



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: 2019-03-0067
Quotation No: 2019--04-0081

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

REQUEST FOR QUOTATION

Gentlemen:

The Office of Civil Defense Regional Office 1, through its Regional Canvass Committee (RCC) will undertake an **Alternative Method 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	: Repair Services of one (1) unit Utility Vehicle (Plate No.: ROK 1101) of Office of Civil Defense Region 1 (OCD R1)
Brief Description	: Repair services and installation of spare parts
Delivery Terms	: Forty five (45) calendar days upon receipt of purchase order
Terms of payment	: Send Bill Policy 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 110,500.00
Funding Source	: DRRM 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)**" (under prescribed form) **non-submission shall automatically be disqualified** not later than **9:00 AM on April 30, 2019**, at the 2nd Floor, Ed Fabro Building, Pagdalagan, City of San Fernando, La Union. Submit your **quotation (indicate the project name)** duly signed by your authorized representative on our office or thru email. For any clarifications, you may contact us at telephone no. **(072) 607-6528** or email address at **region1@ocd.gov.ph**. **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
- b. 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 for everyday of delay. The maximum deduction shall be 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 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. FUQLAN
Chairperson, Bids and Awards Committee (BAC)

Received by:

(Signature above printed name)

(Date and time of Receipt)

ANNEX "A"

Technical Specifications

Repair Services of one (1) unit Utility Vehicle (Plate No.: ROK 1101) of Office of Civil Defense Region 1 (OCD R1)

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>Repair Services of one(1) unit Utility Vehicle (Plate No.: ROK 1101) of OCD RO1 TECHNICAL SPECIFICATIONS: 1. Scope of Work: - Replacement of Front Suspension Arms - Wheel Alignment - Replacement of Tires - Wheel Balancing - Replacement of Park Light Bulbs and Plate Light Bulbs - Replacement of Room Lamp Assembly - Replacement of Sliding Door Bracket, Rollers and Rails -Replacement of Windshield Wipers 2. Parts and materials to be replaced and supplied: - Arm Complete – Front Lower Left Hand - Arm Complete – Front Lower Right Hand - 4 pieces Tire 215/70 R16 - Wheel weights - 4 pieces Bulbs - Lamp Assy – Rear Room Lamp - Cover Assy – Center Rail Right Hand - Rail Assy – Rear Door Center Right Hand - Roller Arm Assembly-Rear Door Center Right Hand - Roller Arm Assembly- Rear Door Upper Right Hand - Roller Arm Assembly- Rear Door Lower Right Hand -Two (2) pieces Windshield Wipers</p>	
II.	<p>Delivery Terms: Forty five (45) calendar days upon receipt of purchase order</p>	
III.	<p>Payment Terms: Must accept Send Bill Policy in the payment of services</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: _____

MELCHITO M. CASTRO

Regional Director, Office of Civil Defense Region 1
2nd & 3rd Floor, Ed Fabro Building, Pagdalagan
City of San Fernando, La Union

Sir:

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
REPAIR SERVICES OF ONE(1) UNIT UTILITY VEHICLE (PLATE NO.: ROK 1101) OF OCD RO1 TECHNICAL SPECIFICATIONS: 1. Scope of Work: - Replacement of Front Suspension Arms - Wheel Alignment - Replacement of Tires - Wheel Balancing - Replacement of Park Light Bulbs and Plate Light Bulbs - Replacement of Room Lamp Assembly - Replacement of Sliding Door Bracket, Rollers and Rails -Replacement of Windshield Wipers 2. Parts and materials to be replaced and supplied: - Arm Complete – Front Lower Left Hand - Arm Complete – Front Lower Right Hand - 4 pieces Tire 215/70 R16 - Wheel weights - 4 pieces Bulbs - Lamp Assy – Rear Room Lamp - Cover Assy – Center Rail Right Hand - Rail Assy – Rear Door Center Right Hand - Roller Arm Assembly-Rear Door Center Right Hand - Roller Arm Assembly- Rear Door Upper Right Hand - Roller Arm Assembly- Rear Door Lower Right Hand -Two (2) pieces Windshield Wipers	1 LOT		

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.

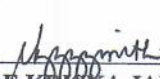
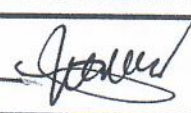
Company Name : _____
Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____
Date : _____

PURCHASE REQUEST

Entity Name: **OFFICE OF CIVIL DEFENSE REGIONAL OFFICE 1**Fund Cluster: **DRRM 2018**

Office/Section : AFMS		PR No.: 2019-03-0067	Date: March 29, 2019		
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
241-007-0001 -0001-001	lot	Repair Services of one(1) unit Utility Vehicle (Hyundai Grand Starex, Plate No.: ROK 1101) of OCDRI	1	110,500.00	110,500.00
		TECHNICAL SPECIFICATIONS:			
		1. Scope of Work:			
		- Replacement of Front Suspension Arms			
		- Wheel Alignment			
		- Replacement of Tires			
		- Wheel Balancing			
		- Replacement of Park Light Bulbs and Plate Light Bulbs			
		- Replacement of Room Lamp Assembly			
		- Replacement of Sliding Door Bracket, Rollers and Rails			
		- Replacement of Windshield Wipers			
		2. Parts and materials to be replaced and supplied:			
		- Arm Complete – Front Lower Left Hand			
		- Arm Complete – Front Lower Right Hand			
		- 4 pieces Tire 215/70 R16			
		- Wheel weights			
		- 4 pieces Bulbs			
		- Lamp Assy – Rear Room Lamp			
		- Cover Assy – Center Rail Right Hand			
		- Rail Assy – Rear Door Center Right Hand			
		- Roller Arm Assembly - Rear Door Center Right Hand			
		- Roller Arm Assembly - Rear Door Upper Right Hand			
		- Roller Arm Assembly - Rear Door Lower Right Hand			
		- 2 pieces Windshield Wipers			
		3. Delivery Schedule: 45 Calendar days upon receipt of Purchase/Work Order			
		4. Payment Terms: Must be Send Bill Policy			
		-nothing follows -			
Purpose: Repair Services of one(1) unit Utility Vehicle (Hyundai Grand Starex, Plate No.: ROK 1101) of OCDRI					
Signature :	Requested by:		Approved by:		
Printed Name :	 SCHEZELLE KRISKA JANICA O. DOCTOLERO		 MELCHITO M CASTRO		
Designation :	SAO / Head, General Services Unit		Regional Director		

*Copy of SAO