

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

**REQUEST FOR QUOTATION (RFQ) ROXI-0518-46**

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 53.10 Lease of Real Property or Venue** 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>	:	Lease of Office Space for OCD-Region XI
<b>Location</b>	:	Within the vicinity of Davao City and within 5kms from the airport
<b>Duration of Contract</b>	:	One (1) year upon signing of the contract
<b>Terms of Payment</b>	:	<b><u>Must accept send bill policy arrangement</u></b>
<b>ABC (Approved Budget for the Contract)</b>	:	Php 1,080,000.00
<b>Fund Source</b>	:	OCDRO-XI APB Fund 2018 and forthcoming 2019 budget

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 13 June 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:

- Platinum PhilGEPS Registration only with valid and current annexes

While for Red Membership:

- Valid and current Mayor's Permit/Business Permit
- PhilGEPS Registration Number
- 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.

  
\_\_\_\_\_  
**MR. CHRISTOPHER B. GACUTAN**  
Vice-Chairperson  
OCD Bids and Awards Committee

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

**Lease of Office Space for OCD-Region XI**

**Legend:** \*MANDATORY REQUIREMENTS. Failure to comply with any of the mandatory requirements will disqualify your quotation.

Item No.	Agency Specifications	Statement of Compliance
I.	<b>Lease of Office Space for OCD-Region XI</b>  <b>Technical Specifications:</b> <ul style="list-style-type: none"> <li>• At least 180 square meter</li> <li>• Access provided between 2 units</li> <li>• Must be free from flood and has functioning drainage system</li> <li>• The office should be fit for commercial use</li> <li>• The entry and exit must not hamper the neighborhood</li> <li>• The entry and exit to office space must not be hampered by the traffic condition in the neighborhood</li> <li>• Generally clean and free from health hazards</li> <li>• Presence of police station within 1km from the office facility</li> <li>• The neighborhood must be generally free from threats to security such as crime and insurgency</li> <li>• It must be compliant to all necessary permits for legal requirements</li> <li>• The structure must be in excellent condition</li> <li>• Adequate lights with sole power and meters respectively</li> <li>• Can accommodate Satellite Dish with payload of 50 kg</li> <li>• Provision of Security within the building premises</li> <li>• Renewable Contract</li> </ul>	
II.	<b>Location:</b> Within the vicinity of Davao City and within 5kms from the airport <b>Duration of Contract:</b> One (1) year upon signing of the contract	
III.	<b>Payment:</b> <b>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
<b>Lease of Office Space for OCD-Region XI</b>  Location: Within the vicinity of Davao City and within 5kms from the airport Duration of Contract: One (1) year upon signing of the contract	1 lot	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 : \_\_\_\_\_