

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
Camp General Emilio Aguinaldo, Quezon City

REQUEST FOR QUOTATION (RFQ) No. PDPS-0319-002

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

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 53.9 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:

Name of Project	: Provision of Catering Services for the 1st Quarter FY 2019 NDRRMC Full Council Meeting
Location	: Camp General Emilio Aguinaldo, Quezon City
Date of Event	: 20 March 2019, 1:00 PM – 4:00 PM
Brief Description:	: <ul style="list-style-type: none"> • Lunch and PM snacks for 130 pax • Plated for approximately 45 pax, buffet style for the rest • Free flowing coffee and tea
Terms of Payment	: <u>Send Bill Policy</u>
ABC (Approved Budget for the Contract)	: Total: Php95,000.00
Fund Source	: PDPS APB CY 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 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 on 11 March 2019**, at the OCD BAC Secretariat Office, 2nd Floor, OCD Annex Building, Camp General Emilio Aguinaldo, Quezon City. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **BAC Secretariat Office** at telephone no. **(02) 912-2964** or email address at **bacsec.ocd@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
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.



DIR. SUSANA G. JUANGCO
 Chairperson
 OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications

Provision of Catering Services for the 1st Quarter FY 2019 NDRRMC Full Council Meeting

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 for Accommodation and Meals	Statement of Compliance
I.	Lunch (choice of beef, pork or chicken; fish; vegetable; and dessert with beverage and/or bottled water) for 130 PAX	
II.	Snacks (Pastry and Beverage) for 130 PAX	
III.	Free Flowing Coffee and Tea	
IV.	Terms and Conditions: <ul style="list-style-type: none"> • Plated for VIPs for approximately 45 pax; buffet style for others • Catering service with waiters • Delivery area within Camp Aguinaldo • *All quoted prices are inclusive of applicable taxes, duties and all other services 	
V.	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
Camp Gen. Emilio Aguinaldo, 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 Meal	Total Price
Provision of Catering Services for the 1st Quarter FY 2019 NDRRMC Full Council Meeting			
<ul style="list-style-type: none"> • Lunch (choice of beef, pork or chicken; fish; vegetable; and dessert with beverage and/or bottled water) 	130 pax	PHP	PHP
<ul style="list-style-type: none"> • Snacks (Pastry and Beverage) 	130 pax	PHP	PHP
<ul style="list-style-type: none"> • Free Flowing Coffee and Tea 		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 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 of all costs and applicable taxes.

Company Name : _____

Address : _____

Office Tel. No. & Mobile No. : _____

Email Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Date : _____

