

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

REQUEST FOR QUOTATION (RFQ) No. PDPS-0518-005

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 53.5 Agency to Agency** 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 Meals (snack and lunch) during the conduct of the 6 th Meeting of the CCAM-DRR Cabinet Cluster
Location	:	DND Conference Room, Camp General Emilio Aguinaldo, Quezon City
Date of Event	:	May 30, 2018 (80 pax)
Brief Description	:	Provision of Meals (snack, lunch and coffee)
Terms of Payment	:	<u>Must accept send bill policy</u>
ABC (Approved Budget for the Contract)	:	ABC: Php 63,800.00
Fund Source	:	PDPS APB CY 2018

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.**

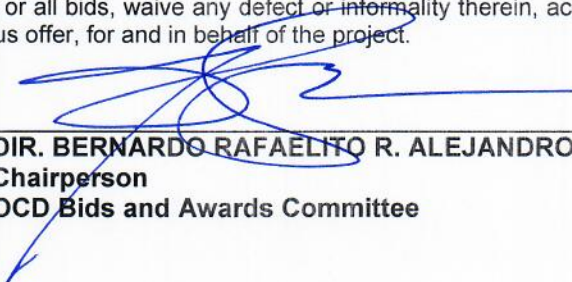
Prospective bidders shall accomplish and submit the duly signed "**Annex A (Technical Specifications) & Annex "B" Price Quotation Form (PQF)**" (under prescribed form) **non-submission shall automatically be disqualified** not later than **1:30 PM on 16 May 2018**, at the OCD BAC Secretariat Office, 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.o.cd@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:

1. A Certification that the facility is under a government

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 (snacks and lunch) during the conduct of the 6th Meeting of the CCAM-DRR Cabinet Cluster

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.	Date of Event: May 30, 2018 (9:00 AM to 2:00 PM)	
II.	Location: DND Conference Room, Camp Gen. Emilio Aguinaldo, Quezon City	
III.	<p>Provision of Meals (snacks and lunch) during the conduct of the 6th Meeting of the CCAM-DRR Cabinet Cluster</p> <p>Snacks</p> <ul style="list-style-type: none"> • Sotanghon with bread • Iced Tea <p>Lunch</p> <ul style="list-style-type: none"> • Salad • Soup • Serving of chicken and pork or beef (any 2) • Vegetable dish • Fish • Rice or bread rolls • Dessert (fruits or choice o cake slice, leche flan or pastries) • Assorted soda • Water <p>Coffee</p> <ul style="list-style-type: none"> • 100 cups of Coffee <p>10 % Service Charge of the total amount</p>	
IV.	<p>Payment:</p> <p>Must accept SEND BILL policy as payment of services.</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	Cost per pax	Total Price
Provision of Meals (snacks and lunch) during the conduct of the 6th Meeting of the CCAM-DRR Cabinet Cluster Location: DND Conference Room, Camp Gen. Emilio Aguinaldo, Quezon City			
Snacks			
• Sotanghon with bread			
• Iced Tea	80 pax		
Lunch	80 pax		
• Salad			
• Soup	80 pax		
• Serving of chicken and pork or beef (any 2)	80 pax		
• Vegetable dish	80 pax		
• Fish	80 pax		
• Rice or bread rolls	80 pax		
• Dessert (fruits or choice of cake slice, leche flan or pastries)	80 pax		
• Assorted soda	80 pax		
• Water	80 pax		
Coffee	80 pax		
• 100 cups of Coffee	100 cups		
10 % Service Charge of the total amount			
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 : _____