

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

REQUEST FOR QUOTATION (RFQ) No. PDPS-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 Van Rental for Transportation Services for the Conduct of FY2019 2 nd Semester Planning Family Conference (PFC) |
| Date and Destination: | : 23 November 2019 - Pick-up in Manila/QC and drop-off in La Union 23 to 27 November 2019 – Standby vehicle 27 November 2019 – Pick-up in La Union and drop-off in Manila/QC |
| Terms of Payment | : <u>Send Bill Policy</u> |
| ABC (Approved Budget for the Contract) | : Php108,000.00 |
| Fund Source | : PDPS 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.**

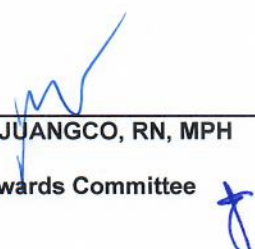
Prospective bidders shall accomplish and submit the duly signed "**Annex A (Technical Specifications) & Annex "B" Price Quotation Form (PQF)**" (under prescribed form). **Non-submission shall automatically be disqualified.** Submission of SEALED QUOTATION is until **5:00 PM on 18 November 2019**, at 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.



DIR. SUSANA G JUANGCO, RN, MPH
Chairperson
OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications

Provision of Van Rental for Transportation Services for the Conduct of FY2019 2nd Semester Planning Family Conference (PFC)

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>Pick-up Points: OCD Central Office and Manila Airport Drop-off Point: La Union Type of Vehicle: Van No. of participants: as indicated at transportation arrangement Requirements for the vehicle:</p> <ul style="list-style-type: none"> • Must be at least 2015 model • Must accommodate at least 8 seater, maximum of 10 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>Transportation Arrangements: A) 23 November 2019 (Pick-up in Manila/QC and Drop-off only at La Union)</p> <table border="1" data-bbox="268 943 1257 1171"> <thead> <tr> <th>No. of Pax</th> <th>Pick-up Point</th> <th>Date/Time</th> <th>Drop-off Point</th> <th>No. of vehicle/s</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>OCD Camp Aguinaldo, Quezon City</td> <td>23 November 2019 at 8:00 AM</td> <td>La Union</td> <td>1</td> </tr> <tr> <td>7</td> <td>NAIA Terminal, Pasay City</td> <td>23 November 2019 at 8:00 AM</td> <td>La Union</td> <td>1</td> </tr> <tr> <td>7</td> <td>NAIA Terminal, Pasay City</td> <td>23 November 2019 at 8:00 AM</td> <td>La Union</td> <td>1</td> </tr> </tbody> </table> <p>No of vehicles required: 3 units</p> <p>B) 23 November 2019 Pick-up and Drop-off (Vice-versa), Standby Vehicle from 23 to November 2019</p> <table border="1" data-bbox="268 1279 1257 1525"> <thead> <tr> <th>No. of Pax</th> <th>Pick-up Point</th> <th>Drop-off Point</th> <th>Inclusive Date</th> <th>Other Requirements</th> <th>No. of vehicle/s</th> </tr> </thead> <tbody> <tr> <td rowspan="2">8</td> <td>OCD Camp Aguinaldo, Quezon City</td> <td>La Union</td> <td>23 November 2019 at 8:00 AM</td> <td rowspan="2">Stand-by vehicle from 23 to 27 November 2019</td> <td rowspan="2">1</td> </tr> <tr> <td>La Union</td> <td>OCD Camp Aguinaldo, Quezon City</td> <td>27 November 2019 at 10:00 AM</td> </tr> </tbody> </table> <p>No of vehicles required: 1 unit</p> <p>C) 27 November 2019 Pick-up in La Union and Drop-off only at Manila/QC</p> <table border="1" data-bbox="268 1608 1257 1861"> <thead> <tr> <th>No. of Pax</th> <th>Pick-up Point</th> <th>Date/Time</th> <th>Drop-off Point</th> <th>No. of vehicle/s</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>La Union</td> <td>27 November 2019 at 10:00 AM</td> <td>OCD Camp Aguinaldo, Quezon City</td> <td>1</td> </tr> <tr> <td>7</td> <td>La Union</td> <td>27 November 2019 at 10:00 AM</td> <td>NAIA Terminal, Pasay City</td> <td>1</td> </tr> <tr> <td>7</td> <td>La Union</td> <td>27 November 2019 at 10:00 AM</td> <td>NAIA Terminal, Pasay City</td> <td>1</td> </tr> </tbody> </table> <p>No of vehicles required: 3 units</p> | No. of Pax | Pick-up Point | Date/Time | Drop-off Point | No. of vehicle/s | 8 | OCD Camp Aguinaldo, Quezon City | 23 November 2019 at 8:00 AM | La Union | 1 | 7 | NAIA Terminal, Pasay City | 23 November 2019 at 8:00 AM | La Union | 1 | 7 | NAIA Terminal, Pasay City | 23 November 2019 at 8:00 AM | La Union | 1 | No. of Pax | Pick-up Point | Drop-off Point | Inclusive Date | Other Requirements | No. of vehicle/s | 8 | OCD Camp Aguinaldo, Quezon City | La Union | 23 November 2019 at 8:00 AM | Stand-by vehicle from 23 to 27 November 2019 | 1 | La Union | OCD Camp Aguinaldo, Quezon City | 27 November 2019 at 10:00 AM | No. of Pax | Pick-up Point | Date/Time | Drop-off Point | No. of vehicle/s | 8 | La Union | 27 November 2019 at 10:00 AM | OCD Camp Aguinaldo, Quezon City | 1 | 7 | La Union | 27 November 2019 at 10:00 AM | NAIA Terminal, Pasay City | 1 | 7 | La Union | 27 November 2019 at 10:00 AM | NAIA Terminal, Pasay City | 1 | |
| No. of Pax | Pick-up Point | Date/Time | Drop-off Point | No. of vehicle/s | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 7 | NAIA Terminal, Pasay City | 23 November 2019 at 8:00 AM | La Union | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | La Union | OCD Camp Aguinaldo, Quezon City | 27 November 2019 at 10:00 AM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| II. | <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 <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 | Cost per Van | Total Price |
|---|--------------|-------------|
| Provision of Van Rental for Transportation Services for the Conduct of FY2019 2 nd Semester Planning Family Conference (PFC) | | |
| 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 : _____

