

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
Region VII
Labrador Bldg., N. Bacalso Ave., Brgy. Sambag 1, Cebu City

REQUEST FOR QUOTATION (RFQ) No. OCD7-2019-07-012

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:

Name of Project	:	Provision of (Vehicle Rental) transportation requirements for the conduct of RRMS Family Conference back to back with RRPG Formulation of User's Manual on August 27-30, 2019 in Bohol.
Date & Destination	:	27-30 August 2019, Panglao Airport to Tagbilaran City, Bohol
Terms of Payment	:	<u>Must accept send bill policy arrangement</u>
ABC (Approved Budget for the Contract)	:	Php. 114,000.00
Fund Source	:	Fund transfer from RRMS-CO to OCDR7

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** not later than **9:00 AM on 13 August 2019**, at the OCD Regional Office VII, Labrador Bldg., N. Bacalso Ave., Brgy. Sambag 1, Cebu City. Submit your **sealed quotation (indicate the project name) duly signed by your authorized representative.** For any clarifications, you may contact **Mr. Rudel B. Genilo** at telephone no. **(032) 253-8730, 410-6451** or email address at **civildefenseregion7gmail.com, ocd7.procurement@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:


- a. Platinum PhilGEPS Registration only with valid and current annexes

While for Red Membership:

- a. Valid and current Mayor's Permit/Business Permit
- b. PhilGEPS Registration Number
- c. Latest Income and Business Tax Return
- d. 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.



DIR. EUGENE G. CABRERA
Regional Director, OCD7
Chairperson, RDRMC7

ANNEX "A"
Technical Specifications

Provision of (**Vehicle Rental**) transportation requirements for the conduct of RRMS Family Conference back to back with RRPB Formulation of User's Manual in Bohol

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 "**Specifications.**"

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 General Requirements:</p> <ul style="list-style-type: none"> • Pick-up Point: Panglao Airport • Drop-off: (Venue) Tagbilaran City, Bohol <p>Requirements for the vehicle:</p> <ul style="list-style-type: none"> • Type of vehicle: Van must be at least 12 seaters • AC of the vehicle must be fully functional/Operational • Must be at least 2015 model <p>Service provider must: 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 driver/s Cover all expenses for emergency repairs / check-up during the period covered</p>																			
II.	<p>Transportation Arrangements</p> <p>A) Pick-up and Drop-off ONLY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">No. of Pax</th> <th style="text-align: center;">Pick-up Point</th> <th style="text-align: center;">Date/Time</th> <th style="text-align: center;">Drop-off Point</th> <th style="text-align: center;">Date/Time</th> <th style="text-align: center;">No. of Vehicles</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">65</td> <td style="text-align: center;">Panglao Airport</td> <td style="text-align: center;">27-August-19</td> <td style="text-align: center;">Hotel</td> <td style="text-align: center;">27 Aug. 2019, 8AM</td> <td style="text-align: center;">8</td> </tr> </tbody> </table> <p>No. of vehicle required: _____8_____ unit/s</p>	No. of Pax	Pick-up Point	Date/Time	Drop-off Point	Date/Time	No. of Vehicles	65	Panglao Airport	27-August-19	Hotel	27 Aug. 2019, 8AM	8							
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III.	<p>B) Pick-up/Drop-off and STANDBY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">No. of Pax</th> <th style="text-align: center;">Pick-up Point</th> <th style="text-align: center;">Drop-off Point</th> <th style="text-align: center;">Inclusive Dates</th> <th style="text-align: center;">Other Requirements</th> <th style="text-align: center;">No. of Vehicle/s</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">65</td> <td style="text-align: center;">Hotel</td> <td style="text-align: center;"><i>airport</i></td> <td style="text-align: center;">30-Aug-19</td> <td></td> <td style="text-align: center;">8</td> </tr> <tr> <td style="text-align: center;">65</td> <td style="text-align: center;">Hotel</td> <td style="text-align: center;"><i>experiential learning</i></td> <td style="text-align: center;">30-Aug-19</td> <td></td> <td style="text-align: center;">8</td> </tr> </tbody> </table>	No. of Pax	Pick-up Point	Drop-off Point	Inclusive Dates	Other Requirements	No. of Vehicle/s	65	Hotel	<i>airport</i>	30-Aug-19		8	65	Hotel	<i>experiential learning</i>	30-Aug-19		8	
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			<i>sites</i>				
No. of vehicle on standby: ___1___ unit/s that can be used 24 hours if necessary							
IV.	Payment: <u>Must accept SEND BILL policy as payment</u> *Other government terms and policies apply.						

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

Regional Bids and Awards Committee
OFFICE OF CIVIL DEFENSE RC VII
Labrador Bldg., N. Bacalso Ave.
Brgy., Sambag 1, Cebu 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 Van	Total Price
Provision of (Vehicle Rental) transportation requirements for the conduct of RRMS Family Conference back to back with RRPB Formulation of User's Manual in Bohol	1 Lot		PHP
	TOTAL		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 : _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. Select one, delete the rest:

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ [date issued], [place issued]
IBP No. _____ [date issued], [place issued]

Doc. No. _____
Page No. _____
Book No. _____
Series of _____