

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

**REQUEST FOR QUOTATION (RFQ) No. CBTS-0619-003**

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 (VEHICLE RENTAL) TRANSPORTATION Requirement for the Conduct of Various CBTS Activities for the 3rd Quarter of 2019
Date and Destination:	: 15 July to 21 September 2019 OCD/NAIA to Quezon City, Pasig City, San Juan, Mandaluyong City, Rizal Province and vice-versa
Terms of Payment	: <u>Send Bill Policy</u>
ABC (Approved Budget for the Contract)	: PhP114,000.00
Fund Source	: CBTS 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 26 June 2019**, at the OCD BAC Secretariat Office, 2<sup>nd</sup> 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.oed@gmail.com**. **Use of forms other than the attached OCD prescribed format is not acceptable.**

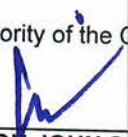
Interested supplier/service provider is required to submit the following documents:

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.

By the Authority of the Chairperson:

  
\_\_\_\_\_  
**DIR. TECSON JOHN S. LIM**  
Vice Chairperson  
OCD Bids and Awards Committee

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

**Provision of (VEHICLE RENTAL) TRANSPORTATION Requirement for the Conduct of Various CBTS Activities for the 3rd Quarter of 2019**

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>VEHICLE RENTAL</p> <p>Provision of TRANSPORTATION General Requirements:</p> <ul style="list-style-type: none"> <li>• Pick-up Point: Office of Civil Defense</li> <li>• Drop-off Point: (Venue A) Cities of Quezon, Mandaluyong, San Juan and Pasig and/or Rizal Province</li> </ul> <p>Requirements for the vehicle:</p> <ul style="list-style-type: none"> <li>• Type of Vehicle: Van Must be at least 2013 model</li> <li>• Must accommodate at least 10 pax/vehicle/trip</li> <li>• AC of the vehicle must be fully functional/operational</li> </ul> <p>Service provider must:</p> <ul style="list-style-type: none"> <li>• Conduct routine vehicle check-up prior to usage(BLOWBAG)</li> <li>• Pay for toll and parking fees as may be necessary</li> <li>• Provide for fuel, oil and lubricants for the vehicle/s</li> <li>• Provide for professional and courteous driver/s for the vehicle/s Provide food and accommodation for the driver/s</li> <li>• <b>Cover all expenses for emergency repairs / check-up during the period covered</b></li> </ul> <p>Payment:</p> <ul style="list-style-type: none"> <li>• Must accept SEND BILL policy as payment for services</li> <li>• Payment will be process upon completion of each activity and receipt of Statement of Account</li> </ul>																
II.	<p>Name of Event: Workshop to Develop DRRM and CD Training Policies (2 Van) Pick-up/Drop-off and STANDBY:</p> <table border="1" data-bbox="295 1467 1284 1780"> <thead> <tr> <th>No. of Pax</th> <th>Pick-up Point</th> <th>Drop-off Point</th> <th>Inclusive Dates</th> <th>No. of Vehicle/s</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>OCD</td> <td>Quezon City, Pasig City, San Juan or Mandaluyong City</td> <td>15-Jul-19</td> <td>1</td> </tr> <tr> <td>10</td> <td>Quezon City, Pasig City, San Juan or Mandaluyong City</td> <td>OCD/NAIA</td> <td>19-Jul-19</td> <td>1</td> </tr> </tbody> </table> <p>No. of vehicle on standby for 8 hours: 1 unit per day</p>	No. of Pax	Pick-up Point	Drop-off Point	Inclusive Dates	No. of Vehicle/s	20	OCD	Quezon City, Pasig City, San Juan or Mandaluyong City	15-Jul-19	1	10	Quezon City, Pasig City, San Juan or Mandaluyong City	OCD/NAIA	19-Jul-19	1	
No. of Pax	Pick-up Point	Drop-off Point	Inclusive Dates	No. of Vehicle/s													
20	OCD	Quezon City, Pasig City, San Juan or Mandaluyong City	15-Jul-19	1													
10	Quezon City, Pasig City, San Juan or Mandaluyong City	OCD/NAIA	19-Jul-19	1													
III.	<p>Name of Event: Training for Instructor Course (1 Van) Pick-up/Drop-off and STANDBY</p> <table border="1" data-bbox="295 1848 1284 2027"> <thead> <tr> <th>No. of Pax</th> <th>Pick-up Point</th> <th>Drop-off Point</th> <th>Inclusive Dates</th> <th>No. of Vehicle/s</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>Quezon City, Pasig City, San Juan or Mandaluyong City</td> <td>OCD</td> <td>26-Jul-19</td> <td>1</td> </tr> </tbody> </table>	No. of Pax	Pick-up Point	Drop-off Point	Inclusive Dates	No. of Vehicle/s	10	Quezon City, Pasig City, San Juan or Mandaluyong City	OCD	26-Jul-19	1						
No. of Pax	Pick-up Point	Drop-off Point	Inclusive Dates	No. of Vehicle/s													
10	Quezon City, Pasig City, San Juan or Mandaluyong City	OCD	26-Jul-19	1													



	No. of vehicle on standby for 8 hours:1 unit per day				
IV.	<b>Pick-up/Drop-off (2 Van)</b>				
	<b>No. of Pax</b>	<b>Pick-up Point</b>	<b>Drop-off Point</b>	<b>Inclusive Dates</b>	<b>No. of Vehicle /s</b>
	10	NAIA	Quezon City, Pasig City, San Juan or Mandaluyong City	21-Jul-19	1
	10	Quezon City, Pasig City, San Juan or Mandaluyong City	NAIA	27-Jul-19	1
V.	Name of Event: All-Hazard Incident Management Team Training (2 Van) <b>Pick-up/Drop-off and STANDBY</b>				
	<b>No. of Pax</b>	<b>Pick-up Point</b>	<b>Drop-off Point</b>	<b>Inclusive Dates</b>	<b>No. of Vehicle /s</b>
	10	OCD	Quezon City, Pasig City, San Juan or Mandaluyong City	4-Aug-19	1
	10	Quezon City, Pasig City, San Juan or Mandaluyong City	OCD	9-Aug-19	1
	No. of vehicle on standby for 8 hours:1 unit per day				
VI.	Name of Event: Risk Communication ToT (2 Van) <b>Pick-up/Drop-off and STANDBY</b>				
	<b>No. of Pax</b>	<b>Pick-up Point</b>	<b>Drop-off Point</b>	<b>Inclusive Dates</b>	<b>No. of Vehicle /s</b>
	10	OCD	Quezon City, Pasig City, San Juan or Mandaluyong City	13-Aug-19	1
	10	Quezon City, Pasig City, San Juan or Mandaluyong City	OCD	16-Aug-19	1
	No. of vehicle on standby for 8 hours:1 unit per day				
VII.	Name of Event: Basic DRRM Training(3 Van) <b>Pick-up/Drop-off and STANDBY</b>				
	<b>No. of Pax</b>	<b>Pick-up Point</b>	<b>Drop-off Point</b>	<b>Inclusive Dates</b>	<b>No. of Vehicle /s</b>
	10	OCD	Quezon City, Pasig City, San Juan or Mandaluyong City	27-Aug-19	1
	10	Quezon City	Quezon City, Pasig City, San Juan or Mandaluyong City	28-Aug-19	1
	10	Quezon City, Pasig City, San Juan or Mandaluyong City	OCD/NAIA	30-Aug-19	1
	No. of vehicle on standby for 8 hours:1 unit per day				
VIII.	Name of Event: Training for Instructor Course (2 Van) <b>Pick-up/Drop-off and STANDBY</b>				
	<b>No. of Pax</b>	<b>Pick-up Point</b>	<b>Drop-off Point</b>	<b>Inclusive Dates</b>	<b>No. of Vehicle /s</b>
	10	OCD	Quezon City, Pasig City, San Juan or	1-Sep-19	

			Mandaluyong City		
	10	Quezon City, Pasig City, San Juan or Mandaluyong City	OCD	6-Sep-19	1
No. of vehicle on standby for 8 hours:1 unit per day					
IX.	<b>Pick-up/Drop-off (2 Van)</b>				
	No. of Pax	Pick-up Point	Drop-off Point	Inclusive Dates	No. of Vehicle /s
	10	NAIA	Quezon City, Pasig City, San Juan or Mandaluyong City	1-Sep-19	1
	10	Quezon City, Pasig City, San Juan or Mandaluyong City	NAIA	7-Sep-19	1
X.	Name of Event: CBDRRM Training (6) Van <b>Pick-up/Drop-off and STANDBY</b>				
	No. of Pax	Pick-up Point	Drop-off Point	Inclusive Dates	No. of Vehicle /s
	10	OCD	Quezon City, Pasig City, Mandaluyong City or Rizal Province	15-Sep-19	2
	10	OCD	Quezon City, Pasig City, Mandaluyong City or Rizal Province	16-Sep-19	1
	10	Quezon City, Pasig City, Mandaluyong City or Rizal Province	OCD	20-Sep-19	1
	10	Quezon City, Pasig City, Mandaluyong City or Rizal Province	OCD	21-Sep-19	2

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	Quantity	Cost per Van	Total Price
Provision of (VEHICLE RENTAL) TRANSPORTATION Requirement for the Conduct of Various CBTS Activities for the 3rd Quarter of 2019	1 Lot		PHP
<b>TOTAL PRICE</b>			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 : \_\_\_\_\_