

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

REQUEST FOR QUOTATION (RFQ) No. PDPS-0220-003

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 1st Governance and Strategy Management Workshop
Date and Location	: 01 March 2020 Pick-up in NAIA, Pasay/QC and Drop-off Only in Rizal; 04 March 2020 Pick-up in NAIA, Pasay/QC and Drop-off in Rizal and back to QC; 07 March 2020 Pick-up in Rizal and Drop-off Only at NAIA, Pasay/QC; and 08 March 2020 Pick-up in Rizal and Drop-off Only at NAIA, Pasay/QC
Terms of Payment	: <u>Send Bill Policy</u>
ABC (Approved Budget for the Contract)	: PhP 66,000.00
Fund Source	: OCD 2019 Continuing Appropriations under the DRRM MOOE Fund

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 **12:00 Noon on 19 February 2020**, at the OCD BAC Secretariat Office, 2nd Floor, OCD Annex Building, Camp General Emilio Aguinaldo, Quezon City. Submit your **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 (or Official Receipt of Renewal Application with the Expired Business Permit)
2. PhilGEPS Registration Number
3. Latest Income and Business Tax Return (if ABC above PhP 500,000.00)
4. Omnibus Sworn Statement (if ABC above PhP 50,000.00)

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.



ASEC KRISTOFFER JAMES E. PURISIMA
Chairperson
OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications

Provision of Transportation for the conduct of 1st Governance and Strategy Management Workshop

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>VEHICLE RENTALS Provision of Transportation for the conduct of the event: Name of Event: Conduct of 1st Governance and Strategy management Workshop From 01 to 08 March 2020 in Rizal Pick-up Points: OCD Central Office and Manila Airport Drop-off Point: Rizal Requirements for the vehicle: Type of Vehicle: Van Must be at least 2015 model Must accommodate at least 10 passenger, maximum of 12 seater pax/vehicle/trip AC of the vehicle must be fully functional/operational Must have comfortable leg room and foot room in all seating position</p> <p>Transportation Arrangements A) 01 March 2020 Pick-up in NAIA, Pasay/QC and Drop-off Only in Rizal</p> <table border="1"> <thead> <tr> <th>Estimated 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 style="text-align: center;">11</td> <td>NAIA Terminal, Pasay City</td> <td>01 March 2020 at 12:00 NN</td> <td>Rizal</td> <td>1-Mar-20</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">22</td> <td>OCD Camp Aguinaldo, Quezon City</td> <td>01 March 2020 at 10:00 AM</td> <td>Rizal</td> <td>1-Mar-20</td> <td style="text-align: center;">2</td> </tr> </tbody> </table> <p>i. Estimated No. of vehicle required: 3 Vans</p> <p>B) 04 March 2020 Pick-up in NAIA, Pasay/QC and Drop-off in Rizal and back to QC</p> <table border="1"> <thead> <tr> <th>Estimated 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 style="text-align: center;">11</td> <td>NAIA Terminal, Pasay City</td> <td>04 March 2020 at 9:00 AM</td> <td>Rizal</td> <td>4-Mar-20</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">20</td> <td>OCD Camp Aguinaldo, Quezon City</td> <td>04 March 2020 at 9:00 AM</td> <td>Rizal</td> <td>4-Mar-20</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">18</td> <td>Rizal</td> <td>04 March 2020 at 5:00 PM</td> <td>OCD Camp Aguinaldo, Quezon City</td> <td>4-Mar-20</td> <td style="text-align: center;">3</td> </tr> </tbody> </table> <p>Estimated No. of vehicle required: 3 Vans</p> <p>C) 07 March 2020 Pick-up in Rizal and Drop-off Only at NAIA, Pasay/QC</p> <table border="1"> <thead> <tr> <th>Estimated 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 style="text-align: center;">9</td> <td>Rizal</td> <td>07 March 2020 at 09:00 AM</td> <td>NAIA Terminal, Pasay City</td> <td>7-Mar-20</td> <td style="text-align: center;">1</td> </tr> </tbody> </table>	Estimated No. of Pax	Pick-up Point	Date/Time	Drop-off point	Date/Time	No. of Vehicle/s	11	NAIA Terminal, Pasay City	01 March 2020 at 12:00 NN	Rizal	1-Mar-20	1	22	OCD Camp Aguinaldo, Quezon City	01 March 2020 at 10:00 AM	Rizal	1-Mar-20	2	Estimated No. of Pax	Pick-up Point	Date/Time	Drop-off point	Date/Time	No. of Vehicle/s	11	NAIA Terminal, Pasay City	04 March 2020 at 9:00 AM	Rizal	4-Mar-20	1	20	OCD Camp Aguinaldo, Quezon City	04 March 2020 at 9:00 AM	Rizal	4-Mar-20	2	18	Rizal	04 March 2020 at 5:00 PM	OCD Camp Aguinaldo, Quezon City	4-Mar-20	3	Estimated No. of Pax	Pick-up Point	Date/Time	Drop-off point	Date/Time	No. of Vehicle/s	9	Rizal	07 March 2020 at 09:00 AM	NAIA Terminal, Pasay City	7-Mar-20	1	
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Estimated No. of vehicle required: 2 Vans					
D) 08 March 2020 Pick-up in Rizal and Drop-off Only at NAIA, Pasay/QC					
Estimated No. of Pax	Pick-up Point	Date/Time	Drop-off point	Date/Time	No. of Vehicle/s
11	Rizal	08 March 2020 at 10:00 AM	NAIA Terminal, Pasay City	8-Mar-20	1
20	Rizal	08 March 2020 at 12:00 AM	OCD Camp Aguinaldo, Quezon City	8-Mar-20	2
Estimated No. of vehicle required: 3 Vans					
Service provider must provide the following:					
<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, lubricants for the vehicle/s • Provide professional and courteous driver/s for the vehicle/s • Provide food and accommodation for the driver/s • Cover all expenses for emergency repairs/ check-up during the period covered 					
Payment: Must accept SEND BILL policy as payment for services					

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	Price per Van	Total Price
A) 01 March 2020 Pick-up in NAIA, Pasay/QC and Drop-off Only in Rizal	PHP	PHP
B) 04 March 2020 Pick-up in NAIA, Pasay/QC and Drop-off in Rizal and back to QC	PHP	PHP
C) 07 March 2020 Pick-up in Rizal and Drop-off Only at NAIA, Pasay/QC	PHP	PHP
D) 08 March 2020 Pick-up in Rizal and Drop-off Only at NAIA, Pasay/QC	PHP	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 : _____

