

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

**REQUEST FOR QUOTATION (RFQ) No. LIFMD-0518-015**

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 52.1b Shopping** 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>	:	Supply and Delivery of Secretariat Requirements/Supplies and Materials for Philippine Hosting of the INSARAG ERE 2018
<b>Delivery Site</b>	:	OCD-NDRRMC Camp Gen. Emilio Aguinaldo, Quezon City
<b>Delivery Schedule</b>	:	Delivery period should be within third (3 <sup>rd</sup> ) week of May 2018
<b>Terms of Payment</b>	:	<b>Must accept send bill policy arrangement</b>
<b>ABC (Approved Budget for the Contract)</b>	:	Php 312,825.00
<b>Fund Source</b>	:	NDRRM 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 **1:30 PM on 16 May 2018**, 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](mailto: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:


- 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 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. BERNARDO RAFAELITO R. ALEJANDRO IV**  
**Chairperson**  
**OCD Bids and Awards Committee**

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

Instruction: 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 Specifications	Statement of Compliance
I.	<b>Delivery Schedule:</b> Should be within 3 <sup>rd</sup> week of May 2018	
II.	<b>Delivery Site:</b> OCD-NDRRMC Camp Gen. Emilio Aguinaldo, Quezon City	
III.	<p><b>Secretariat Requirements/Supplies and Materials</b></p> <ul style="list-style-type: none"> <li>• 550 pcs Notebooks</li> <li>• 60 pcs Specialty Board (legal size) for ID and invitation</li> <li>• 100 pcs Specialty paper (A4) for Certificates</li> <li>• 550 pcs Ballpen (color black)</li> <li>• 50 pcs Sign Pen (color: black and blue)</li> <li>• 50 pcs Morocco Folder (long, color: blue)</li> <li>• 10 pcs Clipboard Material: Acrylic (clear) Size: 14" x 8.5"</li> <li>• 100 pcs Place Cards Material: Acrylic (clear) Size: 40" x 2.5"</li> <li>• 3 pcs each for HP 410 Color: Black Color: Cyan Color: Magenta Color: Yellow</li> <li>• 5 reams for Copy Paper (long)</li> <li>• 30 packs for Colored paper for metacards (multi color)</li> <li>• 50 packs for Flip Chart</li> <li>• 5 reams for Copy Paper (A4)</li> <li>• 3 pcs each for EPSON L220 Color: Black Color: Cyan Color: Magenta Color: Yellow</li> <li>• 50 pcs Double Sided Tape (size 1")</li> <li>• 50 packs for Push pins</li> <li>• 50 pcs Masking Tape (size 1")</li> <li>• 50 pcs Electrical Tape (size 1")</li> <li>• Scotch Tape (size 1" and size 2")</li> <li>• 100 pcs White Board Marker ( color: black and blue)</li> <li>• 100 pcs Permanent Marker</li> </ul>	
IV.	<b>Payment: Must accept SEND BILL Arrangement policy as payment of services</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**

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

**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 pax	Total Price
Notebooks	550 pcs	Php	Php
Specialty Board (legal size)	60 pcs	Php	Php
Specialty paper (A4) for Certificates	100 pcs	Php	Php
Ballpen (color black)	550 pcs	Php	Php
Sign Pen (color: black and blue)	50 pcs	Php	Php
Morocco Folder (long, color: blue)	50 pcs	Php	Php
Clipboard	10 pcs	Php	Php
Place Cards	100 pcs	Php	Php
HP 410	3 pcs each	Php	Php
Copy Paper (long)	5 reams	Php	Php
Colored paper for metacards (multi color)	30 packs	Php	Php
Flip Chart	50 packs	Php	Php
Copy Paper (A4)	5 reams	Php	Php
EPSON L220	3 pcs each	Php	Php
Double Sided Tape (size 1")	50 pcs	Php	Php
Push pins	50 packs	Php	Php
Masking Tape (size 1")	50 pcs	Php	Php
Electrical Tape (size 1")	50 pcs	Php	Php
Scotch Tape (size 1" and size 2")	50 pcs	Php	Php
White Board Marker ( color: black and blue)	100 pcs	Php	Php
Permanent Marker	100 pcs	Php	Php
<b>Total Price</b>		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 : \_\_\_\_\_