

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
PEO Compound, Kumintang Ilaya, Batangas City

REQUEST FOR QUOTATION
(Section 53.9 of RA 9184, Small Value Procurement)

2019-IVB-033

Company Name: _____
Address: _____
PHILGEPS Registration No.: _____

The **Office of Civil Defense-MIMAROPA**, through its Bids and Awards Committee 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 RA 9184**.

The OCD-MIMAROPA, hereinafter referred as "The Purchaser" now requests submission of price quotation for the hereunder project:

Name of Project	: Supply and delivery of packed meals/snacks for the participants involved for the conduct of 2 nd Quarter 2019 Nationwide Simultaneous Earthquake Drill (NSED) CY 2019
Delivery Site	: Within the vicinity of Sta. Fe, Romblon Province
Delivery Schedule	: June 19-20, 2019
Approved Budget for the Contract (ABC)	: Php 68,000.00
Brief Description	: Procurement of packed meals/snacks intended for use of participants involved in the conduct of 2Q 2019 NSED to be held in the Province of Romblon
Terms of Payment	: Send bill Policy Within fifteen (15) working days upon submission of required documents i.e. delivery receipt, sales invoice or charge invoice or billing statement and certificate of acceptance
Evaluation Criteria	: <u>Technical Responsiveness, Full compliance to the requirements and Lowest Price Quotation</u>
Fund Source	: DRRM Funds under APB of OCD-MIMAROPA CY 2019

Award of contract shall be made to the Bidder with the lowest quotation for the subject goods which comply with the minimum requirements of technical specifications and other terms and conditions stated herein. **All Bids higher than the ABC shall automatically be disqualified.**


Prospective bidder shall accomplish and submit the duly signed "**Annex A (Technical Specifications) & Annex B (Schedule of Requirements); Annex C (Price Quotation Form (PQF))**", (under prescribed form), **non submission of same in prescribed format shall automatically disqualified, not later than 10:00am, May 24, 2019** at the Procurement Office-OCD-MIMAROPA, PEO compound Kumintang Ilaya, Batangas City Submit your sealed quotation (indicate the project name) duly signed by your authorized representative through hard copy or through email address mimaropabac2019@gmail.com. For any clarifications, you may contact Ms. Minerva Alcaraz at telephone no/s (043) 723-4248 or email address at ocd4_mimaropa@yahoo.com. Use of forms other than OCD prescribed form shall not be acceptable.

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

- Platinum PHILGEPS Registration only with valid and current annexes
- While for Red Membership:

1. Valid and current Mayor's Permit/Business Permit
2. PHILGEPs Registration No.
3. Latest Income and Business Tax Return

The OCD-MIMAROPA reserves the right to accept or reject any or all bids / price quotations, to annul the process, and to reject all bids at any time prior to contract of award, without thereby incurring any liability to the affected bidder/s.


RICHARD T. CARANDANG
Regional Director

ANNEX "A"

Technical Specifications (minimum requirements)

Supply and delivery of packed meals/snacks for the participants involved for the conduct of 2nd Quarter 2019 Nationwide Simultaneous Earthquake Drill (NSED) CY 2019

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

Item No.	Particulars	Item Description	Statement of Compliance
I.	Meal Requirements	<ul style="list-style-type: none"> • Packed snacks: PM snacks with one (1) round of drinks • Snacks/meals should be packed in styrofoam/food boxes with spoon and fork • Number of meals/snacks to be delivered: at least 200 pax 	
II.	Delivery Date	June 19-20, 2019 <ul style="list-style-type: none"> • June 19, 2019: Orientation on how to conduct an earthquake drill • June 20, 2019: EQ drill proper 	
III.	Delivery Time	<ul style="list-style-type: none"> • June 19, 2019 @3:00PM: PM snacks for 200 persons • June 20, 2019 @11:30PM: Lunch for 20 persons • June 20, 2019 @3:00PM: PM snacks for 200 persons 	
IV.	Delivery Site	Within the vicinity of Sta. Fe, Romblon	
V.	Terms of Payment	Service provider must accept a send bill policy in the payment of services*	

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

Company Name : _____
 Address : _____

AUTHORIZED REPRESENTATIVE:

Signature : _____
 Complete Name : _____
 Date : _____

ANNEX "B"

PRICE QUOTATION

Date: _____

The BIDS AND AWARDS COMMITTEE
OFFICE OF CIVIL DEFENSE-MIMAROPA
PEO Compound, Kumintang Ilaya
Batangas City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotations (RFQ), hereunder are our financial proposal for the items identified below:

Item No.	Article and Description	Quantity/ Unit Measure	Unit Price	Total Price
1.	Supply and delivery of packed meals/snacks for the participants involved for the conduct of 2nd Quarter 2019 Nationwide Simultaneous Earthquake Drill (NSED) CY 2019 within Sta. Fe, Romblon Province in conformity with the technical requirements specified in the Annex A of this RFQ	1 lot		

Amount in Words : _____

Note: The above quoted prices are VAT inclusive.

1. We undertake, if our Quotation or Bid is accepted, to deliver the above goods within _____ calendar days from receipt of Purchase Order (PO)/Work Order (WO)/Contract
2. We agree to abide for the Quotation/Bid for a period of sixty (60) calendar days after the dated deadline for submission specified in your RFQ.
3. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good (s) delivered.
4. The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : _____

Address : _____

Telephone & Mobile No.: _____

Email Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Date : _____