

Republic of the Philippines  
 Department of National Defense  
**OFFICE OF CIVIL DEFENSE**  
 PEO Compound, Kumintang Ilaya, Batangas City

**REQUEST FOR QUOTATION No, QRF-2020-IVB-007**  
 (Section 53.9 of RA 9184, Small Value Procurement)

**Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**PHILGEPS Registration No.:** \_\_\_\_\_

The **Office of Civil Defense-MIMAROPA**, through its Regional Bids and Awards Committee 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 RA 9184.**

The OCD-MIMAROPA, hereinafter referred as "The Purchaser" now requests submission of price quotation for the hereunder project:

Name of Project	: Provision of vehicle rental services for PDNA Composite Team ICOW <b>Post-Disaster Needs Assessment (PDNA) in the Province of Oriental Mindoro Affected by Typhoon Tisoy and Ursula</b>
Brief Description	: Rental of three (3) units of passenger vans for personnel involved in the conduct of <b>Post-Disaster Needs Assessment (PDNA) in the Province of Oriental Mindoro Affected by Typhoon Tisoy and Ursula at a 10-hrs minimum services per day</b>
Event Date	: March 15 – 28, 2020
Approved Budget for the Contract (ABC)	: Php 198,000.00
Terms of Payment	: <b>Send bill Policy</b> - Payment shall be made through Landbank's Bank Transfer Facility, within fifteen (15) working days after submission of billing statement and User Acceptance of the Product. Bank Transfer Fee shall be charged against the creditor's account. Payment details: Bank institution: _____ Account Number: _____ Account Name: _____ Branch: _____
Fund Source	: <b>QRF Funds</b>

**Award of contract** shall be made to the Bidder with the lowest quotation on **per lot basis** for the subject goods which comply with the minimum requirements of technical specifications and other terms and conditions stated herein. **All Bids higher than the ABC shall automatically be disqualified.**

Prospective bidder shall accomplish and submit the duly signed "**Annex A, Technical Specifications & Annex B, Price Quotation Form (PQF)**", (under prescribed form) **non submission of same prescribed format shall automatically disqualified**, not later than **1:30 p.m., 28 February 2020** at Procurement Office, OCD-MIMAROPA, PEO compound Kumintang Ilaya, Batangas City. Submit your quotation (indicate the project name) duly signed by your authorized representative via hardcopy or through e-mail address [mimaropabac2019@gmail.com](mailto:mimaropabac2019@gmail.com). For any clarifications, you may contact Ms. NONALIE NIEVES R. VIADO at telephone no/s (043) 723-4248, (043) 702 -9361- Use of forms other than OCD prescribed form shall not be acceptable.

- Interested supplier/service provider is required to submit the following documents:
- Platinum PHILGEPS Registration only with valid and current annexes
  - While for Red Membership:
    1. Valid and current Mayor's Permit/Business Permit
    2. PHILGEPs Registration No.
    3. Latest Income and Business Tax Return
    4. Omnibus Sworn Statement

The OCD-MIMAROPA reserves the right to accept or reject any or all bids / price quotations, to annul the process, and to reject all bids at any time prior to contract of award, without thereby incurring any liability to the affected bidder/s.

**RICHARD T. CARANDANG**  
 Chairman, Committee on Awards and Canvass



**ANNEX "A"**

**Technical Specifications (minimum requirements)**

**Provision of Vehicle Rental Services**

Bidders must either state "Comply" or "Not Comply" or any other equivalent term in the column of "Statement of Compliance" against each of the individual parameters of each "Specifications"

Item No.	Item Description	Statement of Compliance
I.	Provision of vehicle rental for the conduct of <b><i>Post-Disaster Needs Assessment (PDNA) in the Province of Oriental Mindoro affected by Typhoon Tisoy and Ursula</i></b>	
	<p><b>Technical Specifications (minimum requirements):</b></p> <ul style="list-style-type: none"> <li>• Passenger van with a maximum 12 seating capacity inclusive of driver</li> <li>• Vehicle year model must be at least 2016 and above</li> <li>• Van rental must be available for the duration of contract:               <ul style="list-style-type: none"> <li>- Rental Start date : March 15, 2020</li> <li>- Rental End Date: March 28, 2020</li> </ul> </li> <li>• <b>Destination and Itinerary:</b> <ul style="list-style-type: none"> <li><b>a. One (1) unit of van – (March 15, 2020)</b> <ul style="list-style-type: none"> <li>- Pick-up and drop-off of participants from Calapan port to Hotel venue (prior notice shall be given to the service provider 5 days before the activity)</li> </ul> </li> <li><b>b. Three (3) units of van – (March 16, 2020, Monday afternoon)</b> <ul style="list-style-type: none"> <li>- Pick-up and drop-off services for the Orientation and Initial Field Validation)</li> <li>- Route: Within the Province of <b><i>Oriental</i></b> Mindoro</li> </ul> </li> <li><b>c. Three (3) units of van - March 17-28, 2020 - Actual Field Validation And Assessment</b> <ul style="list-style-type: none"> <li>- Pick-up and drop-off services for the travel within the designated areas to be assessed :</li> <li>- Route: within the Province of <b><i>Oriental</i></b> Mindoro</li> </ul> </li> </ul> </li> <li>• <b>Rental to include services of driver, meals of drivers, boat fare for vehicle and driver, and gas/fuel</b></li> <li>• Fully air-conditioned at all times of service</li> <li>• Minimum use: <u>10-hours service per day</u></li> <li>• Vehicle should be in good running condition</li> <li>• Flexibility of time and destination</li> <li>• Rental rate must be inclusive of VAT and all other applicable taxes and charges</li> <li>• Additional charges in excess of the minimum hours service per day should be indicated</li> <li>• Availability of 24 –hour action team to any road/traffic emergency situation such as accidents and breakdown</li> </ul>	
	<p><b><u>Send Bill Policy:</u></b>            Within fifteen (15) working days upon submission of required documents i.e. delivery receipt, sales invoice or charge invoice or billing statement and certificate of acceptance</p>	

I hereby certify to comply and deliver all the above requirements.

Company Name : \_\_\_\_\_  
 Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_  
 Complete Name : \_\_\_\_\_  
 Date : \_\_\_\_\_

**ANNEX "B"**

**PRICE QUOTATION**

Date: \_\_\_\_\_

**The COMMITTEE ON CANVASS AND AWARDS**  
 OFFICE OF CIVIL DEFENSE-MIMAROPA  
 PEO Compound, Kumintang Ilaya  
 Batangas City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotations (RFQ), hereunder are our financial proposal for the items identified below:

Item No.	Article and Description	Quantity/ Unit Measure	Total Approved Budget for The Contract	Offered Quotation	
				Unit Price	Total Price
I.	<p>I. Provision of vehicle rental for the conduct of Post-Disaster Needs Assessment (PDNA) in the Province of <b><i>Oriental Mindoro</i></b> affected by Typhoon Tisoy and Ursula</p> <p><u>Technical Specifications(minimum requirements):</u></p> <ul style="list-style-type: none"> <li>• Passenger van with a maximum 12 seating capacity inclusive of driver</li> <li>• Vehicle year model must be at least 2016 and above</li> <li>• <b>Rental to include services of driver, meals of drivers, boat fare for vehicle and driver, and gas/fuel</b></li> <li>• Van rental must be available for the duration of contract:                             <ul style="list-style-type: none"> <li>-Rental Start date : <b>March 15, 2020</b></li> <li>-Rental End Date: <b>March 28, 2020</b></li> </ul> </li> <li>• Destination and Itinerary:                             <ul style="list-style-type: none"> <li><b>A. One (1) unit of van – (March 15, 2020)</b>                                  -Pick-up and drop-off of participants from <u>Calapan port to Hotel venue</u> (prior notice shall be given to the service provider 5 days before the activity)</li> <li><b>B. Three (3) units of van – (March 16, 2020, Monday afternoon)</b>                                  -Pick-up and drop-off services for the Orientation and Initial Field Validation)                                  -Route: <u>Within the Province of Oriental Mindoro</u></li> <li><b>C. Three (3) units of van - March 17-28, 2020 Actual Field Validation And Assessment</b>                                  -Pick-up and drop-off services for the travel within the designated areas to be assessed:                                  -Route: <u>Within the Province of Oriental Mindoro</u></li> </ul> </li> </ul> <p><b>II. Send Bill Policy:</b>                      Within fifteen (15) working days upon submission of required documents i.e. delivery receipt, sales invoice or charge invoice or billing statement and certificate of acceptance</p>	1 Lot	198,000.00		

**Amount in Words** : \_\_\_\_\_

Note: The above quoted prices are VAT inclusive.

1. We undertake, if our Quotation or Bid is accepted, to deliver the above goods within \_\_\_\_\_ calendar days from receipt of Purchase Order (PO)/Work Order (WO)/Contract
2. We agree to abide for the Quotation/Bid for a period of sixty (60) calendar days after the dated deadline for 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 : \_\_\_\_\_

Telephone & Mobile No.: \_\_\_\_\_

Email Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

Signature : \_\_\_\_\_

Date : \_\_\_\_\_