



**Republic of the Philippines**  
**DEPARTMENT OF NATIONAL DEFENSE**  
**OFFICE OF CIVIL DEFENSE IV-A**

**#175, 2nd Floor, CPDC Bldg, Brgy Paciano Rizal, Calamba City**

Date: 03-06-19

PR Ref No.: 2019-03-73-B

Quotation No.: 2019-03-07

Company Name	
Address	
Tel. No/ Fax No.	
Business Permit No.	
TIN No.	
PhilGEPS Cert. #	
Vatable/Non Vatable (please indicate)	

**REQUEST FOR QUOTATION OF PRICES**

**Gentlemen:**

The Office of Civil Defense IV-A 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 request submission of a price quotation for the subject below:

<b>Name of Project</b>	<b>Van Rental for Strategic Planning Training/Workshop</b>
<b>Location</b>	Within Tagaytay City
<b>Event Date</b>	18-23 March 2019
<b>Brief Description</b>	<ul style="list-style-type: none"><li>• 3 Vans on 18 March 2019</li><li>• 1 Van on 19-22 March 2019</li><li>• 3 Vans on 23 March 2019</li></ul>
<b>Terms of Payment</b>	Thirty (30) working days of processing and must accept a send bill policy in the payment of services
<b>ABC (Approved Budget of the Contract)</b>	<b>Php90,000.00</b>
<b>Fund Source</b>	Regular Fund

Proponent must submit, together with its quotation "**Annex A (Technical Specifications) & Annex B ( Price Quotation Form)**" (under prescribed form) **non-submission shall be disqualified** not later than **8:00 AM, March 12, 2019**, at the 2<sup>nd</sup> Floor, CPDC Building, Brgy. Paciano Rizal, Calamba City. Submit your quotation duly signed by your authorized representative. For any clarifications, you may contact us at telephone nos. **(049) 531-7266/ 531-7279** or **0917-125-7488** email address at [ocd.rdrmc4a@yahoo.com](mailto:ocd.rdrmc4a@yahoo.com)

**General Conditions:**

1. All bids higher than ABC shall automatically be disqualified.
2. Proponent must submit the following documents;
  - a. Valid and current Mayor's Permit/Business Permit
  - b. PHILGEPS Registration
  - c. Latest Income and Business Tax Returns.
  - d. SEC/DTI Registration
3. All prices to be denominated in Philippine Peso and 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 and shall be binding upon the supplier within said period.

4. Any interlineations, erasures/overwriting shall be valid only if they are signed/ initiated by the proponent or his/her duly authorized representative(s).

The OCD IV-A reserves the right to accept or reject any or all bid, waive any defect of informality therein, accept the bid and award the contract to the most advantageous offer, for and in behalf of the project. Furthermore, the OCD IV-A assumes no responsibility to compensate or indemnify the bidder for any expense or loss that may be incurred in the preparation of the bid or guarantees that an award will be made.

  
**DIR OLIVIA M LUCES**  
Regional Director

**Received by:**

\_\_\_\_\_  
Signature above printed name

\_\_\_\_\_  
Date and time of receipt

***\*Kindly fill in and send back this letter to sender to acknowledge receipt***

**ANNEX "A"**

**Technical Specification**

**Van Rental for Strategic Planning Training/Workshop**

Bidders must state either "Comply" or "Not Comply" or any equivalent term in the column "Statement of Compliance" against each of the individual parameter of each "Specification."

<b>ITEM No.</b>	<b>Specification</b>	<b>Statement of Compliance</b>
<b>I.</b>	Provision of van rental for transportation services for the Conduct of OCD Strategic Planning Training / Workshop in Tagaytay City on 18 – 23 March 2019	
<b>II.</b>	<b>Requirements</b>	
	<b>18 March 2019</b>	
	1. Three (3) vans for Pick-up at OCD Central Office and Drop-off to the venue (inclusive of the stand-by vehicle)	
	<b>19-22 March 2019</b>	
	2. Only one (1) van will stay at the venue for emergency purposes	
	<b>23 March 2019</b>	
	3. Three (3) vans for pick-up within the venue and drop-off at OCD Central Office (inclusive of the stand-by vehicle)	
<b>III.</b>	<b>Other Requirements</b>	
	1. Rental fee – inclusive of fuel, toll fee, driver's meal, and driver's accommodation.	
	2. Allows for flexibility of pick-up and drop-off time and location	
	3. The contractor shall bear full responsibility for the preventive and remedial maintenance of the vehicles.	
	4. Seating capacity of van: maximum of 12 pax inclusive of driver	
	5. Driver must be a holder of professional driver's license.	
	6. The vehicles shall, as minimum, be equipped with spare-tire, the necessary accessories (spanner, jack, tools, etc.), early warning device, and seatbelts for passengers and driver	
	<b>Mode of payment: Send bill arrangement</b>	

I hereby commit to comply with all the above requirements.

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

Signature : \_\_\_\_\_  
Complete Name : \_\_\_\_\_  
Date : \_\_\_\_\_

**ANNEX "B"**  
Price Quotation Form

Date: \_\_\_\_\_

**DIR OLIVIA M LUCES**

Regional Director  
Office of Civil Defense IV-A  
#175 CPDC Bldg., Brgy Paciano Rizal  
Calamba City, Laguna

Ma'am:

1. After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our financial proposal for the items identified below:

Item	Item & Description	Qty	Unit	Cost per participant	Total Price
	Provision of van rental for transportation services for the Conduct of OCD Strategic Planning Training / Workshop in Tagaytay City on 18 – 23 March 2019  <b>18 March 2019</b> <ul style="list-style-type: none"><li>• Three (3) vans for Pick-up at OCD Central and Drop-off at the venue (inclusive of the stand-by vehicle)</li></ul> <b>19-22 March 2019</b> <ul style="list-style-type: none"><li>• Only one (1) van will stay at the venue for emergency purposes</li></ul> <b>23 March 2019</b> <ul style="list-style-type: none"><li>• Three (3) vans for pick-up at the venue and drop-off at OCD Central Office (inclusive of the stand-by vehicle)</li></ul>	1	lot		
<b>Total Amount</b>					

Total amount in words: \_\_\_\_\_

**Note: the above quoted prices are VAT Inclusive**

2. We undertake, if our quotation or bid is accepted, to deliver the above goods within (15) calendar days from receipt of Work Order (WO) /Purchase Order (PO).
3. 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.
4. We understand that payment of items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
5. The above-quoted price is inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address of Company

\_\_\_\_\_/\_\_\_\_\_  
Office Telephone No. / Mobile No.

\_\_\_\_\_  
Email address/es