

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

REQUEST FOR QUOTATION (RFQ) No. PAO-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:

Name of Project	: Provision of Van Rental for the Conduct of PAO Team Building Activity
Date and Destination:	: 17 January 2020 - Pick-up in NDRRMOC, Quezon City and drop-off in Venue within Bataan; 18 January 2020 – Pick-up in Bataan Area and drop-off in Bataan Area 19 January 2020 – Pick-up in Venue in Bataan and drop-off in NDRRMOC, Quezon City
Terms of Payment	: <u>Send Bill Policy</u>
ABC (Approved Budget for the Contract)	: PhP 30,000.00
Fund Source	: PAO 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 until **10:00 AM on 27 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.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.

By the Authority of the Chairperson:



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

ANNEX "A"
Technical Specifications

Provision of Van Rental for the Conduct of PAO Team Building Activity

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 Provision of TRANSPORTATION for the conduct of event: Name of Event: Team Building Activity Pick-up Points: National Risk Reduction and Management Operation Center, Camp General Emilio Aguinaldo, Quezon City Drop-off Point: Venue within Bataan No. of participants: 10 Max – 13 Max Requirements for the vehicle:</p> <ul style="list-style-type: none"> • Type of Vehicle: Van • Must be at least 2017 model • Must accommodate at least minimum of ten-seater, maximum of Thirteen pax/vehicle/trip • AC of the vehicle must be fully functional/operational <p>Transportation Arrangements: A) Pick-up and Drop-off only</p> <table border="1" data-bbox="284 1039 1265 1350"> <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>10</td> <td>NNRRMOC, Quezon City</td> <td>17 January 2020 0700H</td> <td>Venue within Bataan</td> <td>17 January 2020 1030H</td> <td>1</td> </tr> <tr> <td>10</td> <td>Bataan Area</td> <td>18 January 2020 0800H</td> <td>Bataan Area</td> <td>18 January 2020 2200H</td> <td>1</td> </tr> <tr> <td>10</td> <td>Venue in Bataan</td> <td>19 January 2020 1300H</td> <td>NNRRMOC, Quezon City</td> <td>19 January 2020 1700H</td> <td>1</td> </tr> </tbody> </table> <p>Service provider must provide the following:</p> <ul style="list-style-type: none"> • Conduct routine vehicle check-up prior to usage (BLOWBAG) • Pay for toll and parking fees as may necessary • Provide fuel, oil and lubricant for the vehicle/s • Provide for professional and courteous driver/s for the vehicle/s • Provide food and accommodation for the driver/s • Cover all expenses for emergency repair/ check-up during the period covered • Standby Vehicle must be available at all times especially for emergencies <p>Payment: Must accept SEND BILL policy as payment for services</p>	No. of Pax	Pick-up Point	Date/Time	Drop-off Point	Date/Time	No. of vehicle/s	10	NNRRMOC, Quezon City	17 January 2020 0700H	Venue within Bataan	17 January 2020 1030H	1	10	Bataan Area	18 January 2020 0800H	Bataan Area	18 January 2020 2200H	1	10	Venue in Bataan	19 January 2020 1300H	NNRRMOC, Quezon City	19 January 2020 1700H	1	
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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	Cost per Van	Total Price
Provision of Van Rental for the Conduct of PAO Team Building Activity		
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 : _____