

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

**REQUEST FOR QUOTATION (RFQ) No. OS-1219-002**

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:

<b>Name of Project</b>	: <b>Provision of TRANSPORTATION for the conduct of Year End Assessment cum Synergy/ Team Building Activity of the Operation Service 2019</b>
<b>Date</b>	: <b>20 December 2019 NDRRMC, Camp General Emilio Aguinaldo, Quezon City to CAR; 21 December 2019 CAR (Baguio Tour) to CAR (Baguio Tour); 22 December 2019 CAR to NDRRMC, Camp General Emilio Aguinaldo, Quezon City;</b>
<b>Terms of Payment</b>	: <b>Send Bill Policy</b>
<b>ABC (Approved Budget for the Contract)</b>	: <b>PhP 140,000.00</b>
<b>Fund Source</b>	: <b>OS APB CY 2019</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 SEALED QUOTATION is **10:00 AM on 10 December 2019**, at the OCD BAC Secretariat Office, 2<sup>nd</sup> 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.ocd@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**

**Provision of TRANSPORTATION for the conduct of Year End Assessment cum Synergy/ Team Building Activity of the Operation Service 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.

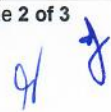
Item No.	Agency Specifications	Statement of Compliance																				
	<p><b>VEHICLE RENTAL</b></p> <p><b>Provision of TRANSPORTATION for the conduct of event:</b>            Name of Event: Conduct of Year End cum Synergy/Team Building Activity of the Operation Service 2019            Pick-up Point: NDRRMC Camp General Emilio Aguinaldo, Quezon City            Drop-off Point: CAR            No. of Participants: 74</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 2013 model</li> <li>Must accommodate at least minimum of 10- seater, maximum of 14 seater pax/vehicle/trip</li> <li>AC of the vehicle must be fully functional/operational</li> </ul> <p><b>Transportation Arrangements</b>            A) Pick-up and Drop-Off Only</p> <table border="1" data-bbox="325 1016 1257 1272"> <thead> <tr> <th>No. of Pax</th> <th>Pick-up Point</th> <th>Date/Time</th> <th>Drop-off Point</th> <th>Date/Time</th> <th>No. of Vehicle/s</th> </tr> </thead> <tbody> <tr> <td rowspan="3">74</td> <td>NDRRMC, Camp Aguinaldo, Q. C.</td> <td>20 Dec 2019</td> <td>CAR</td> <td>20 Dec 2019</td> <td rowspan="3">7</td> </tr> <tr> <td>CAR (Baguio Tour)</td> <td>21 Dec 2019</td> <td>CAR (Baguio Tour)</td> <td>21 Dec 2019</td> </tr> <tr> <td>CAR</td> <td>22 Dec 2019</td> <td>NDRRMC, Camp Aguinaldo, Q. C.</td> <td>22 Dec 2019</td> </tr> </tbody> </table> <p>Service provider must:</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 drivers</li> <li><b>Cover all expenses for emergency repairs / check-up during the period covered</b></li> </ul> <p>Payment:            Must accept <b>SEND BILL</b> policy as payment for services</p>	No. of Pax	Pick-up Point	Date/Time	Drop-off Point	Date/Time	No. of Vehicle/s	74	NDRRMC, Camp Aguinaldo, Q. C.	20 Dec 2019	CAR	20 Dec 2019	7	CAR (Baguio Tour)	21 Dec 2019	CAR (Baguio Tour)	21 Dec 2019	CAR	22 Dec 2019	NDRRMC, Camp Aguinaldo, Q. C.	22 Dec 2019	
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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 conduct of Year End Assessment cum Synergy/ Team Building Activity of the Operation Service 2019	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 : \_\_\_\_\_

Handwritten initials and a star symbol.