



Republic of the Philippines
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE REGIONAL OFFICE 1
2/F and 3/F Ed Fabro Building, Pagdalagan, San Fernando City, La Union

Date: April 25, 2019
PR Ref No: PR-2019-04-0078
Quotation No: RFQ-2019-04-0079

Company Name : _____
Address : _____
Tel. No./Fax No. : _____
Business Permit No. : _____
TIN : _____ vat non-vat
PhilGEPS Registration # : _____

REQUEST FOR QUOTATION

The Office of Civil Defense Regional Office 1 will undertake an **Alternative Method of Procurement** through **Negotiated Mode of 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 request submission of a price quotation for the subject below:

Name of Project	: Supply and delivery of Disaster Kits for the 2 nd Quarter DRRM Trainings FY 2019
Brief Description	: Provision of 180 units of disaster kits consisting of flashlight, rechargeable fan, and whistle as token during the conduct of the 2 nd Quarter DRRM Trainings
Delivery Site	: Office of Civil Defense Regional Office 1, 2 nd Floor Ed Fabro Building, Pagdalagan, City of San Fernando, La Union
Delivery Terms	: Seven (7) calendar days upon receipt of purchase order
Terms of payment	: <u>Send Bill Policy</u> (within 30 working days upon submission of request documents i.e. delivery receipt and sales invoice or billing statement and certificate of acceptance)
ABC (Approved Budget for the Contract)	: Php 54,000.00
Fund Source	: APB 2019 - DRRM

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)**" (under prescribed form) **non-submission shall automatically be disqualified** not later than **09:00 AM on April 30, 2019** at the 2F Ed Fabro Building, Pagdalagan, City of San Fernando, La Union. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact us at telephone nos. **(072) 607-6528** or email address at **region1@ocd.gov.ph**.

Interested supplier/service provider is required to submit the following documents:

1. Platinum PHILGEPS Registration only with valid and current annexes
2. For Red Membership:
 - a. Valid and current Mayor's Permit/Business Permit
 - b. PHILGEPS Registration Number
 - c. Latest Income and Business Tax Returns
 - d. SEC Registration or DTI Certificate
 - e. 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 of 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 to open to it.

The OCD RO1 reserves the right to accept or reject any or all bid, 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



AIREEN L. FUOLAN
Chairperson, Regional Bids and Awards Committee

Received by: _____

Signature above printed name: _____

Date and time of Receipt: _____

ANNEX "A"
Technical Specifications

Supply and delivery of Disaster Kits for the 2nd Quarter DRRM Trainings FY 2019

Bidders must state either "Comply" or "Not Comply" or state any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each "Specification."

ITEM No.	Specification	Statement of Compliance
I.	<p>Specific Requirements:</p> <p>1. Contents:</p> <p>a. Flashlight <u>Technical Specifications:</u></p> <p>i. Quantity: One (1) per kit ii. Battery: Minimum of 4V900mAH, Rechargeable iii. Feature: LED flashlight & LED lamp</p> <p>b. Rechargeable Fan <u>Technical Specifications:</u></p> <p>i. Quantity: One (1) per kit ii. Battery: Minimum of 4V900mAH, Rechargeable</p> <p>c. Whistle <u>Technical Specifications:</u></p> <p>i. Quantity: One (1) per kit ii. Material: Plastic</p> <p>2. Packaging: Items must be placed in a tote/eco bag 3. Warranty: All items must have minimum of one (1) year warranty</p>	
II.	<p>Delivery Site: Office of Civil Defense Regional Office 1, 2nd Floor Ed Fabro Building, Pagdalagan, City of San Fernando, La Union</p> <p>Delivery Terms: Seven (7) calendar days upon receipt of Purchase Order</p>	
III.	<p>Payment Terms: Must accept <u>Send Bill Policy</u></p>	

I hereby commit to comply with all the above requirements.

Company Name : _____

Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Complete Name : _____

Date : _____

ANNEX "B"
Price Quotation Form

Date: _____

AIREEN L. FUCLAN

Chairperson, Regional Bids and Awards Committee
Office of Civil Defense Region 1
2nd & 3rd Floor, Ed Fabro Building, Pagdalagan
City of San Fernando, La Union

Ma'am:

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	UNIT PRICE	TOTAL PRICE
Supply and delivery of Disaster Kits for the 2nd Quarter DRRM Trainings FY 2019 Specific Requirements: 1. Contents: a) Flashlight <u>Technical Specifications:</u> i. Quantity: One (1) per kit ii. Battery: Minimum of 4V900mAH, Rechargeable iii. Feature: LED flashlight & LED Lamp b) Rechargeable Fan <u>Technical Specifications:</u> i. Quantity: One (1) per kit ii. Battery: Minimum of 4V900mAH, Rechargeable c) Whistle <u>Technical Specifications:</u> i. Quantity: One (1) per kit ii. Material: Plastic 2. Packaging: Items must be placed in a tote/eco bag 3. Warranty: All items must have minimum of one (1) year warranty	180 pieces		

TOTAL OFFERED QUOTATION..... 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 Fifteen (15) calendar days from receipt of Work Order (WO)/Purchase Order (PO).
- 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 : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Date : _____

OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) ss

AFFIDAVIT

I, _____, of legal age, single/married, Filipino, and residing at _____, after having been duly sworn in accordance with law, do hereby depose and state that:

1. If a sole proprietorship: I am the sole proprietor of _____, with office address at _____;
2. If a sole proprietorship: As the owner and sole proprietor of _____, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for the project Supply and Delivery of disaster kits for the 2nd Quarter DRRM Trainings;
3. _____, is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporation, 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 requirement is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. _____, authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. If a sole proprietorship: I am 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;
7. _____ complies with existing labor laws and standards;
and
8. _____ is aware of and has undertaken the following responsibilities as a Bidder:
 1. It has taken steps to carefully examine all the bidding documents;
 2. It has full knowledge of all conditions, local or otherwise, affecting the implementation of the contract;

3. It has made an estimate of the facilities available and needed for the contract to be bid, if any;
4. It has complied with its responsibility to inquire or secure Supplemental/Bid Bulletins that may be issued by the BAC for the project;
5. It has determined and satisfied itself as to the a) location and nature; b) other factors that may affect the cost, duration and execution of the contract;
6. HGC shall not assume any responsibility regarding erroneous interpretations or conclusions of the bidder out of the data furnished during the bidding.
9. _____ 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 hereby affix my signature this ____ day of _____ 2019 at _____, Philippines.

[Bidder's Representative/Authorized Signatory]

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2019 at _____, Philippines. Affiant 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 _____, with his/ her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ on _____ at _____

IBP No. _____ on _____ at _____

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