



Republic of the Philippines  
DEPARTMENT OF NATIONAL DEFENSE  
**OFFICE OF CIVIL DEFENSE IV-A**

#175, 2nd Floor, CPDC Bldg, Brgy Paciano Rizal, Calamba City

Date: **November 23, 2020**  
PR Ref No. **2020-11-411**  
Quotation No.: **2020-11-047**

Company Name	
Address	
Tel. No/ Fax No.	
Business Permit No.	
TIN No.	
PhilGEPS Cert. #	
Vatable/Non Vatable (please indicate)	

**REQUEST FOR QUOTATION OF PRICES**

Gentlemen:

The Office of Civil Defense IV-A will undertake **Negotiated Procurement – Republic Act No. 11494** or the **“Bayanihan to Recover as One Act”** and **GPPB Resolution 19-2020** as an **Alternative Mode of Procurement** to immediately mobilize assistance in the provision of basic necessities to individuals and amply provide health care, including medical tests and treatments to COVID-19 patients, persons under investigation or persons under monitoring and undertake a program of recovery and rehabilitation.

The OCD hereinafter referred to as the “Purchaser”, now request submission of a price quotation for the subject below:

Name of Project	<b>PROVISION OF DRINKING WATER FOR CALABARZON COVID-19 MEGA QUARANTINE FACILITY</b>
Delivery Site	Regional Government Center, Brgy. Mapagong, Calamba City, Laguna
Delivery Schedule	December 3, 2020
Brief Description	Provision of Drinking Water for Calabarzon Covid-19 Mega Quarantine Facility (RGC), Brgy. Mapagong, Calamba City, Laguna
Terms of Payment	Send bill policy in the payment of services with at least 10 working days of processing
ABC (Approved Budget of the Contract)	Php 729,000.00
Fund Source	Regular Fund

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specification and other terms and conditions stated herein.

Accomplished Request for Quotation (RFQ) duly signed by your authorized representative must be duly received by the BAC Secretariat at **2<sup>nd</sup> Floor, CPDC Building, Brgy. Paciano Rizal, Calamba City** or thru [ocd.rdrmc4a@yahoo.com](mailto:ocd.rdrmc4a@yahoo.com) on or before **8:00AM, November 27, 2020**. **Late submission of RFQ shall not be accepted.** For any clarifications, you may contact us at cell phone nos. **0917-125-7488/ 0908-889-8948** or e-mail us at [ocd.rdrmc4a@yahoo.com](mailto:ocd.rdrmc4a@yahoo.com). **Use of forms other than the attached OCD prescribed format is not acceptable.**

**General Conditions:**

1. All bids higher than ABC shall automatically be disqualified.
2. Proponent must submit the following documents;
  - Current and valid Mayor's permit or Business Permit
  - Philgeps Reg number
  - Income/Business Tax Return
  - Original Copy of Notarized Omnibus Sworn Statement; and
  - Quotation/proposal for the service to be rendered.
  - Notarized Omnibus Sworn Statement

3. All prices to be denominated in Philippine Peso and quotations shall be inclusive of applicable Value Added Tax (VAT) and shall be firm and valid for a period of at least sixty (60) days from the date of receipt of quotation and shall be binding upon the supplier within said period.
4. Any interlineations, erasures/overwriting shall be valid only if they are signed/initialed by the proponent or his/her duly authorized representative(s).
5. 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.

OCD IV-A reserves the right to accept or reject any or all bid, waive any defect of informality therein, accept the bid and award the contract to the most advantageous offer, for and in behalf of the project. Furthermore, the OCD IV-A assumes no responsibility to compensate or indemnify the bidder for any expense or loss that may be incurred in the preparation of the bid or guarantees that an award will be made.

  
**CARMELITA A. LAVERINTO**  
BAC Chairman

**Received by:**

\_\_\_\_\_  
Signature above printed name

\_\_\_\_\_  
Date and time of receipt

***\*Kindly fill in and send back this letter to sender to acknowledge receipt***

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

**PROVISION OF OFFICE SUPPLIES FOR CALABARZON COVID-19 MEGA QUARANTINE FACILITY (RGC)**

Bidders must state either "Comply" or "Not Comply" or any equivalent term in the column "Statement of Compliance" against each of the individual parameter of each "Specification."

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

ITEM No.	Specification	Statement of Compliance						
I.	<b>Drinking Water*</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">UNIT</th> <th style="text-align: center;">ITEM DESCRIPTION</th> <th style="text-align: center;">QUANTITY</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Bottle</td> <td>Drinking Water, 1 Liter</td> <td style="text-align: center;">40,500</td> </tr> </tbody> </table>	UNIT	ITEM DESCRIPTION	QUANTITY	Bottle	Drinking Water, 1 Liter	40,500	
UNIT	ITEM DESCRIPTION	QUANTITY						
Bottle	Drinking Water, 1 Liter	40,500						
II.	<b>Date of Delivery : December 3, 2020*</b>							
III.	<b>Delivery Location : Calabarzon Covid-19 Mega Quarantine Facility (RGC), Brgy. Mapagong, Calamba City, Laguna*</b>							
IV.	<b>Requirements/Qualifications of the Service Provider*</b> 1. The supplier must be flexible to the requirements of the end user. 2. The supplier must be within the area of CALABARZON region							
V.	<b>Contract Terms*</b> The Purchase Order shall take effect upon the issuance of Notice to Proceed (NTP) and shall remain in full force and effect until all requirements have been delivered according to the signed Purchase Order.							
VI.	<b>Terms of Payment*</b> The Service Provider shall be paid thru <b>SEND BILL ARRANGEMENT</b> upon the submission of delivery receipt and sales invoice indicating of actual total deliveries and other pertinent documentary requirements as may be necessary.							
VII.	<b>Other Arrangements*</b> All quoted prices are inclusive of applicable taxes, duties, delivery charges and all other services.							

I hereby commit to comply with all the above requirements

Company Name : \_\_\_\_\_  
 Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

Signature : \_\_\_\_\_  
 Complete Name : \_\_\_\_\_  
 Date : \_\_\_\_\_

**ANNEX "B"**  
Price Quotation Form

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

**CARMELITA A. LAVERINTO**

BAC Chairman  
Office of Civil Defense IV-A  
#175 CPDC Bldg., Brgy Paciano Rizal  
Calamba City, Laguna

Ma'am:

1. After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our financial proposal for the items identified below:

Item	Item & Description	Qty	Unit	Unit Cost	Total Price
	<b>Provision of Drinking Water for Calabarzon Covid-19 Mega Quarantine Facility (RGC), Brgy. Mapagong, Calamba City, Laguna</b>  <b><u>Drinking Water</u></b>  Drinking Water, 1 Liter  <b>Date of Delivery :</b> December 3, 2020 <b>Delivery Location:</b> Calabarzon Covid-19 Mega Quarantine Facility (RGC), Brgy. Mapagong, Calamba City, Laguna <b>*SEND BILL ARRANGEMENT</b>	40,500	Bottle		
<b>Total Amount</b>					

Total amount in words: \_\_\_\_\_

**Note: the above quoted prices are VAT Inclusive**

1. We undertake, if our quotation or bid is accepted, to deliver the above goods within (15) calendar days from receipt of Work Order (WO) /Purchase Order (PO).
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 of items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
4. The above-quoted price is inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address of Company

\_\_\_\_\_/\_\_\_\_\_  
Office Telephone No. / Mobile No.

\_\_\_\_\_  
Email address/es