

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE REGION XI
2nd Floor, LDL Building, CP Garcia Highway,
Brgy. Communal, Buhangin District, Davao
City

Date: 07/22/20
PR Ref No: 2020-07-090
Quotation No.: 06

REQUEST FOR QUOTATION
(Alternative Mode of Procurement Under Small Value Procurement 53.9)

Company/Name : _____
Address : _____
Tel. No./ Fax No. : _____

Gentlemen:

For Alternative Mode of Procurement 52.1b under R.A 9184, please quote your lowest price on the line item listed below, subject to the General Conditions as required. Submit your **quotation** duly signed by your authorized representative not later than **July 27, 2020** to Office of Civil Defense Regional Office XI, 2nd Floor, LDL Building, CP Garcia Highway, Brgy. Communal, Buhangin District, Davao City.


Name of Project	: Event 1. Provision of Van Rental Services for Office of Civil Defense (OCD) XI Employees
Location	: Within Davao City
Brief Description	: Provision of van rental services good for 60 days (Weekdays only), Van Must be in good quality condition <u>Supplier must accept Send Bill Policy in the payment of services</u>
ABC (Approved Budget for the Contract)	: Event 1: 270,000.00
Fund Source	: OCD Region XI Fund Transfer DRRM Fund 2020

General Conditions:

- 1. All bids higher than ABC shall automatically be disqualified.**
- 2. Proponent must submit, together with its quotation (prescribed form "Annex A&B") non-submission shall automatically be disqualified.**
- All quotation must attached photocopies of SEC/DTI Business Name Registration, and Valid Mayor's Permit and PHILGeps Registration within three (3) days.
- All quotations shall be inclusive of applicable Value Added Tax (VAT) and shall be firm and valid for a period of at least sixty (60) days from the date of receipt of quotation & shall be binding upon the supplier within the period.
- All entries should be accomplished with the word "Comply" or its equivalent. Any interlineations, erasures/overwriting shall be valid only if they are signed/ initialed by the contractor or his/her duly authorized representative/s.

The quotations will be subject to meeting for the next process of choosing the supplier for the said activity

The OCD reserves the right to accept or reject any or all bid, 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. Furthermore the OCD assumes no responsibility to compensate or indemnify the bidder for any expense or loss that may be incurred in the preparation of the bid nor does it guarantee that an award will be made.


DIR. MANOLITO P. ORENSE
Regional Director, OCD XI

ANNEX "A"

Technical Specifications LEASE OF VENUE

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."

Item No.	Specifications:	Statement of Compliance
	Event 1. Provision of Van Rental Services for Office of Civil Defense (OCD) XI Employees	
	A. Van Rental (1 Unit)	
1	<ul style="list-style-type: none">• Rental for 60 Days (Weekdays only)	
2	<ul style="list-style-type: none">• Van Rental inclusive of fuel	
3	<ul style="list-style-type: none">• Route: within Davao City	
4	<ul style="list-style-type: none">• Capacity: 10-12 Seaters	
5	<ul style="list-style-type: none">• Van Rental does not charge excess fees	
6	<ul style="list-style-type: none">• Van Rental must sent off employees from House-Office & vice-versa	
7	<ul style="list-style-type: none">• Driver must wear mask and bring disinfectant	
8	<ul style="list-style-type: none">• Van Rental must be in good quality condition and on-call depending on the situation	
	B. Other Conditions:	
9	<ul style="list-style-type: none">• Van Rental Services must be located within Davao City only	
10	<ul style="list-style-type: none">• Supplier must accept a send bill policy in the Payment of services	
11	<ul style="list-style-type: none">• Payment to suppliers will be monthly for the Replenishment of services due to COVID-19	
12	<ul style="list-style-type: none">• Contract must be notarized c/o Supplier	
13	<ul style="list-style-type: none">• Omnibus Sworn Statement must be complied and Notarized c/o Supplier	

I hereby commit to comply with all the above requirements.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date

ANNEX B

Price Proposal Submission Sheet

Date: _____

OFFICE OF CIVIL DEFENSE XI
2nd Floor, LDL Building, CP Garcia Highway, Brgy. Communal,
Buhangin District, Davao City

Sir:

After having carefully read and accepted the terms and conditions in your bidding documents, here under is our bid for the Provision of Van Rental Service for Office of Civil Defense (OCD) XI Employees with the following details:

Item	Quantity	Unit	Cost per Pax	Total Price
Event 1. Provision of Van Rental Services for Office of Civil Defense (OCD) XI Employees I. Specific Requirements: A. Van Rental(1 Unit): <ul style="list-style-type: none">• Rental for 60 Days (Weekdays only)• Van Rental inclusive of fuel• Route: within Davao City• Capacity: 10-12 Seaters• Van Rental does not charge excess fees• Van Rental must sent off employees from House-Office & vice-versa• Driver must wear mask and bring disinfectant• Van Rental must be in good quality condition and on-call depending on the situation B. Other Conditions: <ul style="list-style-type: none">• Van Rental Services must be located within Davao City only Routes (vice-versa)• Supplier must accept a send bill policy in the Payment of services• Payment to suppliers will be monthly for the Replenishment of services due to COVID-19• Contract must be notarized c/o Supplier• Omnibus Sworn Statement must be complied and Notarized c/o Supplier	1	Unit		

Total bid Price.....Php_____

(Amount in Words) _____

Note: The Above Quoted Prices are Vat Inclusive

Very Truly yours,

Name of Company/Bidder

Complete Name & Signature of Authorize Rep.