

Republic of the Philippines
 Department of National Defense
OFFICE OF CIVIL DEFENSE VII
 Labrador Bldg., N. Bacalso Ave., Brgy. Sambag 1, Cebu City, Cebu

REQUEST FOR QUOTATION (RFQ) No. OC7-2020-11-005

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** in accordance with **Section 52.1b Shopping (Supplies Not Available in PS-DBM)** 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	: Procurement of 4th Quarter Janitorial Supplies of OCD Region 7 for CY 2020.
Delivery Site	: OCD Regional Office 7, Sambag 1, N. Bacalso Ave., Cebu City
Delivery Schedule	: Five (5) Days upon receipt of Notice To Proceed (NTP)
Terms of Payment	: <u>Must accept send bill policy arrangement</u>
ABC (Approved Budget for the Contract)	: Php. 13,512.72
Fund Source	: OCD7 RF CY 2020

Award of contract shall be made to the bidder with the legal and financial capability to support said project (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.**

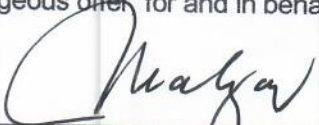
Prospective bidder shall accomplish and submit the duly signed "**Annex A (Technical Specifications) & Annex "B" Price Quotation Form (PQF)**" (under prescribed form). **Non-submission shall automatically be disqualified.** Submit sealed quotation is not later than **5:00 PM on November 13, 2020** at the OCD Region VII, Labrador Bldg., N. Bacalso Ave., Brgy. Sambag 1, Cebu City. Submit your **SEALED QUOTATION (indicate the project name) in person or via registered courier service,** duly signed by your authorized representative. For any clarifications, you may contact the **BAC Secretariat/Procurement Unit** at telephone no. **(032) 410-6452/253-8730** or email address at **ocd7.procurement@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:

1. Valid/Current Mayor's Permit/Business Permit (or application for renewal with corresponding receipt)
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. MARLOU L. SALAZAR
 Regional Director/Head of Procuring Entity

ANNEX "A"
Technical Specifications

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."

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

Item No.	Agency Specifications			Statement of Compliance
I.	Procurement of 4th Quarter Janitorial Supplies of OCD Region 7 for CY 2020. (ABC: 13,512.72)			
	Units	ARTICLE AND DESCRIPTIONS	Quantity	
	Bottle	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	5	
	Pack	DETERGENT POWDER, all purpose, 1kg	3	
	Piece	MOPHEAD, made of rayon, weight: 400 grams min	4	
	Pack	SCOURING PAD, made of synthetic nylon, 140 x 220mm	1	
	Roll	TRASHBAG, plastic, XL, Color Black	15	
II.	Bottle	Dishwashing liquid	20	
	Bottle	Zonrox color	3	
	Pack	Table Napkin	11	
	Pack	Bathroom tissue 2 ply roll at 12 roll/pack	10	
	Pack	Battery, size AAA alkaline, 2 pieces per bister pack	6	
	Pack	Toilet tissue, 12 rolls per pack	6	
	Piece	Broom, soft tambo	6	
	Piece	Waste basket, non-rigid plastic	5	
	Gallon	Liquid Soza	3	
	Pack	Plastic bag pack at 100 Large	15	
	Pieces	Sponge mop	2	
III.	Delivery Site: OCD Regional Office 7, Sambag 1, N. Bacalso Ave., Cebu City Delivery Schedule: 5 Calendar Days upon receipt of Notice to Proceed (NTP)			
IV.	Payment: Must accept SEND BILL policy as payment *Other government terms and policies apply.			

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 VII
Labrador Bldg., N. Bacalso Ave., Brgy. Sambag 1, Cebu 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:

Quantity	Unit	Item Description	Cost per item	Total Price
5	Bottle	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap		
3	Pack	DETERGENT POWDER, all purpose, 1kg		
4	Piece	MOPHEAD, made of rayon, weight: 400 grams min		
1	Pack	SCOURING PAD, made of synthetic nylon, 140 x 220mm		
15	Roll	TRASHBAG, plastic, XL, Color Black		
20	Bottle	Dishwashing liquid		
3	Bottle	Zonrox color		
11	Pack	Table Napkin		
10	Pack	Bathroom tissue 2 ply roll at 12 roll/pack		
6	Pack	Battery, size AAA alkaline, 2 pieces per bister pack		
6	Pack	Toilet tissue, 12 rolls per pack		
6	Piece	Broom, soft tambo		
5	Piece	Waste basket, non-rigid plastic		
3	Gallon	Liquid Soza		
15	Pack	Plastic bag pack at 100 Large		
2	Pieces	Sponge mop		
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 three (3) 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 : _____