

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

REQUEST FOR QUOTATION (RFQ) No. PDPS-1118-017

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:

Name of Project	: Hiring of a (1) Technical Writer/Documenter for the Completion and Finalization QMS Documents for the Development of OCD Quality Management System Certifiable to ISO 9001:2015
Project Duration	: A total of Fifteen (15) Days
Terms of Payment	: Progress billing as per required deliverables in the Terms of Reference (TOR) (Stated at the Annex A of the RFQ)
ABC (Approved Budget for the Contract)	: Php.115,000.00
Fund Source	: PDPS APB 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.**

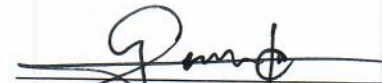
Prospective bidders shall accomplish and submit the duly signed "**Annex A (Technical Specifications) & Annex "B" Price Quotation Form (PQF)**" (under prescribed form) **non-submission shall automatically be disqualified** not later than **01:30 PM on 21 November 2018**, at the OCD BAC Secretariat Office, 2nd 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 a (1) Technical Writer/Documenter for the Completion and Finalization QMS Documents for the Development of OCD Quality Management System Certifiable to ISO 9001:2015

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>Scope of Work:</p> <p>The Technical Writer should be able to submit the completed QMS documents (Quality Manual, systems procedures, operating procedures, work instructions, forms, objectives and action plans, risk register and action plan, process monitoring tools, master list of internal and external documents). In order to do this, s/he must be able to:</p> <ul style="list-style-type: none"> • Attend the actual documentation of procedures with the OCD QMS process owners; and • Organize the draft QMS documents of the OCD QMS process owners for printing and distribution 	
II.	<p>Qualification:</p> <p>Education: Graduate of bachelor's degree in any of the following disciplines: Mass Communications, Development Communications, or any relevant discipline.</p> <p>Training: Must have completed ISO 9001 Trainings.</p> <p>Experiences:</p> <ul style="list-style-type: none"> • Must have at least one (1) year of experience on ISO 9001 documentation and implementation • Must have at least one (1) year of experience in the development and implementation of QMS of Central Office of any government agency with aspects of DRR and environmental management. • Must have at least one (1) year of experience in the development and implementation of QMS. 	
III.	<p>Other Application Requirements:</p> <ol style="list-style-type: none"> a. Letter of Intent address to Usec. Ricardo B. Jalad, Civil Defense Administrator, Office of Civil Defense; 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; c. Concept Note on expounding on the methodologies and approach to complete the project. 	
IV.	<p>Payment:</p> <p><u>Progress billing as per required deliverables in the Terms of Reference (TOR)</u></p> <p>The consultant shall be paid in full with the details of the compensation as follows:</p>	

Deliverables/Outputs	Target Due Dates	Review and Approvals Required	Name of Designated Person Who Will Review and Accept the Output
1. Upon submission of Complete QMS Documents (<u>coded Quality Manual</u> , <u>systems procedures</u> , <u>work instructions and forms</u> , <u>objectives</u> , <u>objectives and action plans</u> , <u>risk register and action plan</u> , <u>process monitoring tools</u> , <u>master list of internal and external documents</u>)	December 27, 2018	OCD Top Management	OCD Top Management

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
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>Hiring of a (1) Technical Writer/Documenter for the Completion and Finalization QMS Documents for the Development of OCD Quality Management System Certifiable to ISO 9001:2015</p> <p>Project Duration: A total of Fifteen (15) Days</p> <p>Scope of Work: The Technical Writer should be able to submit the completed QMS documents (Quality Manual, systems procedures, operating procedures, work instructions, forms, objectives and action plans, risk register and action plan, process monitoring tolls, master list of internal and external documents). In order to do this, s/he must be able to:</p> <ul style="list-style-type: none"> • Attend the actual documentation of procedures with the OCD QMS process owners; and • Organize the draft QMS documents of the OCD QMS process owners for printing and distribution 	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 : _____