

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
PEO Compound, Kumintang Ilaya, Batangas City

REQUEST FOR QUOTATION No, QRF-2020-IVB-024
(Section 53.9 of RA 9184, Small Value Procurement)

Company Name: _____
Address: _____
PHILGEPS Registration No.: _____

The **Office of Civil Defense-MIMAROPA**, through its Regional Bids and Awards Committee 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 RA 9184.**

The OCD-MIMAROPA, hereinafter referred as "The Purchaser" now requests submission of price quotation for the hereunder project:

Name of Project	:	Provision of vehicle rental services for PDNA Composite Team ICOW Post-Disaster Needs Assessment (PDNA) in the Province of Marinduque Affected by Typhoon Tisoy and Ursula
Brief Description	:	Rental of two (2) unit passenger vans for personnel involved in the conduct of Post-Disaster Needs Assessment (PDNA) in the Province of Marinduque Affected by Typhoon Tisoy and Ursula at a 10-hrs minimum services per day
Event Date	:	November 08-14, 2020
Approved Budget for the Contract (ABC)	:	Php 105,000.00
Terms of Payment	:	Send bill Policy - Payment shall be made through Landbank's Bank Transfer Facility, within fifteen (15) working days after submission of billing statement and User Acceptance of the Product. Bank Transfer Fee shall be charged against the creditor's account. Payment details: Bank institution: _____ Account Number: _____ Account Name: _____ Branch: _____
Fund Source	:	QRF Funds

Award of contract shall be made to the Bidder with the lowest quotation on **per lot basis** for the subject goods which comply with the minimum requirements of technical specifications and other terms and conditions stated herein. **All Bids higher than the ABC shall automatically be disqualified.**

Prospective bidder shall accomplish and submit the duly signed "**Annex A, Technical Specifications & Annex B, Price Quotation Form (PQF)**", (under prescribed form) **non submission of same prescribed format shall automatically disqualify**, not later than **3:00 p.m., 06 October 2020** at Procurement Office, OCD-MIMAROPA, PEO compound Kumintang Ilaya, Batangas City. Submit your quotation (indicate the project name) duly signed by your authorized representative via hardcopy or through e-mail address mimaropabac2019@gmail.com. For any clarifications, you may contact Ms. NONALIE NIEVES R. VIADO at telephone no/s 0915-456-0307/ (043) 723-4248, (043) 702 -9361- Use of forms other than OCD prescribed form shall not be acceptable.

Interested supplier/service provider is required to submit the following documents:

- Platinum PHILGEPS Registration only with valid and current annexes
- While for Red Membership:
 1. Valid and current Mayor's Permit/Business Permit 2020
 2. PHILGEPs Registration No. (Please indicate on the space provided)
 3. Omnibus Sworn Statement

The OCD-MIMAROPA reserves the right to accept or reject any or all bids / price quotations, to annul the process, and to reject all bids at any time prior to contract of award, without thereby incurring any liability to the affected bidder/s.


MARC REMBRANDT P. VICTORE
Chairman, Committee on Awards and Canvass

ANNEX "A"

Technical Specifications (minimum requirements)

Provision of Vehicle Rental Services

Bidders must either state "**Comply**" or "**Not Comply**" or any other equivalent term in the column of "Statement of Compliance" against each of the individual parameters of each "Specifications"

Item Description	Statement of Compliance
<p>I. Provision of vehicle rental services for PDNA Composite Team ICOW <i>Post-Disaster Needs Assessment (PDNA) in the Province of Marinduque Affected by Typhoon Tisoy and Ursula</i></p> <p>Technical Specifications (minimum requirements):</p> <ul style="list-style-type: none"> • Rental of two (2) unit of Passenger vans with a maximum 12 seating capacity inclusive of driver • Vehicle year model must be at least 2016 and above • Van rental must be available for the duration of contract: <ul style="list-style-type: none"> - Rental Start date: Sunday, November 08, 2020 afternoon - Rental End Date: Sunday, November 14, 2020 afternoon <p><i>Destination and Itinerary:</i></p> <p>a. Two (2) unit of vans – (Sunday, November 08, 2020) Afternoon</p> <ul style="list-style-type: none"> - Pick-up and drop-off of participants from Balanacan port to Hotel venue (<i>prior notice shall be given to the service provider 5 days before the activity</i>) - Maintain social distancing <p>b. Two (2) unit of vans – (November 9-14, 2020):</p> <ul style="list-style-type: none"> - Pick-up and drop-off services for the Actual Field Validation - Route: Municipalities of Boac, Torrijos, Buenavista, Mogpog, Sta. Cruz and Gasan vice versa <ul style="list-style-type: none"> • Must provide <u>medical certification and RT-PCR</u> result of the driver from Local Health Office before the commencement of the contract • Must comply with the COVID-19 Safety and Health Protocols • Rental to include services of driver, meals of drivers, boat fare for vehicle and driver, and gas/fuel • Fully air-conditioned at all times of service • Minimum use: <u>10-hours service per day</u> • Vehicle should be in good running condition • Flexibility of time and destination • Rental rate must be inclusive of VAT and all other applicable taxes and charges • Additional charges in excess of the minimum hours service per day should be indicated • Availability of 24 –hour action team to any road/traffic emergency situation such as accidents and breakdown 	
<p><u>Send Bill Policy:</u> Within fifteen (15) working days upon submission of required documents i.e. delivery receipt, sales invoice or charge invoice or billing statement and certificate of acceptance</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**

Date: _____

The COMMITTEE ON CANVASS AND AWARDS
OFFICE OF CIVIL DEFENSE-MIMAROPA
PEO Compound, Kumintang Ilaya
Batangas City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotations (RFQ), hereunder are our financial proposal for the items identified below:

Article and Description	Quantity/ Unit Measure	Total Approved Budget for The Contract	Offered Quotation	
			Unit Price	Total Price
<p>Provision of vehicle rental services for PDNA Composite Team ICOW Post-Disaster Needs Assessment (PDNA) in the Province of Marinduque Affected by Typhoon Tisoy and Ursula</p> <p>Note: Please fill in your offered rate Per Day/ Per Van</p> <p>Technical Specifications (minimum requirements):</p> <ul style="list-style-type: none"> • Rental of one (1) unit of Passenger vans with a maximum 12 seating capacity inclusive of driver • Vehicle year model must be at least 2016 and above • Van rental must be available for the duration of contract: <ul style="list-style-type: none"> - Rental Start date: Sunday, November 08, 2020 afternoon - Rental End Date: Sunday, November 14, 2020 afternoon <p>Destination and Itinerary:</p> <p>c. two (2) unit of vans – (Sunday, November 08, 2020) Afternoon</p> <ul style="list-style-type: none"> - Pick-up and drop-off of participants from Balanacan port to Hotel venue (<i>prior notice shall be given to the service provider 5 days before the activity</i>) - Maintain social distancing <p>d. two (2) unit of vans – (November 9-14, 2020):</p> <ul style="list-style-type: none"> - Pick-up and drop-off services for the Actual Field Validation - Route: Municipalities of Boac, Torrijos, Buenavista, Mogpog, Sta. Cruz and Gasan vice versa <ul style="list-style-type: none"> • Must provide <u>medical certification and RT-PCR</u> result of the driver from Local Health Office before the commencement of the contract • Must comply with the COVID-19 Safety and Health Protocols • Rental to include services of driver, meals of drivers, boat fare for vehicle and driver, and gas/fuel • Minimum use: <u>10-hours service per day</u> • Rental rate must be inclusive of VAT and all other applicable taxes and charges • Additional charges in excess of the minimum hours service per day should be indicated 	1 Lot	70,000.00		

Amount in Words : _____

Note: The above quoted prices are VAT inclusive.

1. We undertake, if our Quotation or Bid is accepted, to deliver the above goods within _____ calendar days from receipt of Purchase Order (PO)/Work Order (WO)/Contract
2. We agree to abide for the Quotation/Bid for a period of sixty (60) calendar days after the dated deadline for 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 : _____
Telephone & Mobile No.: _____
Email Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____
Date : _____