

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

**REQUEST FOR QUOTATION (RFQ) No. PAO-OC-1018-029**

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>	:	Printing of PVC Board Posters ICOW Building Resilience Exhibit
<b>Delivery Schedule</b>	:	November 06, 2018
<b>Delivery Address</b>	:	Office of Civil Defense, Camp General Emilio Aguinaldo Quezon City
<b>Terms of Payment</b>	:	<b><u>Must accept send bill policy arrangement</u></b>
<b>ABC (Approved Budget for the Contract)</b>	:	Php. 33,440.00
<b>Fund Source</b>	:	PAO APP 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 **9:00 AM on 29 October 2018**, at the OCD BAC Secretariat Office, 2<sup>nd</sup> Floor, OCD Annex Building, Camp General Emilio Aguinaldo, Quezon City. Submit your **quotation (indicate the project name) duly signed by your authorized representative thru email or to our office.** 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 only with valid and current annexes

While for Red Membership:

- a. Valid and current Mayor's Permit/Business Permit
- b. PhilGEPS Registration Number
- c. 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**

**Printing of PVC Board Posters ICOW Building Resilience Exhibit**

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.	<b>Items:</b> 42 pieces of 18" x 24" PVC Board Posters 2 pieces of 24" x 36" PVC Board Posters  <b>Specifications:</b> Material: 3.0mm PVC Boards Process: Direct PVC printing or sticker on PVC Color: Full Color Digital (4/0) File: Supplied	
II.	<b>Delivery Period:</b> November 06, 2018 <b>Delivery Address:</b> Office of Civil Defense, Camp General Emilio Aguinaldo Quezon City	
III.	<b>Payment:</b> <u>Must accept SEND BILL policy as payment</u> Prices includes all applicable taxes, duties, and other charges Full payment	

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	Total Price
<b>Printing of PVC Board Posters ICOW Building Resilience Exhibit</b>  <b>Delivery Period:</b> <b>Delivery Period:</b> November 06, 2018 <b>Delivery Address:</b> Office of Civil Defense, Camp General Emilio Aguinaldo Quezon City		
<b>Items:</b>		
<ul style="list-style-type: none"> <li>• 18" x 24" PVC Board Posters</li> </ul>	42 pieces	PhP
<ul style="list-style-type: none"> <li>• 24" x 36" PVC Board Posters</li> </ul>	2 pieces	PhP
<b>TOTAL</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 fifteen (15) days from receipt of Contract/Purchase Order/Work 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 : \_\_\_\_\_