



**REQUEST FOR QUOTATION (RFQ) No. 052-2019**

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
PhilGEPS Cert. # : \_\_\_\_\_

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 Activity	<b>NSED FOR MAGUINDANAO ON 21 FEBRUARY 2019</b>
Brief Description	Provision of van rental
Terms of payment	<b><u>Send bill policy as payment for services</u></b>
ABC (Approved Budget for the Contract)	Php 5,000
Fund Source	APB 2019

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.**

Proponent must submit, together with its quotation "**Annex A (Technical Specifications) & Annex B (Price Quotation Form)**" (under prescribed form) **non-submission shall automatically be disqualified** not later than **08:00AM on February 11, 2019**, at Camp GH Siongco, Awang, Datu Odin Sinsuat, Maguindanao. Submit your quotation duly signed by your authorized representative. For any clarifications, you may contact us at Telephone Nos. **(064)431-0001 and (064)421-1535** or email at **ocdarmm.main@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:

- a. 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 Number
3. Latest Income and Business Tax Return
4. Omnibus Sworn Statement

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-ARMM 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.

**RAYLINDO S ANIÑON**  
Regional Director

**Received by:**

\_\_\_\_\_  
(Signature above Printed Name)

\_\_\_\_\_  
(Date and Time of Receipt)

\*Kindly fill-out and send back this letter to sender

# ANNEX "A"

## Van Rental for NSED for Maguindanao on 21 February 2019

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"

ITEM No.	Specification	Statement of Compliance
	<b>NSED FOR MAGUINDANAo ON 21 FEBRUARY 2019</b>	
1	Vehicle rental for 1 day  Specifications:  February 21, 2019 – pick up OCD ARMM personnel and invited evaluators at 7am (within AOR of Maguindanao)  February 21,2019- send off Resource Personnel and participants by 5pm (within AOR of Maguindanao)	

I hereby commit to comply with all the above requirements.

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

**AUTHORIZED REPRESENTATIVE**

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

# ANNEX "B"

## PRICE QUOTATION FORM

Regional Director  
Office of Civil Defense-ARMM  
Camp GH Siongco, Awang,  
Datu Odin Sinsuat, Maguindanao

**Sir/Madam:**

After having carefully read and accepted the terms and conditions in the Request for Quotation hereunder are our financial proposal for all items identified below:

Item	No. of Unit	Unit cost	Total Price
Vehicle rental for 1 day  Specifications:  February 21, 2019 – pick up OCD ARMM personnel and invited evaluators at 7am (within AOR of Maguindanao)  February 21,2019- send off Resource Personnel and participants by 5pm (within AOR of Maguindanao)			

TOTAL OFFERED QUOTATION ..... Php \_\_\_\_\_

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 from receipt of Work Order (WO)/Purchase Order (PO).
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 good(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 : \_\_\_\_\_