

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

REQUEST FOR QUOTATION (RFQ) No. OS-1219-003-A

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 conduct of Operation Family Conference |
| Date | : 27 January 2020 - NDRRMC Building, Camp General Emilio Aguinaldo, Quezon City to TBA, Baguio City; 30 January 2020 - TBA, Baguio City to NDRRMC Building, Camp General Emilio Aguinaldo, Quezon City; 31 January 2020 - TBA, Baguio City to NDRRMC Building, Camp General Emilio Aguinaldo, Quezon City; |
| Terms of Payment | : <u>Send Bill Policy</u> |
| ABC (Approved Budget for the Contract) | : PhP 135,000.00 ✓ |
| Fund Source | : OS APB CY 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 08 January 2020**, 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.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 Operation Family Conference

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 for the conduct of event: Name of Event: Operation Family Conference Pick-up Point: NDRRMC Opcen Drop-off Point: Hotel Venue in Baguio City No. of Participants: 50</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 minimum of 12- seater, maximum of 15 seater-pax/vehicle/trip • AC of the vehicle must be fully functional/operational <p>Transportation Arrangements</p> <p>A) Pick-up and Drop-Off Only</p> <table border="1" data-bbox="284 1093 1241 1384"> <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 align="center">42</td> <td align="center">NDRRMC Building, Camp General Emilio Aguinaldo, Quezon City</td> <td align="center">27 Jan 2020</td> <td align="center">TBA, Baguio City</td> <td></td> <td align="center">5</td> </tr> </tbody> </table> <p>B) Pick-up and Return trip</p> <table border="1" data-bbox="284 1444 1241 1899"> <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 align="center">6</td> <td align="center">TBA, Baguio City</td> <td align="center">30 Jan 2020</td> <td align="center">NDRRMC Building, Camp General Emilio Aguinaldo, Quezon City</td> <td></td> <td align="center">1</td> </tr> <tr> <td align="center">20</td> <td align="center">TBA, Baguio City</td> <td align="center">31 Jan 2020</td> <td align="center">NDRRMC Building, Camp General Emilio Aguinaldo, Quezon City</td> <td></td> <td align="center">3</td> </tr> </tbody> </table> | No. of Pax | Pick-up Point | Date/Time | Drop-off Point | Date/Time | No. of Vehicle/s | 42 | NDRRMC Building, Camp General Emilio Aguinaldo, Quezon City | 27 Jan 2020 | TBA, Baguio City | | 5 | No. of Pax | Pick-up Point | Date/Time | Drop-off Point | Date/Time | No. of Vehicle/s | 6 | TBA, Baguio City | 30 Jan 2020 | NDRRMC Building, Camp General Emilio Aguinaldo, Quezon City | | 1 | 20 | TBA, Baguio City | 31 Jan 2020 | NDRRMC Building, Camp General Emilio Aguinaldo, Quezon City | | 3 | |
| No. of Pax | Pick-up Point | Date/Time | Drop-off Point | Date/Time | No. of Vehicle/s | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 42 | NDRRMC Building, Camp General Emilio Aguinaldo, Quezon City | 27 Jan 2020 | TBA, Baguio City | | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No. of Pax | Pick-up Point | Date/Time | Drop-off Point | Date/Time | No. of Vehicle/s | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | TBA, Baguio City | 30 Jan 2020 | NDRRMC Building, Camp General Emilio Aguinaldo, Quezon City | | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | TBA, Baguio City | 31 Jan 2020 | NDRRMC Building, Camp General Emilio Aguinaldo, Quezon City | | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | |
|--|---|--|
| | <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 food and accommodation for the drivers • Cover all expenses for emergency repairs / check-up during the period covered | |
| | <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 conduct of Operation Family Conference | 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 : _____

