



# OFFICE OF CIVIL DEFENSE REGIONAL OFFICE 1

OCD RO1 Bldg., Gov't Center II, Aguila Road, Sevilla, City of San Fernando, La Union

Date: **OCT 02 2020**  
PR Ref No: 2020-09-069  
Quotation No: 2020-10-063

Company Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Tel. No./Fax No. : \_\_\_\_\_  
 E-mail Address : \_\_\_\_\_  
 Business Permit No. : \_\_\_\_\_  
 TIN : \_\_\_\_\_  
 PhilGEPS Registration # : \_\_\_\_\_  vat  non-vat

## REQUEST FOR QUOTATION

The Office of Civil Defense Regional Office 1 will undertake an **Alternative Method of Procurement** through **Shopping** in accordance with **Section 52.1(b) – Ordinary or Regular Office Supplies and Equipment Not Available in the Procurement Service** 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	: Provision of HR Office Supplies for OCDR1 (not available in PS-DBM)
Brief Description	: Provision of envelopes, customized self-inking stamp and customized rubber stamp
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
Approved Budget for the Contract (ABC)	: ₱ 6,175.52
Funding Source	: DRRM 2020

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 the Approved Budget for the Contract (ABC) shall automatically be disqualified.**

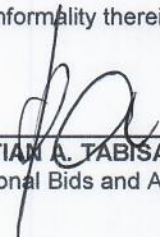
Prospective bidders shall accomplish and submit the duly signed "**Annex A (Technical Specifications) & Annex B (Price Quotation Form)**" (under prescribed form). **Non-submission shall automatically be disqualified.** Submit your quotation (indicate the project name) duly signed by your authorized representative not later than **09:00 AM on OCT 08 2020** at the OCD RO1 Bldg., Gov't Center II, Aguila Road, Sevilla, City of San Fernando, La Union. 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:

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 or Tax Clearance, and
  - d. SEC Registration or DTI Certificate.

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.

  
 KRISTIAN A. TABISAURA  
 Chairperson, Regional Bids and Awards Committee

Received by: \_\_\_\_\_

Signature above printed name: \_\_\_\_\_

Date and time of Receipt: \_\_\_\_\_

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

**Provision of HR Office Supplies for OCD R1 (not available in PS-DBM)**

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.	<b>Specific Requirements:</b> 1. ENVELOPE, expanding, plastic, 0.50mm thickness min, 35 pieces 2. CUSTOMIZED SELF INKING STAMP, Size: 38x14mm , 3 pieces 3. CUSTOMIZED RUBBER STAMP, for Self-Inking Stamp, Size: 58x22mm, 4 pieces	
II.	<b>Delivery Schedule:</b> 30 calendar days upon receipt of Purchase Order	
III.	<b>Delivery Site:</b> OCD R1 Building, Government Center II, Aguila Road, Sevilla, San Fernando City, La Union	
IV.	<b>Other Requirements:</b> Supplier must be within Region 1 or has an office/branch in Region 1 as precautionary measure against Coronavirus Disease 2019 (COVID-19) during the post-qualification, inspection and acceptance procedure	
V.	<b>Payment Terms:</b> Must accept <b>Send Bill Policy</b>	

I hereby commit to comply with all the above requirements.

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

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

**AUTHORIZED REPRESENTATIVE**

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

Complete Name : \_\_\_\_\_

**ANNEX "B"**  
**Price Quotation Form**

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

**KRISTIAN A. TABISAURA**

Chairperson, Regional Bids and Awards Committee  
Office of Civil Defense Region 1  
OCD RO1 Bldg., Gov't Center II, Aguila Road, Sevilla,  
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
<b>Provision of HR Office Supplies for OCDR1 (not available in PS-DBM)</b>  <b>Specific Requirements:</b> 1. ENVELOPE, expanding, plastic, 0.50mm thickness min, 35 pieces 2. CUSTOMIZED SELF INKING STAMP, Size: 38x14mm , 3 pieces 3. CUSTOMIZED RUBBER STAMP, for Self-Inking Stamp, Size: 58x22mm, 4 pieces  <b>Delivery Schedule:</b> 30 calendar days upon receipt of Purchase Order  <b>Delivery Site:</b> OCD R1 Building, Government Center II, Aguila Road, Sevilla, San Fernando City, La Union  <b>Other Requirements:</b> Supplier must be within Region 1 or has an office/branch in Region 1 as precautionary measure against Coronavirus Disease 2019 (COVID-19) during the post-qualification, inspection and acceptance procedure  <b>Payment Terms:</b> Must accept <b>Send Bill Policy</b>	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 schedule provided upon 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 : \_\_\_\_\_

Complete Name : \_\_\_\_\_