

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

**REQUEST FOR QUOTATION (RFQ) No.OCDA-OC-0418-07**

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:

<b>Name of Project</b>	:	Provision of Meals and Snacks for the Two-Day Workshop re Development of the OCD Public Service Continuity Plan
<b>Brief Description</b>	:	Meals and Snacks
<b>Delivery Site</b>	:	Camp General Emilio Aguinaldo, Quezon City
<b>Delivery Schedule</b>	:	07 to 08 May 2018
<b>ABC (Approved Budget for the Contract)</b>	:	Php24,000.00
<b>Mode of Payment</b>	:	<b>Send Bill Policy</b>
<b>Fund Source</b>	:	MRE 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 **8:30 PM on 04 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**. **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 with valid and current annexes

While for Red Membership:

1. Valid and current Mayor's Permit/Business Permit
2. PhilGEPS Registration Number
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. BERNARDO RAFAELITO R. ALEJANDRO IV**  
Chairperson  
OCD Bids and Awards Committee

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

**Provision of Meals and Snacks for the Two-Day Workshop re Development of the OCD Public Service Continuity Plan**

Instructions: 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	State of Compliance
I.	30 pax for AM and PM Snacks 1 <sup>st</sup> Day: AM Snack: Arrozcaldo, Tokwa and Drinks PM Snack: Bread or Native Foods and drinks  2 <sup>nd</sup> Day: AM Snack: Pasta with bread and drinks PM Snack: Bread and drinks  30 pax for Packed Lunch Rice, Seafood or Fish, Chicken or Pork or Beef, and Vegetables, Dessert, Drinks  Date, Time and Place of Delivery: Day 1- May 07- AM Snack: 9: 30 AM, Lunch: 11:30 AM, PM Snack 2:45 PM Day 2: May 08- AM Snack: 9: 30 AM, Lunch: 11:30 AM, PM Snack 2:45 PM	
II.	<b>Delivery Period:</b> 07 to 08 May 2018	
III.	<b>Delivery Area:</b> Old NDRRMC Open, 2 <sup>nd</sup> Floor, OCD CGEA, Quezon City	
IV.	<b>Payment:</b> <b>Send Bill Policy</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**

**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 Unit	Total
Day 1- May 07- AM Snack: 9: 30 AM, Lunch: 11:30 AM, PM Snack 2:45 PM	30 pax	Php	Php
Day 2: May 08- AM Snack: 9: 30 AM, Lunch: 11:30 AM, PM Snack 2:45 PM	30 pax	Php	Php
<b>TOTAL PRICE:</b>			<b>Php</b>

**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 two (2) calendar days from receipt of Contract/ Purchase Order.
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 : \_\_\_\_\_