



Republic of the Philippines  
**Department Of National Defense**  
**OFFICE OF CIVIL DEFENSE**  
REGION X

2F Egmedio Bldg., Corrales Avenue, Cagayan de Oro City

Date: 01-18-2019  
PR Ref No: 2019-01-0014  
Quotation No: \_\_\_\_\_

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
PhilGEPS Cert. # : \_\_\_\_\_

### REQUEST FOR QUOTATION

The Office of Civil Defense (OCD) through its 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 of Regulations of Republic Act 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 Office Space for OCD Region X
Location	Within Cagayan de Oro City
Duration of Contract:	March 1 – December 31, 2019
Terms of payment	<b>Send bill policy as payment for services</b>
ABC (Approved Budget for the Contract)	Php 800,000.00
Fund Source	OCD Region X APB CY 2019 – Lease of Venue for the OCD 10 Regional Office Fund

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** not later than **08:00 AM on 24 January 2019**, at the Office of Civil Defense – Regional Office X, 2F Egmedio Bldg., Corrales Avenue, Cagayan de Oro City. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **OCD-X** at telephone no. **(088) 857-3988** or email address at **[ocdr10procurement@gmail.com](mailto:ocdr10procurement@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 and current Mayor’s Permit/Business Permit
2. PhilGEPS Registration Number (with valid and current annexes if applicable)
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.

  
**DIR. ROSAURO ARNEL Q. GONZALES JR.**  
Regional Director, OCD X

**ANNEX “A”**  
**Technical Specifications**

LEASE OF OFFICE SPACE FOR OCD REGION X

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”

ITEM No.	Agency Specification for Meals, Training Venue & Hotel Accommodation and Services	Statement of Compliance
I.	<b>PERIOD COVERED</b> <ul style="list-style-type: none"> <li>• March 1 – December 31, 2019</li> </ul>	
II.	<b>LOCATION AND SITE CONDITION</b> <ul style="list-style-type: none"> <li>• Within Cagayan de Oro City</li> <li>• With Good Road Accessibility</li> <li>• Not Flood-Prone/ Landslide Prone</li> <li>• With Parking Space for at least (5) vehicles</li> </ul>	
III.	<b>NEIGHBORHOOD DATA:</b> <ul style="list-style-type: none"> <li>• Proper waste management system such as regular garbage collection</li> <li>• With accessibility to public, banking services, drugstore and other essential services</li> </ul>	
IV	<b>REAL PROPERTY</b> <ul style="list-style-type: none"> <li>• Must be made in concrete</li> <li>• Floor area of at least 200sqm</li> <li>• With at least (2) toilets</li> <li>• Separate Water District Consumption Meter</li> <li>• Separate CEPALCO electric meter</li> <li>• Fire Escapes</li> </ul>	
V	<b>WITH AVAILABLE SPACE FOR</b> <ul style="list-style-type: none"> <li>• Director’s Office</li> <li>• Conference Room</li> <li>• Administrative/ Finance Room</li> <li>• Operation Monitoring Room</li> <li>• Capacity Building and Training Section Room</li> <li>• Rehabilitation and Recovery Section Room</li> <li>• Planning Section Room</li> <li>• Receiving Area</li> <li>• Living quarters good for at least 3 persons</li> <li>• Kitchen Area/ Pantry</li> </ul>	
VI	<b>OTHER REQUIREMENTS</b> <ul style="list-style-type: none"> <li>A. Must accept SEND BILL policy as payment for services</li> </ul>	

I hereby commit to comply with all the above requirements.

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

**AUTHORIZED REPRESENTATIVE**

Signature : \_\_\_\_\_  
Complete Name : \_\_\_\_\_  
Date : \_\_\_\_\_

# ANNEX "B"

## PRICE QUOTATION FORM

Regional Director  
Office of Civil Defense – Region 10  
2F Egmedio Bldg. Corrales Avenue, Cagayan de Oro City

**Sir/ Madame:**

After having carefully read and accepted the terms and conditions in the Request for Quotation hereunder are our financial proposal for all items identified below:

Item	Quantity	Unit Cost	Total Cost
Lease of Office Space for OCD Region X <b>Location:</b> Within Cagayan de Oro City <b>Duration of Contract:</b> From March 1 to December 31, 2019	1 lot	Php	Php

TOTAL OFFERED QUOTATION ..... Php \_\_\_\_\_

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 seven (7) calendar days from receipt of Work Order (WO)/Purchase Order(PO).
2. 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.
3. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
4. 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 : \_\_\_\_\_  
Complete Name : \_\_\_\_\_  
Date : \_\_\_\_\_