

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE-REGION XI

2nd Floor, LDL Bldg, fronting Davao International Airport
Buhangin Airport Road, Davao City Philippines
Telefax Nos. (082) 297-7915; (082) 297-7479

Date: **05-20-19**
PR Ref No: **2019-05-034**
Quotation No: **9**

**REQUEST FOR QUOTATION (RFQ)
(Negotiated Mode of Procurement Under 53.10)**

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

The Office of Civil Defense (OCD), through the Bids and Awards Committee (BAC) will undertake an Alternative Method of Procurement through Negotiated Procurement in accordance with Section 53.10 Lease of Real Property or Venue 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:

Name of Project	:	Lease of OCD XI NFI and HADR Equipment Warehouse
Location	:	Within the vicinity of Davao City and within 5kms from the Airport.
Duration of Contract	:	Eight (8) months upon signing of the contract
Terms of Payment	:	Must accept send bill policy agreement
ABC (Approved Budget for the Contract)	:	Php 400,000.00
Fund Source	:	OCDRO-XI APB Fund 2019

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 bidder 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 **25 May 2019**, at the 2nd Floor, LDL Bldg, fronting Davao International Airport Buhangin Airport Road, Davao City Philippines. Submit your **sealed quotation (indicate the project name) duly signed by your authorized representative.** For any clarifications, you may contact our Office at telephone number **(082) 297-7915/ (082) 297-7479** or email address at **ocdrc11@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:

- a. Platinum PhilGEPS Registration only with valid and current annexes
While for Red Membership:
 - a. Valid and current Mayor's Permit/Business Permit
 - b. PhilGEPS Registration Number

c. 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 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 OCD XI

ANNEX "A"
Technical Specifications

Lease of OCD XI NFI and HADR Equipment Warehouse

Legend: "Mandatory Requirements". Failure to comply with any of the mandatory requirements will disqualify your quotation.

Item No.	Agency Specifications	Statement of Compliance
I.	<p>Lease of OCD XI NFI and HADR Equipment Warehouse</p> <p>Technical Specifications</p> <ul style="list-style-type: none"> ➤ With atleast 90-100 square meter. ➤ Within the vicinity of Davao City and within 5kms from the Airport. ➤ The location must be free from flood and has functioning drainage system. ➤ The warehouse should be fit for commercial use. ➤ The entry and exit must not hamper the neighborhood. ➤ The entry and exit to office space must not be hampered by the traffic condition in the neighborhood. ➤ Generally clean and free from health hazards. ➤ Presence of Police station within 1km from the office facility. ➤ The neighborhood must be generally free from threats to security such as crime and insurgency. ➤ It must be compliant to all necessary permits for legal requirements. ➤ The structure must be in excellent condition. ➤ Adequate lights with sole power and water meters respectively. ➤ Provision of Security within the building premises. ➤ Renewable contract 	
II.	<p>Location and Site Condition: Within the vicinity of Davao City and within 5km from the airport</p> <p>Duration of the Contract: Eight (8) months upon signing of the contract</p>	
III.	<p>Payment Must accept SEND BILL Arrangement as payment of service.</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

Date: _____

OFFICE OF CIVIL DEFENSE XI DOOR 210,
2ND FLOOR, LDL BUILDING, CPG HIGHWAY,
BRGY. COMMUNAL, BUHANGIN DISTRICT, DAVAO 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	Unit	Cost per Pax	Total Price
Lease of OCD XI NFI and HADR Equipment Warehouse Location and Site Condition: Within the vicinity of Davao City and within 5km from the airport Duration of the Contract: Eight (8) months upon signing of the contract	1	Lot		

Total bid Price: Php _____
(Amount in Words) _____

Note: The Above Quoted Prices are Vat Inclusive

2. We undertake that if our Quotation or Bid is accepted, to deliver the above goods within seven (7) 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 if all costs and applicable taxes.

Company Name : _____
 Address : _____
 Office Tel. No. & Mobile No. : _____
 Email Address : _____
 AUTHORIZED REPRESENTATIVE : _____
 Signature : _____
 Date : _____