

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

**REQUEST FOR QUOTATION (RFQ) No. CBTS-1119-002 (EPA)**

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
PhilGEPS Registration Number : \_\_\_\_\_

The Office of Civil Defense (OCD), through its Bids and Awards Committee (BAC), will undertake an **Early Procurement through 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>Van Rental for the conduct of ARDEX-20 Final Planning Meeting and Referees Training</b>
<b>Date:</b>	: <b>Pick-up and Drop off 14 and 18 January 2020; Pick up, Standby and round trip 15 to 17 January 2020; Pick-up and Drop off 12 and 15 March 2020; and Pick up, Standby and round trip 13 to 15 March 2020</b>
<b>Terms of Payment</b>	: <b><u>Send Bill Policy</u></b>
<b>ABC (Approved Budget for the Contract)</b>	: <b>PhP114,000.00</b>
<b>Fund Source</b>	: <b>CBTS Indicative APP for CY 2020 based on NEP</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 QUOTATION is until **12:00 Noon on 27 November 2019**, at the OCD BAC Secretariat Office, 2<sup>nd</sup> 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
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.

  
\_\_\_\_\_  
DIR. SUSANA G. JUANGCO, RN, MPH  
Chairperson  
OCD Bids and Awards Committee

**ANNEX "A"**  
**Technical Specifications**  
**REQUEST FOR QUOTATION (RFQ) No. CBTS-1119-002 (EPA)**

**Van Rental for the conduct of ARDEX-20 Final Planning Meeting and Referees 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.

		Agency Specifications	Statement of Compliance																																						
I.	Lot 1	<p><b>VEHICLE RENTAL</b>            Provision of TRANSPORTATION General Requirements:            Name of Event: ARDEX-20 Final Planning Meeting Training</p> <ul style="list-style-type: none"> <li>• Pick-up Point: Office of Civil Defense / NAIA</li> <li>• Drop-off Point: Pasay or Manila</li> </ul> <p><b>Requirements for the vehicle:</b></p> <ul style="list-style-type: none"> <li>• Type of Vehicle: Van</li> <li>• Must be at least 2014 model</li> <li>• Must accommodate at least 10 pax/vehicle/ trip</li> <li>• AC of the vehicle must be fully functional/operational</li> </ul> <p><b>Transport Arrangements</b>  <b>A) Pick-up and Drop-off Only</b></p> <table border="1"> <thead> <tr> <th>No. of Pax</th> <th>Pick-up Point</th> <th>Date/Time</th> <th>Drop-off Point</th> <th>Remarks</th> <th>No. of Vehicles</th> </tr> </thead> <tbody> <tr> <td align="center">24</td> <td>NAIA/OCD</td> <td align="center">14-Jan-20</td> <td>Hotel (to be determined) Pasay/ Manila Area</td> <td align="center">2-3 Trips per vehicle</td> <td align="center">3</td> </tr> <tr> <td align="center">24</td> <td>Hotel (to be determined) Pasay/Manila Area</td> <td align="center">18-Jan-20</td> <td>NAIA/OCD</td> <td align="center">2-3 Trips per vehicle</td> <td align="center">3</td> </tr> </tbody> </table> <p>No. of vehicle required: 3 units            *time of pick-up will be determined once the international participants have book their flights</p> <p><b>B) Pick-up, Standby and Return-trip</b></p> <table border="1"> <thead> <tr> <th rowspan="2">No. of Pax</th> <th colspan="2">Route</th> <th rowspan="2">Inclusive Dates</th> <th rowspan="2">Other Requirements</th> <th rowspan="2">No. of Vehicle/s</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td align="center">46</td> <td>Hotel</td> <td>Venue</td> <td align="center">15-Jan-20</td> <td align="center">On standby for transportation for 10 hours within Metro Manila</td> <td align="center">1</td> </tr> <tr> <td></td> <td>Venue</td> <td>Hotel</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	No. of Pax	Pick-up Point	Date/Time	Drop-off Point	Remarks	No. of Vehicles	24	NAIA/OCD	14-Jan-20	Hotel (to be determined) Pasay/ Manila Area	2-3 Trips per vehicle	3	24	Hotel (to be determined) Pasay/Manila Area	18-Jan-20	NAIA/OCD	2-3 Trips per vehicle	3	No. of Pax	Route		Inclusive Dates	Other Requirements	No. of Vehicle/s	From	To	46	Hotel	Venue	15-Jan-20	On standby for transportation for 10 hours within Metro Manila	1		Venue	Hotel				
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46	Hotel	Venue	15-Jan-20	On standby for transportation for 10 hours within Metro Manila	1																																				
	Venue	Hotel																																							

46	Hotel	Venue	16-Jan-20	On standby for transportation for 10 hours within Metro Manila	1
	Venue	Hotel			
46	Hotel	Guided Tour Exercise Site	17-Jan-20	On standby for transportation for 10 hours within Metro Manila	3
	Guided Tour Exercise Site	Hotel			

II.

**VEHICLE RENTAL**

Provision of TRANSPORTATION General Requirements:

Name of Event: ARDEX-20 Referees Training **(Lot2)**

- Pick-up Point: Office of Civil Defense / NAIA
- Drop-off Point: Pasay or Manila

**Requirements for the vehicle:**

- 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

**Transport Arrangements**

**A) Pick-up and Drop-off Only**

No. of Pax	Pick-up Point	Date/Time	Drop-off Point	Remarks	No. of Vehicles
12	NAIA/OCD	12-Mar-20	Hotel (to be determined) Pasay/ Manila Area	2-3 Trips per vehicle	2
24	Hotel (to be determined) Pasay/Manila Area	15-Mar-20	NAIA/OCD	2-3 Trips per vehicle	2

No. of vehicle required: 3 units

\*time of pick-up will be determined once the international participants have book their flights

**B) Pick-up, Standby and Return-trip**

No. of Pax	Route		Inclusive Dates	Other Requirements	No. of Vehicle/s
	From	To			
46	Hotel	Venue	13 to 15 March 2020	On standby for transportation for 10 hours within Metro Manila	3
	Venue	Hotel			

*J*  
*H*

III.	<p><b>Common Requirements:</b></p> <p><b>Service provider must:</b></p> <ul style="list-style-type: none"> <li>• Conduct routine vehicle check-up prior to usage(BLOWBAG)</li> <li>• Pay for toll and parking fees as may be necessary</li> <li>• Provide for fuel, oil and lubricants for the vehicle/s</li> <li>• Provide for professional and courteous driver/s for the vehicle/s</li> <li>• Provide food and accommodation for the driver/s</li> <li>• <b>Cover all expenses for emergency repairs / check-up during the period covered</b></li> <li>• <b>Cover all expenses for toll fees and gas</b></li> </ul> <p><b>Payment:</b></p> <ul style="list-style-type: none"> <li>• Must accept <b>SEND BILL</b> policy as payment for services</li> <li>• Payment shall be process upon the receipt of the SOA per activity</li> </ul>
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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**  
**REQUEST FOR QUOTATION (RFQ) No. CBTS-1119-002 (EPA)**

**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
Van Rental for the conduct of ARDEX-20 Final Planning Meeting and Referees Training	Lot 1	PHP
	Lot 2	PHP
<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 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 : \_\_\_\_\_