

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

**REQUEST FOR QUOTATION (RFQ) No. AFMS-0220-003**

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>	: <b>Provision of Vehicle Rental for the conduct of GSD Team Building 2020</b>
<b>Date:</b>	: <b>04 Mar 2020 OCD, CGEA, Q.C. to Point of Destination in La Union</b>
<b>Terms of Payment</b>	: <b><u>Send Bill Policy</u></b>
<b>ABC (Approved Budget for the Contract)</b>	: <b>PhP 60,000.00</b>
<b>Fund Source</b>	: <b>AFMS APB CY 2020</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.** Submission of SEALED QUOTATION is **12:00 Noon on 26 February 2020**, 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. 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
2. PhilGEPS Registration Number
3. Latest Income and Business Tax Return (For ABC Above PHP500,000.00)
4. Omnibus Sworn Statement (For ABC Above PHP50,000.00)

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><b>VEHICLE RENTAL</b>  <b>Provision of TRANSPORTATION</b>  <b>Name of Event: GSD Team Building 2020</b>  <b>Pick-up Point: OCD, CGEA, Q.C.</b>  <b>Drop-Off Point: Point of Destination in La Union</b>  <b>No. of Participants: 75</b></p> <p><b>Requirements for the Vehicle:</b>  <b>Type of Vehicle: Van</b>  <b>Must be at least 2015 model</b>  <b>Must accommodate at least minimum of 10 – seater, maximum of 15 – seater 12 pax/vehicle/trip</b>  <b>AC of the vehicle must be fully functional/operational</b></p> <p><b>Transportation Arrangements</b>  <b>A) Pick-up and Drop-Off Only</b></p> <table border="1" data-bbox="231 1070 1332 1220"> <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>15/Van</td> <td>OCD- Main Lobby, CGEA, Q.C.</td> <td>4 AM, 04 Mar 2020</td> <td>Point of Destination in La Union</td> <td>4 Mar 2020</td> <td>4</td> </tr> </tbody> </table> <p><b>B) Pick-up and Return Trip</b></p> <table border="1" data-bbox="231 1249 1332 1400"> <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>15/Van</td> <td>Point of Destination in La Union</td> <td>2 PM, 06 Mar 2020</td> <td>OCD- Main Lobby, CGEA, Q.C.</td> <td>6 Mar 2020</td> <td>4</td> </tr> </tbody> </table> <p><b>Service Provider must:</b>  <b>Conduct routine check-up prior to usage (BLOWBAG)</b>  <b>Pay toll fee and parking fees as may be necessary</b>  <b>Provide for fuel, oil, and lubricants for the vehicle/s</b>  <b>Provide professional and courteous driver/s for the vehicle/s</b>  <b>Provide food and accommodation for the driver/s</b>  <b>Cover all expenses for emergency repairs / check-up during the period covered</b>  <b>Payment: Must accept SEND BILL policy as payment for service</b></p>	No. of Pax	Pick-Up point	Date/Time	Drop-Off Point	Date/Time	No. of Vehicles	15/Van	OCD- Main Lobby, CGEA, Q.C.	4 AM, 04 Mar 2020	Point of Destination in La Union	4 Mar 2020	4	No. of Pax	Pick-Up point	Date/Time	Drop-Off Point	Date/Time	No. of Vehicles	15/Van	Point of Destination in La Union	2 PM, 06 Mar 2020	OCD- Main Lobby, CGEA, Q.C.	6 Mar 2020	4	
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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	4 Van		
<b>TOTAL PRICE</b>			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 : \_\_\_\_\_

