

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

**REQUEST FOR QUOTATION (RFQ) No. PDPS-1118-016**

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 53.7 Highly Technical Consultants** 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>	:	Hiring of Technical Consultant for the Review and Updating of the National Disaster Risk Reduction and Management Plan (NDRRMP) 2011-2028
<b>Project Duration</b>	:	A total of Twenty Five (25) Working Days
<b>Terms of Payment</b>	:	<b><u>Progress Billing based on Section XI (Scheme of Payment) of the Terms of Reference (Attached on the Annex A of the RFQ)</u></b>
<b>ABC (Approved Budget for the Contract)</b>	:	Php.400,000.00
<b>Fund Source</b>	:	<b>PDPS APB CY 2018</b>

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 **01:30 PM on 21 November 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 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:

1. Professional License/Curriculum Vitae (Consulting Services)
2. PhilGEPS Registration Number

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**

**Hiring of Technical Consultant for the Review and Updating of the National Disaster Risk Reduction and Management Plan (NDRRMP) 2011-2028**

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.	<p><b>Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Master's degree in any of the following disciplines: Social Sciences, Community Development, Communications, Urban and Regional Planning, Environmental Management or any relevant discipline. PhD degrees are an advantage</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Must have at least 10 years in documenting and facilitating workshops and writing guidance notes, plans, and public policies;</li> <li>• Knowledge in the field of disaster risk reduction and experience</li> <li>• Must be involved in the formulation of the National Disaster Risk Reduction and Management Plan 2011-2028.</li> </ul>	
II.	<p><b>Scope of Work:</b></p> <p>The consultant should be able to submit the final updated NDRRM Plan and facilitate the approval and adoption of the NDRRMP. In order to do this s/he must be able to:</p> <ul style="list-style-type: none"> <li>• Attend the Regional Consultations;</li> <li>• Attend the vetting meetings and presentation to the NDRRMC Full Council Meetings;</li> <li>• Document the consultations, meetings, writing workshops, and other activities related to overall process of updating the NDRRMP;</li> <li>• Prepare the final plan taking into consideration the inputs to the workshops, writing workshops, vetting, consultative meetings, results of the sunset review and consolidated accomplishments of the NDRRMP</li> </ul>	
III.	<p><b>Other Application Requirements:</b></p> <ol style="list-style-type: none"> <li>a. Letter of Intent address to Usec. Ricardo B. Jalad, Civil Defense Administrator, Office of Civil Defense;</li> <li>b. Curriculum Vitae indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;</li> <li>c. Concept Note on expounding on the methodologies and approach to complete the project.</li> </ol>	
IV.	<p><b>Payment Scheme and Activities:</b>  <b><u>Progress Billing based on Section XI (Scheme of Payment) of the Terms of Reference;</u></b></p>	

Activities/Deliverables	Estimated Duration to Complete	Target Due Dates
10% upon signing of the contract and submission of indicative work plan	40%	December 15, 2018
30% upon submission and acceptance of the revised draft plan, taking into consideration the issues highlighted in the Regional Consultations	Not more than three (3) weeks after the last trench of Regional Consultation	February 10, 2019
30% upon the submission and acceptance of 1 <sup>st</sup> final draft updated NDRRM Plan with a draft Executive Order for signature of the President taking into consideration the inputs provided by last round of vetting process and presentation to the NDRRM TMG Meeting	Between February 15 to March 15, 2019	March 25, 2019
30% upon the 1 <sup>st</sup> final draft updated NDRRM Plan with a draft Executive Order for signature of the President	Between March 30 to April 30, 2019	April 30, 2019

I hereby certify to comply and deliver all the above requirements.

Company Name  
Address

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:  
\_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

Signature  
Complete Name  
Date

:  
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**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	Total Price
<p><b>Hiring of Technical Consultant for the Review and Updating of the National Disaster Risk Reduction and Management Plan (NDRRMP) 2011-2028</b></p> <p><b>Project Duration:</b> A total of Twenty Five (25) Working Days</p> <p><b>Scope of Work:</b></p> <ul style="list-style-type: none"> <li>• Attend the Regional Consultations;</li> <li>• Attend the vetting meetings and presentation to the NDRRMC Full Council Meetings;</li> <li>• Document the consultations, meetings, writing workshops, and other activities related to overall process of updating the NDRRMP;</li> <li>• Prepare the final plan taking into consideration the inputs to the workshops, writing workshops, vetting, consultative meetings, results of the sunset review and consolidated accomplishments of the NDRRMP</li> </ul>	1 lot	PhP

**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 the dates stated at the RFQ.
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 for 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.

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

Address : \_\_\_\_\_

Office Tel. No. & Mobile No. : \_\_\_\_\_

Email Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE** : \_\_\_\_\_

Signature : \_\_\_\_\_

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