

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

REQUEST FOR QUOTATION (RFQ) No. AFMS-0120-004

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:

Name of Project	: Provision of Vehicle Rental for the conduct of GSD Team Building 2020
Date:	: 04 Mar 2020 OCD, CGEA, Q.C. to Point of Destination in La Union
Terms of Payment	: <u>Send Bill Policy</u>
ABC (Approved Budget for the Contract)	: PhP 39,000.00
Fund Source	: AFMS APB CY 2020

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.** Submission of SEALED QUOTATION is **12:00 Noon on 05 February 2020**, 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. For any clarifications, you may contact the **BAC Secretariat Office** at telephone no. **(02) 912-2964** or email address **atbacsec.ocd@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 Official Receipt of Renewal Application with the Expired Business Permit)
2. Latest Income and Business Tax Return
3. Omnibus Sworn Statement

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.



ASEC KRISTOFFER JAMES E. PURISIMA
Chairperson
OCD Bids and Awards Committee 

ANNEX "A"
Technical Specifications

Provision of Vehicle Rental for the conduct of GSD Team Building 2020

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>VEHICLE RENTAL Provision of TRANSPORTATION Name of Event: GSD Team Building 2020 Pick-up Point: OCD, CGEA, Q.C. Drop-Off Point: Point of Destination in La Union No. of Participants: 75</p> <p>Requirements for the Vehicle: Type of Vehicle: Van Must be at least 2015 model Must accommodate at least minimum of 10 – seater, maximum of 15 – seater 12 pax/vehicle/trip AC of the vehicle must be fully functional/operational</p> <p>Transportation Arrangements A) Pick-up and Drop-Off Only</p> <table border="1" data-bbox="236 1061 1337 1211"> <thead> <tr> <th>No. of Pax</th> <th>Pick-Up point</th> <th>Date/Time</th> <th>Drop-Off Point</th> <th>Date/Time</th> <th>No. of Vehicles</th> </tr> </thead> <tbody> <tr> <td align="center">75</td> <td align="center">OCD- Main Lobby, CGEA, Q.C.</td> <td align="center">4 AM, 04 Mar 2020</td> <td align="center">Point of Destination in La Union</td> <td align="center">4 Mar 2020</td> <td align="center">3</td> </tr> </tbody> </table> <p>B) Pick-up and Return Trip</p> <table border="1" data-bbox="236 1240 1337 1391"> <thead> <tr> <th>No. of Pax</th> <th>Pick-Up point</th> <th>Date/Time</th> <th>Drop-Off Point</th> <th>Date/Time</th> <th>No. of Vehicles</th> </tr> </thead> <tbody> <tr> <td align="center">75</td> <td align="center">Point of Destination in La Union</td> <td align="center">2 PM, 06 Mar 2020</td> <td align="center">OCD- Main Lobby, CGEA, Q.C.</td> <td align="center">6 Mar 2020</td> <td align="center">3</td> </tr> </tbody> </table> <p>Service Provider must: Conduct routine check-up prior to usage (BLOWBAG) Pay toll fee and parking fees as may be necessary Provide for fuel, oil, and lubricants for the vehicle/s Provide professional and courteous driver/s for the vehicle/s Provide food and accommodation for the driver/s Cover all expenses for emergency repairs / check-up during the period covered Payment: Must accept SEND BILL policy as payment for service</p>	No. of Pax	Pick-Up point	Date/Time	Drop-Off Point	Date/Time	No. of Vehicles	75	OCD- Main Lobby, CGEA, Q.C.	4 AM, 04 Mar 2020	Point of Destination in La Union	4 Mar 2020	3	No. of Pax	Pick-Up point	Date/Time	Drop-Off Point	Date/Time	No. of Vehicles	75	Point of Destination in La Union	2 PM, 06 Mar 2020	OCD- Main Lobby, CGEA, Q.C.	6 Mar 2020	3	
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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	Item and Quantity	Cost per Item	Total Price
Provision of Vehicle Rental for the conduct of GSD Team Building 2020	3 Van		
TOTAL PRICE			PHP

AMOUNT IN WORDS: _____

Note: The above quoted prices are VAT Inclusive.

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 : _____

