

**REQUEST FOR QUOTATION**

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

The Office of Civil Defense (OCD) Region V, 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 hereinafter referred to as “the Purchaser”, now requests submission of a price quotation for the subject below:

<b>Name of Project</b>	:	PROVISION OF MEALS FOR THE DEMOLITION AND CLEARING OF THE VACATED HOUSES IN THE 2-IN-1 FACILITY OF OCDRO5
<b>Delivery Site</b>	:	Office Of Civil Defense 5, Camp Simeon Ola, Legazpi City
<b>Delivery Schedule</b>	:	14 Calendar Days
<b>Type of Service</b>	:	Goods
<b>Quantity</b>	:	10 pax
<b>Brief Description</b>	:	Meals for 10 personnel for the demolition and clearing of the vacated houses in the 2-in-1 facility of OCDRO5
<b>Terms of Payment</b>	:	30 working days of processing and <b><u>must accept send bill policy</u></b>
<b>ABC (Approved Budget for the Contract)</b>	:	Php 70,000.00
<b>Fund Source</b>	:	APB OCDRO5

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 “B” Price Quotation Form (PQF)**” (under prescribed form) **non-submission shall automatically be disqualified** not later than **9:00 AM on January 16, 2019**, at the OCD5 Building, Camp Simeon Ola, Legazpi City. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **OCD Regional Office V** at telephone nos. **481-5031** or email address at **procurement.ocd5@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 upon submission of bid:

1. Valid and current Mayor’s Permit/Business Permit
2. PhilGEPS Registration Number
3. Latest Income and Business Tax Return
4. Omnibus Sworn Statement

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.

  
**CLAUDIO L. YUCOT**  
Regional Director, OCD5

**ANNEX "A"**  
**Technical Specifications**  
**PROVISION OF MEALS FOR THE DEMOLITION AND CLEARING OF THE VACATED  
 HOUSES IN THE 2-IN1- FACILITY OF OCDRO5**

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 Specification	Statement of Compliance
I.	<b>PROVISION OF MEALS FOR THE DEMOLITION AND CLEARING OF THE VACATED HOUSES IN THE 2-IN1- FACILITY OF OCDRO5</b> <ul style="list-style-type: none"> <li>- Good for 10 pax</li> <li>- All meals (Breakfast, Lunch and Dinner) must be packed</li> <li>- All meals should with flowing water and coffee</li> </ul>	
II.	<b>Terms and Conditions:</b> <ul style="list-style-type: none"> <li>- All quoted prices are inclusive of applicable taxes, duties and all other services</li> <li>- Policy on send bill payment/charges after the service has been rendered</li> <li>- Full Payment</li> </ul>	
III.	Delivery: must be delivered at 2-in-1 facility, OCD5, Brgy Tagas, Daraga, Albay Date of Delivery: (Tentative) January 23- February 5, 2019 (Breakfast at 7:00 AM, Lunch at 11:30 AM and Dinner at 7:00 PM) <b><u>Must Accept Send Bill After Arrangement</u></b>	

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**  
**PROVISION OF MEALS FOR THE DEMOLITION AND CLEARING OF THE VACATED  
 HOUSES IN THE 2-IN1- FACILITY OF OCDRO5**

**BIDS AND AWARDS COMMITTEE**  
 OFFICE OF CIVIL DEFENSE, RO V  
 Camp Simeon Ola, Legazpi 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 unit	Total Price
<b>PROVISION OF MEALS FOR THE DEMOLITION AND CLEARING OF THE VACATED HOUSES IN THE 2-IN1- FACILITY OF OCDRO5</b> <ul style="list-style-type: none"> <li>- Good for 10 pax</li> <li>- All meals (Breakfast, Lunch and Dinner) must be packed</li> <li>- All meals should with flowing water and coffee</li> </ul> <p><i>Delivery: must be delivered at 2-in-1 facility, OCD5, Brgy Tagas, Daraga, Albay</i>  <i>Date of Delivery: (Tentative) January 23-February 5, 2019</i>  <i>(Breakfast at 7:00 AM, Lunch at 11:30 AM and Dinner at 7:00 PM)</i></p>	1 lot		

**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 fourteen (14) calendar days from 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 : \_\_\_\_\_