

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

REQUEST FOR QUOTATION No. 2019-IVB-047
(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 OCD MIMAROPA officials and staff, participants and speakers for the conduct of Regional DRRM Summit for LDRRMOs of MIMAROPA |
| Brief Description | : | Procurement of services for Vehicle rental for the conduct of Regional DRRM Summit for LDRRMOs of MIMAROPA |
| Delivery Site | : | Within the vicinity of Mamburao, Occidental Mindoro |
| Delivery Schedule | : | July 29-31, 2019 |
| Approved Budget for the Contract (ABC) | : | Php 45,000.00 |
| Terms of Payment | : | Send bill Policy 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 |
| Evaluation Criteria | : | <u>Technical Responsiveness, Full compliance to the requirements and Lowest Quotation</u> |
| Fund Source | : | DRRM Funds of OCD-MIMAROPA under APB CY 2019 |

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 shall automatically disqualified, not later than 10:00 a.m., 24 July 2019** 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. For any clarifications, you may contact Ms. Minerva R. Alcaraz 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:

1. Valid and current Mayor's Permit/Business Permit

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 |
|----------|--|-------------------------|
| 1. | Provision of Vehicle Rental Services for OCD MIMAROPA officials and staff, participants and speakers for the conduct of Regional DRRM Summit for LDRRMOs of MIMAROPA | |
| | 1. Technical Specifications (minimum requirements): <ul style="list-style-type: none"> • Rental of three (3) units of passenger van • Must be available: <u>July 29-31, 2019:</u> <ol style="list-style-type: none"> a) Service vehicle at least twelve (12) seating capacity b) Minimum of 10-hour services c) Fully air conditioned d) In good running condition | |
| | 2. Pick-up and drop-off services of two (2) van: <ol style="list-style-type: none"> a) Pick-up at Abra De Ilog port; Drop-off at Hotel venue (accommodation) in Mamburao, Occidental Mindoro <ul style="list-style-type: none"> - Date: July 29, 2019 - Duration of services: 8:00 AM – 7:00 PM b) Pick-up at Hotel venue (accommodation); drop-off at Bulwagang Panlalawigan <ul style="list-style-type: none"> - Date: July 30, 2019 - Duration of services : 8:00 AM – 6:00 PM c) Pick-up at Hotel venue (accommodation) in Mamburao; Drop-off at Abra De Ilog port, Occidental Mindoro <ul style="list-style-type: none"> - Date: July 31, 2019 - Duration of services: 8:00 AM – 5:00 PM 3. One (1) passenger van must be on standby in Bulwagang Panlalawigan, Mamburao Date: July 29, 30 and 31, 2019 <ul style="list-style-type: none"> - to provide transportation services for official/emergency use within the Province of Occidental Mindoro | |
| | 4. Send Bill Policy: <ol style="list-style-type: none"> a) Within thirty (30) working days upon submission of required documents i.e. delivery receipt, sales invoice or charge invoice or billing statement and certificate of acceptance | |

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

Company Name : _____

Address : _____

AUTHORIZED REPRESENTATIVE:

Signature : _____

Complete Name : _____

Date : _____

ANNEX "B"

PRICE QUOTATION

PROVISION OF VEHICLE RENTAL SERVICES

Date: _____

The BIDS AND AWARDS COMMITTEE
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 | Unit Price | Total Price |
|----------|--|---------------------------|------------|-------------|
| 1. | Provision of Vehicle Rental services for OCD MIMAROPA officials and staff, participants and speakers for the conduct of Regional DRRM Summit for LDRRMOs of MIMAROPA <u>Please specify rate per hour in excess of 10-hour service</u> <ul style="list-style-type: none">• Rental of Three (3) units of passenger van <ol style="list-style-type: none">1. <u>Send Bill Policy:</u> 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 | 1 lot | | |

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 : _____