

Republic of the Philippines
 Department of National Defense
OFFICE OF CIVIL DEFENSE-NATIONAL CAPITAL REGION
 Prime Ventures Building, #81 15th Avenue, Barangay Socorro, Quezon City

REQUEST FOR QUOTATION (RFQ) No. OCDNCR-1020-04

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

The Office of Civil Defense-National Capital Region (OCD-NCR), through its Bids and Awards Committee (BAC), 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 Republic Act. No. 9184.

The OCD-NCR hereinafter referred to as "the Purchaser", now requests submission of a price quotation for the subject below:

Name of Project	: Procurement of Tokens and Mementoes
Delivery Site	: OCD-NCR, 2 nd floor, #81 RBA Prime Ventures Building, Brgy. Socorro, Quezon City
Delivery Date	: Within 30 days upon issuance of the Notice to Proceed
Type of Goods	: Customized Backpack
Quantity	: 100 pieces
Brief Description	: Backpack with laptop compartment, card pocket, pen pocket, cellphone pocket, and main pocket Size: Approximately 42cm x 29cm x 10cm Material: Polywashed Colors: Gray or Black Design to be provided With zipper to open and adjustable straps With OCD Logo monochrome print Supplier must submit sample to the end user before mass production
Terms of Payment	: Send bill policy as payment for services
ABC (Approved Budget for the Contract)	: Total: PHP 90,000.00
Fund Source	: OCD-NCR APB CY 2020 (DRRM)

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.** Submission of sealed quotation is not later than **5:00 PM, 15 October 2020** at OCD-NCR, 2nd floor, #81 RBA Prime Ventures Building, 15th Avenue, Barangay Socorro, Quezon City. Submit your **sealed quotation (indicate the project name) in person or via registered courier service**, duly signed by your authorized representative. For any clarifications, you may contact the OCD-NCR BAC at telephone no. **(02) 8421-1918** or email address at **ocdnrcbac2020@gmail.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:

1. Valid/Current Mayor's Permit/Business Permit (or application for renewal with corresponding receipt)
2. PhilGEPS Registration Number
3. 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.


RODELLA ROSARIO R. RODRIGUEZ
 Chairperson
 OCD Bids and Awards Committee-NCR

ANNEX "A"
Technical Specifications

Procurement of Tokens and Mementoes

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."

Legend: *MANDATORY REQUIREMENTS. Failure to comply with any of the mandatory requirements will disqualify your quotation.

Item No.	Agency Specifications	Statement of Compliance
I.	Procurement of Tokens and Mementoes	
II.	Quantity: 100 pcs	
III.	Customized Backpack bag with laptop compartment, card pocket, pen pocket, cellphone pocket and main pocket	
IV.	Size: Approximately 42cm x 29cm x 10cm	
V.	Color: Gray or black	
VI.	Material: Polywashed	
VII.	With zipper to open and adjustable straps	
VIII.	With OCD Logo monochrome print	
IX.	Logo print size: 3 inches diameter in the middle of the backpack bag below the zipper	
X.	Design: see attached layout	
XI.	Delivery site: OCD-NCR, 2 nd floor, #81 RBA Prime Ventures Building, 15 th Avenue, Murphy, Cubao, Quezon City.	
XII.	Delivery Date: Within 30 days upon issuance of the NTP	
XIII.	Supplier must submit sample to the end user before mass production	
XIV.	Send bill policy	

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 -NCR
#81 RBA Prime Ventures Building, 15th Avenue, Barangay Socorro, Quezon City

Sir/Madam:

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:

ARTICLE AND DESCRIPTIONS	Quantity	Cost per piece	Total Price
Procurement of Tokens and Mementoes	1 Lot	PHP	PHP
TOTAL PRICE		PHP	PHP

AMOUNT IN WORDS: _____

Note: The above quoted prices are VAT Inclusive.

2. We undertake, if our Quotation or bid is accepted, to deliver the above goods within the scheduled activity and upon receipt of Contract.
3. 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.
4. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
5. 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 : _____



- cards pocket
- pen pocket
- mobilephone pocket
- main pocket
- computer interlayer