

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

REQUEST FOR QUOTATION (RFQ) No. OS-1119-002

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:

Name of Project	: Provision of TRANSPORTATION for the JTG-EPR in support to the 30 th Southeast Asian Games 2019
Date	: OCD – Within Metro Manila (December 7-17, 2019) OCD – La Union (December 8-9, 2019) OCD – Subic, Olongapo (December 7, 2019) OCD – Batangas, Cavite and/or Laguna (December 8 and 9, 2019) OCD – Clark, Pampanga and Tarlac (December 7, 2019) OCD – Pampanga and Tarlac (December 10, 11-12 and 13, 2019)
Terms of Payment	: <u>Send Bill Policy</u>
ABC (Approved Budget for the Contract)	: PHP 347,694.00
Fund Source	: DBM SARO 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.**

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 **12:00 Noon on 04 December 2019**, at the OCD BAC Secretariat Office, 2nd Floor, OCD Annex Building, Camp General Emilio Aguinaldo, Quezon City. Submit your **sealed 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.oecd@gmail.com**. **Use of forms other than the attached OCD prescribed format is not acceptable.**

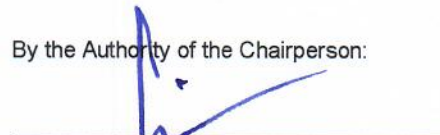
Interested supplier/service provider is required to submit the following documents:


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.

By the Authority of the Chairperson:



DIR. TECSON JOHN S. LIM
Vice Chairperson
OCD Bids and Awards Committee 

ANNEX "A"
Technical Specifications

Provision of TRANSPORTATION for the JTG-EPR in support to the 30th Southeast Asian Games 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	Statement of Compliance																														
I.	<p>VEHICLE RENTAL</p> <p>Provision of TRANSPORTATION General Requirements:</p> <p>Name of Event: 30th Southeast Asian Games 2019 Pick-up Point: OCD CGEA Drop-off Point: Anywhere within NCR, Region I, III, and CALABARZON</p> <p>Requirements for the vehicle:</p> <ul style="list-style-type: none"> • Type of Vehicle: Van • Must be at least 2010 model • Must accommodate at least 10 pax/vehicle/trip • AC of the vehicle must be fully functional/operational 																															
II.	<p>Transportation Arrangements</p> <p>A) Pick-up, STANDBY and Return-trip</p> <table border="1" data-bbox="320 913 1225 1899"> <thead> <tr> <th data-bbox="320 913 437 1014">No. of Pax</th> <th data-bbox="437 913 603 1014">Pick-up Point</th> <th data-bbox="603 913 775 1014">Drop-off Point</th> <th data-bbox="775 913 948 1014">Inclusive Dates</th> <th data-bbox="948 913 1120 1014">Other Requirements</th> <th data-bbox="1120 913 1225 1014">No. of Vehicles</th> </tr> </thead> <tbody> <tr> <td data-bbox="320 1014 437 1361">10</td> <td data-bbox="437 1014 603 1361">OCD CGEA</td> <td data-bbox="603 1014 775 1361"><i>Within Metro Manila</i></td> <td data-bbox="775 1014 948 1361"><i>December 7-17, 2019</i></td> <td data-bbox="948 1014 1120 1361">24/7 stand-by vehicle at CGEA (11 days), Inspection of EPR Activities / Finalization of AAR in Metro Manila</td> <td data-bbox="1120 1014 1225 1361">1</td> </tr> <tr> <td data-bbox="320 1361 437 1585">10</td> <td data-bbox="437 1361 603 1585">OCD CGEA</td> <td data-bbox="603 1361 775 1585"><i>La Union</i></td> <td data-bbox="775 1361 948 1585"><i>December 8-9, 2019</i></td> <td data-bbox="948 1361 1120 1585">24/7 stand-by vehicle in the area/ Inspection and Monitoring of EPR</td> <td data-bbox="1120 1361 1225 1585">2</td> </tr> <tr> <td data-bbox="320 1585 437 1809">10</td> <td data-bbox="437 1585 603 1809">OCD CGEA</td> <td data-bbox="603 1585 775 1809"><i>Subic, Olongapo</i></td> <td data-bbox="775 1585 948 1809"><i>December 7, 2019</i></td> <td data-bbox="948 1585 1120 1809">24/7 stand-by vehicle in the area/ Inspection and Monitoring of EPR</td> <td data-bbox="1120 1585 1225 1809">1</td> </tr> <tr> <td data-bbox="320 1809 437 1899">10</td> <td data-bbox="437 1809 603 1899">OCD CGEA</td> <td data-bbox="603 1809 775 1899"><i>Batangas, Cavite</i></td> <td data-bbox="775 1809 948 1899"><i>December 8 and 9, 2019</i></td> <td data-bbox="948 1809 1120 1899">24/7 stand-by vehicle in the area/</td> <td data-bbox="1120 1809 1225 1899">2</td> </tr> </tbody> </table>	No. of Pax	Pick-up Point	Drop-off Point	Inclusive Dates	Other Requirements	No. of Vehicles	10	OCD CGEA	<i>Within Metro Manila</i>	<i>December 7-17, 2019</i>	24/7 stand-by vehicle at CGEA (11 days), Inspection of EPR Activities / Finalization of AAR in Metro Manila	1	10	OCD CGEA	<i>La Union</i>	<i>December 8-9, 2019</i>	24/7 stand-by vehicle in the area/ Inspection and Monitoring of EPR	2	10	OCD CGEA	<i>Subic, Olongapo</i>	<i>December 7, 2019</i>	24/7 stand-by vehicle in the area/ Inspection and Monitoring of EPR	1	10	OCD CGEA	<i>Batangas, Cavite</i>	<i>December 8 and 9, 2019</i>	24/7 stand-by vehicle in the area/	2	
No. of Pax	Pick-up Point	Drop-off Point	Inclusive Dates	Other Requirements	No. of Vehicles																											
10	OCD CGEA	<i>Within Metro Manila</i>	<i>December 7-17, 2019</i>	24/7 stand-by vehicle at CGEA (11 days), Inspection of EPR Activities / Finalization of AAR in Metro Manila	1																											
10	OCD CGEA	<i>La Union</i>	<i>December 8-9, 2019</i>	24/7 stand-by vehicle in the area/ Inspection and Monitoring of EPR	2																											
10	OCD CGEA	<i>Subic, Olongapo</i>	<i>December 7, 2019</i>	24/7 stand-by vehicle in the area/ Inspection and Monitoring of EPR	1																											
10	OCD CGEA	<i>Batangas, Cavite</i>	<i>December 8 and 9, 2019</i>	24/7 stand-by vehicle in the area/	2																											

		<i>and/or Laguna</i>		Inspection and Monitoring of EPR	
10	OCD CGEA	<i>Clark, Pampanga and Tarlac</i>	<i>December 7, 2019</i>	24/7 stand- by vehicle in the area/ Inspection and Monitoring of EPR	2
10	OCD CGEA	<i>Pampanga and Tarlac</i>	<i>December 10, 11-12 and 13, 2019</i>	24/7 stand- by vehicle / Monitoring of EPR Activities during Closing Ceremony	2
<p>***Schedule may vary due to the needs in certain area/s ***Subject to computation of actual usage of the vehicle/s</p> <p>Service provider must:</p> <ul style="list-style-type: none"> • Conduct routine vehicle check-up prior to usage(BLOWBAG) • Pay for toll and parking fees as may be necessary • Provide for fuel, oil and lubricants for the vehicle/s • Provide for professional and courteous driver/s for the vehicle/s • Provide driver's meals • Cover all expenses for emergency repairs / check-up during the period covered 					
IV.	<p>Payment: Must accept SEND BILL policy as payment for services</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 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	Total Price
Provision of TRANSPORTATION for the JTG-EPR in support to the 30 th Southeast Asian Games 2019	1 Lot	PHP
TOTAL PRICE		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 : _____