2019</li> </ul>	
II.	<b>SET 1: Technical Specifications</b> <ul style="list-style-type: none"> <li>• Delivery Date: By 28 February 2019</li> <li>• Delivery Site: OCD NCR, 81 15<sup>th</sup> Avenue, Murphy, QC</li> <li>• Material: 100% Cotton</li> <li>• Color: Black and Gray</li> <li>• Sizes:               <ul style="list-style-type: none"> <li>• XS = 6 pcs</li> <li>• S = 10 pcs</li> <li>• M = 30 pcs</li> <li>• L = 30 pcs</li> <li>• XL = 18 pcs</li> <li>• XXL = 6 pcs</li> </ul> </li> <li>• Design: Attached.</li> <li>• Print Technique: Silk Screen Printing of OCD Logo in front at the upper left side. At the back, all caps "C B D R R M".</li> </ul>	
III.	<b>SET 2: Technical Specifications</b> <ul style="list-style-type: none"> <li>• Delivery Date: By 8 March 2019</li> <li>• Delivery Site: OCD NCR, 81 15<sup>th</sup> Avenue, Murphy, QC</li> <li>• Material: 100% Cotton</li> <li>• Color: White with Red, dark blue and cream stripe.</li> <li>• Sizes:               <ul style="list-style-type: none"> <li>• XS = 3 pcs</li> <li>• S = 5 pcs</li> <li>• M = 15 pcs</li> <li>• L = 15 pcs</li> <li>• XL = 9 pcs</li> <li>• XXL = 3 pcs</li> </ul> </li> <li>• Design: Attached.</li> <li>• Print Technique: Silk Screen Printing of Official ICS Logo in front at the upper left side.</li> </ul>	
IV.	<b>Send bill policy</b>	

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:

- 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 Meal	Total Price
Supply and Delivery of 150 pcs. Collared Polo Shirts for the Participants of the following OCD NCR Training Activities for February and March 2019: <ul style="list-style-type: none"> <li>• 3-Day CBDRRM Training for Urban Poor Communities Transected by West Valley Fault on 26 February to 01 March 2019</li> <li>• 3-Day CBDRRM Training for Urban Poor Communities Along Pasig and Marikina Rivers on 19 – 22 March 2019</li> <li>• 3-Day Basic Incident Command System Course for Volunteers on 5 – 9 March 2019</li> </ul>			
Set 1 (See Annex A)	100 pcs	PHP	PHP
Set 2 (See Annex A)	50 pcs	PHP	PHP
<b>TOTAL PRICE</b>		PHP	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.

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

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

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

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

**AUTHORIZED REPRESENTATIVE**

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

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