

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

**REQUEST FOR QUOTATION No, QRF-2020-IVB-033**  
**(Section 53.9 of RA 9184, Small Value Procurement)**

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

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

**PHILGEPS Registration No.:** \_\_\_\_\_

The **Office of Civil Defense-MIMAROPA**, through its Regional 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 for OCD MIMAROPA officials and staff during the Red alert activation of Regional Operations Center re Monitoring of Corona Virus Disease (COVID-19) in MIMAROPA Region for the period October 26 to December 31, 2020
Brief Description	: Provision of packed meals for OCD MIMAROPA officials and staff during the Red alert activation of Regional Operations Center re Monitoring of Corona Virus Disease (COVID-19) in MIMAROPA Region for the period October 26 to December 31, 2020
Delivery Schedule	: October 26 to December 31, 2020 (67 days)
Delivery Place	: 1. OCD MIMAROPA Operations office, PEO compound, Brgy. Kumintang Ilaya, Batangas City 2. OCD MIMAROPA warehouse, Brgy. Tinga-Labac, Batangas City
Approved Budget for the Contract (ABC)	: <b>Php 442,200.00</b>
Terms of Payment	: <b>Send bill Policy</b> <ul style="list-style-type: none"><li>• Payment shall be made through Landbank's Bank Transfer Facility, within fifteen (15) working days after submission of billing statement and User Acceptance of the Product. Bank Transfer Fee shall be charged against the creditor's account.</li></ul> Payment details: Bank institution: _____ Account Number: _____ Account Name: _____ Branch: _____
Evaluation Criteria	: <u>Technical Responsiveness, Full compliance to the requirements and Lowest Quotation</u>
Fund Source	: <b>QRF Funds</b>

**Award of contract** shall be made to the Bidder with the lowest quotation on **per lot basis** 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, Price Quotation Form (PQF)**", (under prescribed form) **non submission of same prescribed format shall automatically disqualify**, not later than **1:00 p.m., 20 October 2020** at Procurement Office, OCD-MIMAROPA, PEO compound Kumintang Ilaya, Batangas City. Submit your quotation (indicate the project name) duly signed by your authorized representative via hardcopy or through e-mail address [mimaropabac2019@gmail.com](mailto:mimaropabac2019@gmail.com). For any clarifications, you may contact Ms. NONALIE NIEVES R. VIADO at telephone no/s 0915-456-0307/ (043) 723-4248, (043) 702 -9361- 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 2020
  2. PHILGEPs Registration No. (Please indicate on the space provided)
  3. Latest Income and Business Tax Return (BIR RR No. 3-2005)

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.

  
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**ANNEX "A"**

**Technical Specifications (minimum requirements)**

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 Description	Statement of Compliance
<p>I. Supply and Delivery of packed meals for OCD MIMAROPA officials and staff during the Red alert activation of Regional Operations Center re Monitoring of Corona Virus Disease (COVID-19) in MIMAROPA Region for the period October 26 to December 31, 2020</p>	
<p><b>Technical Specifications (minimum requirements):</b></p> <p><b>A. Delivery period: 67 days</b></p> <ul style="list-style-type: none"> <li>• October 26-31, 2020</li> <li>• November 01-30, 2020</li> <li>• December 1-31, 2020</li> </ul> <p><b>B. Delivery schedule:</b></p> <ul style="list-style-type: none"> <li>• Breakfast: on or before 7:00 AM</li> <li>• Lunch: on or before 11:30 AM</li> <li>• Dinner: on or before 6:00 PM</li> </ul> <p><b>C. Quantity:</b> maximum of twenty-two (22) persons each meal</p> <p><i>Note: A prior notice shall be given to the service provider if there are changes in the quantity of delivery of goods per meal/day</i></p> <p><b>D. Delivery place:</b></p> <ol style="list-style-type: none"> <li>1. OCD MIMAROPA office, PEO compound, Brgy. Kumintang Ilaya, Batangas City</li> <li>2. OCD MIMAROPA warehouse, Brgy. Tinga-Labac, Batangas City</li> </ol> <p><b>E. Food Requirement:</b></p> <ol style="list-style-type: none"> <li>1) <b>Estimated cost of Php 100 per meal per person</b></li> </ol> <p><b>Packed Breakfast:</b></p> <ul style="list-style-type: none"> <li>- Based on service provider's menu: rice, two (2) viands with one round of coffee/juice/ hot choco</li> <li>- Packed in individually greaseproof food carton/food packs with plastic spoon &amp; fork</li> </ul> <p><b>Packed Lunch and Dinner:</b></p> <ul style="list-style-type: none"> <li>- Rice (1 cup)</li> <li>- At least one (1) variant of meat chicken/pork or beef, fish, vegetables, dessert</li> <li>- Bottled water/soda/juice each meal</li> </ul>	
<p><b>Send Bill Policy:</b></p> <ul style="list-style-type: none"> <li>- Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.</li> <li>- Payment of actual number of deliveries may be made after each completion of services every end of the month</li> <li>- 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</li> </ul>	

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 COMMITTEE ON CANVASS AND AWARDS**  
 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:

Article and Description	Quantity/ Unit Measure	Total Approved Budget for the Contract	Offered Quotation	
			Unit Price	Total Price
Supply and Delivery of packed meals for OCD MIMAROPA officials and staff during the Red alert activation of Regional Operations Center re Monitoring of Corona Virus Disease (COVID-19) in MIMAROPA Region for the period October 26 to December 31, 2020	1 Lot	Php 442,200.00		
<p><b>Technical Specifications (minimum requirements):</b></p> <p><b>Delivery period: 67 days</b></p> <ul style="list-style-type: none"> <li>✓ October 26-31, 2020</li> <li>✓ November 01-30, 2020</li> <li>✓ December 1-31, 2020</li> </ul> <p><b>Quantity:</b> maximum of twenty-two (22) persons each meal</p> <p><i>Note: A prior notice shall be given to the service provider if there are changes in the quantity of delivery of goods per meal/day</i></p> <p><b>Delivery schedule:</b></p> <ul style="list-style-type: none"> <li>• Breakfast: on or before 7:00 AM</li> <li>• Lunch: on or before 11:30 AM</li> <li>• Dinner: on or before 6:00 PM</li> </ul> <p><b>Delivery place:</b></p> <ul style="list-style-type: none"> <li>• OCD MIMAROPA office, PEO compound, Brgy. Kumintang Ilaya, Batangas City</li> <li>• OCD MIMAROPA warehouse, Brgy. Tinga-Labac, Batangas City</li> </ul> <p><b>Food Requirement:</b></p> <ul style="list-style-type: none"> <li>• Estimated cost of Php 100 per meal per person</li> <li>• Packed Breakfast</li> <li>• Packed Lunch and Dinner</li> </ul> <p><b>Send Bill Policy:</b> Payment of actual no. of deliveries may be made after each completion of services every end of the month</p>				

**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
1. 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.
2. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good (s) delivered.
3. The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Telephone & Mobile No.: \_\_\_\_\_  
 Email Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

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