

Republic of the Philippines  
Department of National Defense  
**OFFICE OF CIVIL DEFENSE**  
Camp General Martin Teofilo B. Delgado, Fort San Pedro, Iloilo City

**REQUEST FOR QUOTATION (RFQ) No. 2020-0217-005**

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

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 van rental as transportation services for the members of PDNA Team to conduct Post-Disaster Needs Assessment for Typhoon Ursula affected provinces</b>
<b>Location</b>	: Within Western Visayas
<b>Date of Event</b>	: 26 -28 February 2020 (Province of Capiz) 3-7 March 2020 (Provinces of Antique and Aklan)
<b>Brief Description</b>	: Transportation for members of PDNA Team
<b>Terms of Payment</b>	: <u>Send Bill Policy</u>
<b>ABC (Approved Budget for the Contract)</b>	: <b>Total: PHP240,000.00</b>
<b>Fund Source</b>	: <b>OCDRO VI APB CY 2020</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 not later than **9:00 AM on 21 February 2020**, at the OCD BAC Secretariat Office, OCD VI, Camp Martin Teofilo B. Delgado, Fort San Pedro, Iloilo 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. **(033) 336-9353** or email address at **ocdrc6@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 application for renewal with corresponding receipt)
2. PhilGEPS Registration Number
3. Latest Income and Business Tax Return
4. Notarized Omnibus Sworn Statement

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.

  
**JOSE ROBERTO R. NUÑEZ**  
HOPE/Regional Director  
Office of Civil Defense VI

**ANNEX "A"**  
**Technical Specifications**

**Provision of van rental as transportation services for the members of PDNA Team to conduct Post-Disaster Needs Assessment for Typhoon Ursula affected provinces**

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.	<b>Name of Event: Provision of van rental as transportation services for the members of PDNA Team to conduct Post-Disaster Needs Assessment for Typhoon Ursula affected provinces</b> <b>Date of Event: February 26-28, 2020 (Province of Capiz)</b> <b>March 3-7, 2020 (Provinces of Antique and Aklan)</b>	
II.	<b>OTHER REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• Quotations shall be inclusive of fuel and driver</li> <li>• Provide food and accommodation for the driver/s</li> <li>• Only actual usage of vehicles shall be billed</li> <li>• Year 2013 model or above</li> <li>• Provider should be at least two (2) years in the service</li> </ul>	
III.	<b>SCOPE OF SERVICE:</b> <ul style="list-style-type: none"> <li>• The vehicle shall be in safe operating conditions at all times.</li> <li>• Should conduct routine vehicle check-up prior to usage/travel (BLOWBAG)</li> <li>• The contractor shall bear full responsibility for the preventive and remedial maintenance of vehicles.</li> <li>• The vehicle shall, as minimum, be equipped with spare-tire, the necessary accessories (spanner, jack, etc). Emergency/accidental triangle, seatbelts for passengers and driver and safety gadget for fire.</li> </ul>	
IV.	<b>Payment:</b> Must accept <b>SEND BILL</b> 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 VI  
Camp Gen. Martin Teofilo B. Delgado  
Fort San Pedro, Iloilo 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	Cost per pax	Total Price
Provision of van rental as transportation services for the members of PDNA Team to conduct Post-Disaster Needs Assessment for Typhoon Ursula affected provinces	1 Lot	PHP	PHP
<b>TOTAL PRICE</b>		PHP	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 good(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 : \_\_\_\_\_