

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

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

Company Name : _____
Address : _____
PhilGEPS Registration Number : _____

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 Transportation Services for the conduct of: Public Service Continuity Plan Training for OCD Personnel; DRRM for LCEs; Contingency Planning Training for NGA (CD Fund); Community First Responder Training
Date:	: 10 Feb 2020 NAIA/OCD to QC/Mandaluyong/Pasig and 14 Feb 2020 QC/Mandaluyong/Pasig to NAIA/OCD; 11 Feb 2020 OCD to QC/Mandaluyong/Pasig and 14 Feb 2020 QC/Mandaluyong/Pasig to OCD; 24 Feb 2020 OCD to QC/Mandaluyong/Pasig and 28 Feb 2020 QC/Mandaluyong/Pasig to OCD; 12 Mar 2020 OCD to QC/Cavite/ Rizal Province, 14 Mar 2020 NAIA/OCD to QC/Cavite/ Rizal Province, and 20 Mar 2020 QC/Cavite/ Rizal Province to NAIA/OCD
Terms of Payment	: Send Bill Policy
ABC (Approved Budget for the Contract)	: PhP90,000.00
Fund Source	: CBTS 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 QUOTATION is until **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 **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 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. Valid/Current Mayor's Permit/Business Permit (or Official Receipt of Renewal Application with the Expired 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 Transportation Services for the conduct of: Public Service Continuity Plan Training for OCD Personnel; DRRM for LCEs; Contingency Planning Training for NGA (CD Fund); Community First Responder Training

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>Provision of Transportation Services</p> <p>Name of Event 1: Public Service Continuity Plan Training for OCD Personnel Transportation Arrangement- Multiple trips within 8 Hours</p> <table border="1" data-bbox="284 719 1273 857"> <thead> <tr> <th>No. of pax</th> <th>Pick-up Point</th> <th>Drop-off Point</th> <th>Inclusive Dates</th> <th>No. of Vehicle/s</th> </tr> </thead> <tbody> <tr> <td rowspan="2">50</td> <td>NAIA/OCD</td> <td>QC/Mandaluyong/Pasig</td> <td>10-Feb-2020</td> <td rowspan="2">2</td> </tr> <tr> <td>QC/Mandaluyong/Pasig</td> <td>NAIA/OCD</td> <td>14-Feb-2020</td> </tr> </tbody> </table> <p>Name of Event 2: DRRM for LCEs Transportation Arrangement- Multiple trips within 8 Hours</p> <table border="1" data-bbox="284 936 1273 1075"> <thead> <tr> <th>No. of pax</th> <th>Pick-up Point</th> <th>Drop-off Point</th> <th>Inclusive Dates</th> <th>No. of Vehicle/s</th> </tr> </thead> <tbody> <tr> <td rowspan="2">50</td> <td>OCD</td> <td>QC/Mandaluyong/Pasig</td> <td>11-Feb-2020</td> <td rowspan="2">2</td> </tr> <tr> <td>QC/Mandaluyong/Pasig</td> <td>OCD</td> <td>14-Feb-2020</td> </tr> </tbody> </table> <p>Name of Event 3: Contingency Planning Training for NGA (CD Fund) Transportation Arrangement- Multiple trips within 8 Hours</p> <table border="1" data-bbox="284 1153 1273 1292"> <thead> <tr> <th>No. of pax</th> <th>Pick-up Point</th> <th>Drop-off Point</th> <th>Inclusive Dates</th> <th>No. of Vehicle/s</th> </tr> </thead> <tbody> <tr> <td rowspan="2">50</td> <td>OCD</td> <td>QC/Mandaluyong/Pasig</td> <td>24-Feb-2020</td> <td rowspan="2">2</td> </tr> <tr> <td>QC/Mandaluyong/Pasig</td> <td>OCD</td> <td>28-Feb-2020</td> </tr> </tbody> </table> <p>Name of Event 4: Community First Responder Training Transportation Arrangement- Multiple trips within 8 Hours</p> <table border="1" data-bbox="284 1370 1273 1733"> <thead> <tr> <th>No. of pax</th> <th>Pick-up Point</th> <th>Drop-off Point</th> <th>Inclusive Dates</th> <th>No. of Vehicle/s</th> </tr> </thead> <tbody> <tr> <td rowspan="5">60</td> <td>OCD</td> <td>QC/Cavite/Rizal Province</td> <td>12-Mar-2020</td> <td rowspan="5">8</td> </tr> <tr> <td>NAIA</td> <td>QC/Cavite/Rizal Province</td> <td>14-Mar-2020</td> </tr> <tr> <td>OCD</td> <td>QC/Cavite/Rizal Province</td> <td>14-Mar-2020</td> </tr> <tr> <td>QC/Cavite/Rizal Province</td> <td>OCD/NAIA</td> <td>20-Mar-2020</td> </tr> <tr> <td>QC/Cavite/Rizal Province</td> <td>OCD/NAIA</td> <td>20-Mar-2020</td> </tr> </tbody> </table>	No. of pax	Pick-up Point	Drop-off Point	Inclusive Dates	No. of Vehicle/s	50	NAIA/OCD	QC/Mandaluyong/Pasig	10-Feb-2020	2	QC/Mandaluyong/Pasig	NAIA/OCD	14-Feb-2020	No. of pax	Pick-up Point	Drop-off Point	Inclusive Dates	No. of Vehicle/s	50	OCD	QC/Mandaluyong/Pasig	11-Feb-2020	2	QC/Mandaluyong/Pasig	OCD	14-Feb-2020	No. of pax	Pick-up Point	Drop-off Point	Inclusive Dates	No. of Vehicle/s	50	OCD	QC/Mandaluyong/Pasig	24-Feb-2020	2	QC/Mandaluyong/Pasig	OCD	28-Feb-2020	No. of pax	Pick-up Point	Drop-off Point	Inclusive Dates	No. of Vehicle/s	60	OCD	QC/Cavite/Rizal Province	12-Mar-2020	8	NAIA	QC/Cavite/Rizal Province	14-Mar-2020	OCD	QC/Cavite/Rizal Province	14-Mar-2020	QC/Cavite/Rizal Province	OCD/NAIA	20-Mar-2020	QC/Cavite/Rizal Province	OCD/NAIA	20-Mar-2020	
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II.	<p>Service Provider must:</p> <ul style="list-style-type: none"> • Conduct routine vehicle check-up prior to usage (BLOWBAG) • Pay for toll and parking fees as may be necessary • Provide for fuel, oil, 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 																																																														




	Requirements for the vehicle: <ul style="list-style-type: none"> • Type of Vehicle: Van • Must be at least 2014 model • Must accommodate at least 10 pax/vehicle/trip • AC of the vehicle must be fully functional/operational 	
	Payment: Must accept SEND BILL policy as payment for services	

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	Cost per Van	Total Price
Provision of Transportation Services for the conduct of: Public Service Continuity Plan Training for OCD Personnel; DRRM for LCEs; Contingency Planning Training for NGA (CD Fund); Community First Responder Training	Event 1		
	Event 2		
	Event 3		
	Event 4		
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 service(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 : _____

