

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

**REQUEST FOR QUOTATION (RFQ) No. OCDRO NCR-1219-001-A (EPA)**

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:

<b>Name of Project</b>	<b>: Provision of Transportation for the Black Nazarene Traslacion 2020</b>
<b>Date and Destination:</b>	<b>: 06 January 2020 Pick-up OCD-NCR; 06-10 January 2020 Standby within EOC; and 10 January 2020 Drop-off OCD-NCR</b>
<b>Terms of Payment</b>	<b>: <u>Send Bill Policy</u></b>
<b>ABC (Approved Budget for the Contract)</b>	<b>: PhP 20,000.00</b>
<b>Fund Source</b>	<b>: OCDRO NCR 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 **10:00 AM on 03 January 2020**, 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. OCDRO NCR-1219-001-A (EPA)

**Provision of Transportation for the Black Nazarene Traslacion 2020**

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																								
1.	<p><b>Provision of Transportation of the conduct of the event:</b>  <b>Name of Event: Black Nazarene Traslacion 2020</b>  <b>Pick-Up Point: OCD NCR QUEZON CITY</b>  <b>Drop-Off Point: EOC, CITY OF MANILA</b></p> <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 2015 model</li> <li>• Must accommodate at least 15 pax.</li> <li>• AC of the vehicle must be fully functional/operational</li> </ul> <p><b>Transportation Arrangement:</b>  <b>A) Pick-up and Drop-Off</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">No. of Pax</th> <th style="width: 15%;">Pick-Up Point</th> <th style="width: 20%;">Date/ Time</th> <th style="width: 15%;">Drop-Off Point</th> <th style="width: 15%;">Date/Time</th> <th style="width: 20%;">No. of Vehicles</th> </tr> </thead> <tbody> <tr> <td align="center">15</td> <td align="center">OCD-NCR</td> <td align="center">6 January 2020 12NN</td> <td align="center">EOC</td> <td align="center">6 January 2020 1 PM</td> <td align="center">1</td> </tr> </tbody> </table> <p><b>Note: Must stay at the EOC and wait for instruction during the event for four (4) days from January 6-10, 2020</b></p> <p><b>B) Pick-up and Return Trip</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">No. of Pax</th> <th style="width: 15%;">Pick-Up Point</th> <th style="width: 20%;">Date/ Time</th> <th style="width: 15%;">Drop-Off Point</th> <th style="width: 15%;">Date/Time</th> <th style="width: 20%;">No. of Vehicles</th> </tr> </thead> <tbody> <tr> <td align="center">15</td> <td align="center">EOC</td> <td align="center">10 January 2020 12NN</td> <td align="center">OCD-NCR</td> <td align="center">10 January 2020 1 PM</td> <td align="center">1</td> </tr> </tbody> </table> <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>• Cover all expenses for emergency repairs / check-up during the period covered</li> </ul> <p><b>Payment:</b>  <b>Must accept SEND BILL policy as payment for services</b></p>	No. of Pax	Pick-Up Point	Date/ Time	Drop-Off Point	Date/Time	No. of Vehicles	15	OCD-NCR	6 January 2020 12NN	EOC	6 January 2020 1 PM	1	No. of Pax	Pick-Up Point	Date/ Time	Drop-Off Point	Date/Time	No. of Vehicles	15	EOC	10 January 2020 12NN	OCD-NCR	10 January 2020 1 PM	1	
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I hereby certify to comply and deliver all the above requirements.

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

**AUTHORIZED REPRESENTATIVE**

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

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**ANNEX "B"**  
**Price Quotation Form**  
**REQUEST FOR QUOTATION (RFQ) No. OCDRO NCR-1219-001-A (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	Cost per Van	Total Price
Provision of Transportation for the Black Nazarene Traslacion 2020	1 Lot		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 : \_\_\_\_\_

