

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
Camp General Martin Delgado, Fort San Pedro, Iloilo City

REQUEST FOR QUOTATION (RFQ) No. OCDRO VI-0219-002-A

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 vehicles for OCD personnel, guests, responders, evaluators and participants re 1st Quarter Nationwide Simultaneous Earthquake Drill 2019 to be held in Iloilo City on February 21, 2019.
Brief Description	:	<ul style="list-style-type: none"> • Transportation for RTVM Technical Personnel-February 18-22, 2019 (3 vans) • Transportation for Advance Team from CBTS and PHIVOLCS-February 19-22, 2019 (1 van) • Transportation for NSED Team from CBTS, PAO, OS, OCDA-February 20-22, 2019 (1 van) • Transportation for CDA, SND, 4 Vice Chairs-February 21-22, 2019 (4 vans) • Transportation for Other Errands for the day-February 21, 2019 (1 van)
Delivery Site	:	Iloilo City
Delivery Date	:	February 18-22, 2019
ABC (Approved Budget for the Contract)	:	Php108,000.00
Terms of Payment	:	Must accept send bill policy
Fund Source	:	DRRM Fund (CBTS)

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 **12:00 P.M. on February 8, 2019**, at the OCD RCC Office, Camp General Martin Delgado, Fort San Pedro, Iloilo City. 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. **(033) 337-6671** or email address at **ocd6hrms@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
4. Notarized 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 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
 Chairperson
 OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications

Provision of vehicles for OCD personnel, guests, responders, evaluators and participants re 1st Quarter Nationwide Simultaneous Earthquake Drill 2019 to be held in Iloilo City on February 21, 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."

Legend: *MANDATORY REQUIREMENTS. Failure to comply with any of the mandatory requirements will disqualify your quotation.

Item No.	Agency Specifications for Accommodation and Meals	Statement of Compliance
I.	<ul style="list-style-type: none"> • Transportation for RTVM Technical Personnel-February 18-22, 2019 (3 vans) 10-12 seater, good for 8 hours (Airport to Hotel and vice-versa, Hotel to Ceremonial Venue and vice-versa) • Transportation for Advance Team from CBTS and PHIVOLCS-February 19-22, 2019 (1 van) 10-12 seater, good for 8 hours (Airport to Hotel and vice-versa, Hotel to Ceremonial Venue and vice-versa) • Transportation for NSED Team from CBTS, PAO, OS, OCDA-February 20-22, 2019 (1 van) 10-12 seater, good for 8 hours (Airport to Hotel and vice-versa, Hotel to Ceremonial Venue and vice-versa) • Transportation for CDA, SND, 4 Vice Chairs-February 21-22, 2019 (4 vans) 10-12 seater, good for 8 hours (Airport to Hotel and vice-versa, Hotel to Ceremonial Venue and vice-versa) • Transportation for Other Errands for the day-February 21, 2019 (1 van) 10-12 seater, good for 8 hours (Airport to Hotel and vice-versa, Hotel to Ceremonial Venue and vice-versa) 	
II.	<p>Other Requirements:</p> <ul style="list-style-type: none"> • Quotations shall be inclusive of fuel and driver. • Only actual usage of vehicles shall be billed. • Year 2013 model or above • Provider should be at least two (2) years in the service 	
III.	<p>Scope of Service:</p> <ul style="list-style-type: none"> • The vehicle shall be safe operating conditions at all times. • The contractor shall bear full responsibility for the preventive and remedial maintenance of vehicles. • The contractor shall keep the exterior, windows and interior of the vehicles. • A neat as "new" internal decoration (upholstery, ceiling fabric, floor finishes) and external exists in excellent operational at all. • The vehicle shall, as minimum, be equipped with spare-tire, the necessary accessories (spanner, jack, etc.), Emergency/Accidental triangle, seatbelts for passengers and driver and safety gadget for fire. 	
IV.	MUST accept SEND BILL policy on payments.	

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
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 Lot	Total Price
Provision of vehicles for OCD personnel, guests, responders, evaluators and participants re 1st Quarter Nationwide Simultaneous Earthquake Drill 2019 to be held in Iloilo City on February 21, 2019. <ul style="list-style-type: none"> • 3 vans for Transportation for RTVM Technical Personnel-February 18-22, 2019 • 1 van for Transportation for Advance Team from CBTS and PHIVOLCS-February 19-22, 2019 • 1 van for Transportation for NSED Team from CBTS, PAO, OS, OCDA-February 20-22, 2019 • 4 vans for Transportation for CDA, SND, 4 Vice Chairs-February 21-22, 2019 • 1 van for Transportation for Other Errands for the day-February 21, 2019 • See Annex A for other requirements 	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 : _____