



Republic of the Philippines  
Department of National Defense  
**OFFICE OF CIVIL DEFENSE IX**

**REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL IX**

President Corazon C. Aquino, Regional Government Center, Balintawak, Pagadian City, ZDS

**REQUEST FOR QUOTATION (RFQ) No. OCD IX-2018-10-005**

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 53.6 Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services** 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>	:	Provision of Event Coordinator and Project Management (Video/Multi Media Services) for the Conduct of the 4th Quarter NSED CY 2018 and World Tsunami Awareness Day 2018
<b>Delivery Site</b>	:	Pagadian City
<b>Delivery Schedule</b>	:	Within Three (3) Calendar Days after the issuance of the Notice to Proceed (NTP)
<b>Date of Event</b>	:	November 5, 2018
<b>Terms of Payment</b>	:	<b><u>Send bill policy as payment for services</u></b>
<b>ABC (Approved Budget for the Contract)</b>	:	Php 420,000.00
<b>Fund Source</b>	:	<b>CBTS DRRM FUND 2018</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** not later than **8:30 AM on 29 October 2018**, at the OCD IX PCCARGC, Balintawak, Pagadian City. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact us at telephone no. **(062) 945-0969** or email address at **ocdrc9@yahoo.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:


- Platinum PhilGEPS Registration with valid and current annexes

While for Red Membership:

- Valid and current Mayor's Permit/Business Permit
- PhilGEPS Registration Number
- Latest Income and Business Tax Return

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. MANUEL LUIS M. OCHOTORENA**  
Regional Director

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

Provision of Events Coordinator and Project Management (Video/Multi Media Services) for the Conduct of the 4th Quarter NSED CY 2018 and World Tsunami Awareness Day 2018

Instruction: 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."

Item No.	Technical Specifications	Statement of Compliance
I.	<b>Date of Event:</b> November 5, 2018	
II.	<b>Location:</b> Pagadian City	
III.	<b>Arrangement of the Activity/Set Up Requirements:</b> <ul style="list-style-type: none"> <li>• Event Coordinator that can handle 5000-7000 participants</li> <li>• Event Plan shall be submitted one (1) week after the issuance of the Notice to Proceed (NTP)</li> <li>• Provide LED Wall and banners</li> <li>• Provide technicians for installation of CCTVs in strategic areas</li> <li>• Provide professional documenter, photographer, and videographer for the event</li> </ul>	
IV.	1. Multi Media Equipment <ul style="list-style-type: none"> <li>- DRONE Technology</li> <li>- Action Camera (High Definition) with Accessories</li> <li>- Lighting Equipment</li> <li>- Stabilizers and tripod</li> <li>- Wireless and wired microphones, boom pole with shock mount</li> <li>- LED video wall 6.62 mm</li> <li>- 9 ft. x 12 ft</li> <li>- Panel Dimensions: 1.64 ft x 1.64 ft</li> <li>- Pixel pitch: 6 mm</li> </ul>	
V.	2. Control/ Monitoring Equipment <ul style="list-style-type: none"> <li>- Video mixer/ switcher with TV monitor</li> <li>- Scan converter</li> <li>- DVD player</li> <li>- Laptop, cables, connectors and adaptors</li> <li>- Delivery, Installation and Technical Support</li> </ul>	
VI.	3. Public Address System <ul style="list-style-type: none"> <li>- Main racks</li> <li>- Power amplifiers</li> <li>- Graphic equalizer 2/3 Octave</li> <li>- Ambient noise sensor system</li> <li>- Matrix Controller speakers</li> <li>- Column loud speakers</li> <li>- Horn loud speakers</li> <li>- AM/FM tuner of digital type, complete with antenna and cables</li> <li>- Cassette recorder/ player (dual configuration)</li> <li>- 5 disc CD player</li> <li>- 24 VDC power supply charger and batteries of free maintenance type</li> <li>- Telephone interface</li> </ul>	
VII.	<b>Coverage Team :</b> Photographer Services	

	<ul style="list-style-type: none"> <li>(3) Professional Photographer, must provide professional camera equipment</li> </ul> <p>Videographer Services</p> <ul style="list-style-type: none"> <li>(3) Professional Videographer, must provide professional videography equipment</li> </ul> <p>Creative Lighting Services:</p> <ul style="list-style-type: none"> <li>(2) Lighting Assistants, must have lighting equipment</li> </ul> <p>One (1) Professional Editor  One (1) Professional Coordinator  One (1) must provide the same-day edit of the event  *Service Provider must cover the meals of the project management team</p>		
VIII.	<p><b>Delivery Schedule:</b>  Within Three (3) Calendar Days after the issuance of the Notice to Proceed (NTP)</p> <p><b>Delivery Site/Area:</b>  Pagadian City</p>		
IX.	<p><b><u>Must accept SEND BILL policy as payment for services.</u></b></p>		

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 IX  
PCCARGC, Pagadian 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	Cost per Unit	Total Price
<b>Arrangement of the Activity/Set Up Requirements:</b> <ul style="list-style-type: none"> <li>• Event Coordinator that can handle 5000-7000 participants</li> <li>• Event Plan shall be submitted one (1) week after the issuance of the Notice to Proceed (NTP)</li> <li>• Provide LED Wall and banners</li> <li>• Provide technicians for installation of CCTVs in strategic areas</li> <li>• Provide professional documenter, photographer, and videographer for the event</li> </ul>	Php	Php

**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 three (3) calendar days from receipt of Contract/ Purchase Order.
2. 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.
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 : \_\_\_\_\_  
 Office Tel. No. & Mobile No. : \_\_\_\_\_  
 Email Address : \_\_\_\_\_  
**AUTHORIZED REPRESENTATIVE** : \_\_\_\_\_  
 Signature : \_\_\_\_\_  
 Date : \_\_\_\_\_