

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

**REQUEST FOR QUOTATION (RFQ) No. PDPS-1020-01-A**

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
PhilGEPS Registration Number : \_\_\_\_\_

The Office of Civil Defense (OCD), through its Bids and Awards Committee (BAC), will undertake a **Negotiated Procurement** in accordance with **Section 53.7 Highly Technical Consultant** 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 project below:

<b>Name of Project</b>	: <b>Hiring of One (1) Highly Technical Individual Consultant for the Policy Development and Planning Service</b>
<b>Delivery Period</b>	: <b>Three (3) Months Duration</b>
<b>Terms of Payment</b>	: <b>Send Bill Policy</b>
<b>ABC (Approved Budget for the Contract)</b>	: <b>PhP 75,000.00</b>
<b>Fund Source</b>	: <b>OCDA APB CY 2020</b>

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).

Submission of Sealed QUOTATION is until **12:00 PM on 14 October 2020**, at the OCD BAC Secretariat Office, 2<sup>nd</sup> 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.oed@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. BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit
2. Professional License/ Curriculum Vitae
3. PhilGEPS Registration Number

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.

  
\_\_\_\_\_  
ASEC CASIANO O. MONILLA  
Chairperson  
OCD Bids and Awards Committee

**ANNEX "A"**  
**Technical Specifications**

**Hiring of One (1) Highly Technical Individual Consultant for the Policy Development and Planning Service**

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 Terms of Reference	Statement of Compliance
1.	<p><b>Scope of Work</b> The consultant is expected to provide proposal for enhancement and recommendation, review, and technical services on the following:</p> <ol style="list-style-type: none"> <li>1. Updating of the OCD's Strategic Plan 2020-2022,</li> <li>2. Proposed Expanded Organizational Staffing Structure Pattern (OSSP) of OCD, and</li> <li>3. Such other functions and engagement as may directed by the Director, PDPS</li> </ol> <p><b>Expected Outputs</b></p> <ol style="list-style-type: none"> <li>1. Policy briefer or draft updated OCD Strategic Plan.</li> <li>2. Policy briefer or inputs on the proposed expanded OSSP of OCD.</li> <li>3. After activity reports on the representation to official engagement as may instructed by the Director, PDPS</li> </ol> <p><b>Minimum Qualification Requirements</b></p> <ol style="list-style-type: none"> <li>1. Post graduate degree and/or advance degree in studies (at least Master's degree)</li> <li>2. At least five (5) years professional experience working as a managerial/supervisory position with government/private/non-government agencies/organization.</li> <li>3. Excellent writing and communication skill</li> <li>4. Strong commitment to deliver excellent results on time.</li> </ol> <p><b>Working Conditions and Arrangement</b></p> <ol style="list-style-type: none"> <li>1. The Consultant shall directly report to the Director, Policy Development and Planning Service on all matters relative to this engagement.</li> <li>2. The Consultant shall report to the Office of Civil Defense whenever deemed necessary (i.e., consultation meetings) by the CDA.</li> <li>3. The Consultant shall not exercise supervisory function over the regular personnel of the OCD; occupy any regular plantilla position; use facilities and resources of the OCD for partisan political purposes; and receive any pecuniary benefits such as honoraria, allowance and other emoluments from the OCD.</li> </ol> <p><b>Terms of Payment</b> The Consultant shall be paid in three (3) equal monthly payments for services rendered in the amount of Twenty Five Thousand Pesos (Php 25,000.00) upon submission of monthly accomplishment report.</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**

**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	Total Price
Hiring of One (1) Highly Technical Individual Consultant for the Policy Development and Planning Service	1 Lot	PhP
<b>TOTAL PRICE</b>		PhP

**AMOUNT IN WORDS:** \_\_\_\_\_

Note: The above quoted prices are VAT Inclusive.

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 service(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 : \_\_\_\_\_

Date : \_\_\_\_\_