

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
Regional Office 3, Diosdado Macapagal Government Center, Maimpis,
City of San Fernando, Pampanga

REQUEST FOR QUOTATION (RFQ) No. OCDROIII-2019-12-002

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 TRANSPORTATION FOR THE CONDUCT OF 30TH SEA GAMES 2019 - REGIONAL EPR
Date and Destination	: 11-13 December 2019 – Any Point Pampanga, Bulacan, Tarlac, Subic
Terms of Payment	: SEND BILL POLICY
ABC (Approved Budget for the Contract)	: Php 162,000.00
Fund Source	: FY 2019 CONTINGENT FUND

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.**

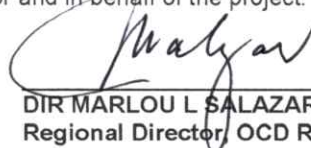
Prospective bidders shall accomplish and submit the duly signed "**Annex A (Technical Specifications) & Annex "B" Price Quotation Form (PQF)**" (under prescribed form). **Non-submission shall automatically be disqualified.** Submission of sealed quotation is not later than **8:00 A.M. on 10 December 2019**, at the Office of Civil Defense Regional Office 3, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga. Submit your **sealed quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **Regional Canvass Committee Office** at telephone nos. **(045) 455-1526 / +63917 179 3195 / +63943 134 8431** or email address at **ocdregion3.procurement@gmail.com, r3.rdrmc.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 application for renewal with corresponding receipt)
2. PhilGEPS Registration Number
3. Latest Income and Business Tax Return (For Above Php. 500,000.00)
4. Notarized Omnibus Sworn Statement (For Above Php. 50,000.00)

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 MARLOU L. SALAZAR
Regional Director, OCD RO III

ANNEX "A"
Technical Specifications

PROVISION OF TRANSPORTATION FOR THE CONDUCT OF 30TH SEA GAMES 2019 - REGIONAL EPR

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.	PROVISION OF TRANSPORTATION FOR THE CONDUCT OF 30TH SEA GAMES 2019 - REGIONAL EPR						
II.	Pick-up Point: OCD RO III- DMGC, MAIMPIS CSFP Drop-off Point: ANY POINT OF PAMPANGA, BULACAN, TARLAC, SUBIC Delivery Dates: 11-13 December 2019						
III.	Requirements for the vehicle: <ul style="list-style-type: none"> • Type of Vehicle: VAN • Must be at least 2016 model • Must accommodate at least 12 pax/vehicle/trip • AC of the vehicle must be fully functional/operational 						
IV.	Transportation Arrangements:						
	No. of Pax	Pick-up Point	Drop-off Point	Inclusive Dates	Other Requirements	No. of Vehicle/s	
	12	OCD RO III- DMGC, MAIMPIS CSFP	ANY POINT OF PAMPANGA, BULACAN, TARLAC, SUBIC	DEC 11, 2019 - DEC 13, 2019	24/7 SERVICE	6	
12	ANY POINT OF PAMPANGA, BULACAN, TARLAC, SUBIC	OCD RO III- DMGC, MAIMPIS CSFP	DEC 11, 2019 - DEC 13, 2019	24/7 SERVICE			
V.	Service provider must: <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 and lubricants for the vehicle/s • Provide for 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 						
VI.	PAYMENT: Must be 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 RO III

Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga.

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 FOR THE CONDUCT OF 30TH SEA GAMES 2019 - REGIONAL EPR	1 Lot	PHP	PHP
TOTAL PRICE		PHP	PHP

AMOUNT IN WORDS: _____

Note: The above quoted prices are VAT Inclusive

2. We undertake, if our Quotation or bid is accepted, to deliver the above goods within seven (7) calendar days from receipt of Contract.
3. 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.
4. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
5. 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 : _____