

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

REQUEST FOR QUOTATION (RFQ) No. CBTS-OC-0518-010

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 Van Rental Services for CBTS Activities
Location of Service	:	Within Metro Manila, and Pick-up/Drop-off from OCD to Rizal/Cavite/Metro Manila vice versa
Delivery Schedule	:	From July to September 2018
Terms of Payment	:	<u>Must accept send bill policy arrangement</u>
ABC (Approved Budget for the Contract)	:	Php50,000.00
Fund Source	:	CBTS DRRM APB CY 2018

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 **1:30 PM on 13 June 2018**, at the OCD BAC Secretariat Office, 2nd Floor, OCD Annex Building, Camp General Emilio Aguinaldo, Quezon City. Submit your **quotation (indicate the project name) duly signed by your authorized representative at our office or thru email.** For any clarifications, you may contact the **BAC Secretariat Office** at telephone no. **(02) 912-2964** or email address at **bacsec.ocd@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:

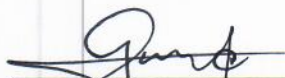
- a. Platinum PhilGEPS Registration only with valid and current annexes

While for Red Membership:

1. Valid and current Mayor's Permit/Business Permit
2. PhilGEPS Registration Number
3. Latest Income and Business Tax Return

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.



MR. CHRISTOPHER B. GACUTAN
Vice-Chairperson
OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications

Provision of Van Rental Services for CBTS Activities

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.	Requirements: <ul style="list-style-type: none"> • Minimum of 10 Seater, Maximum of 14 Seater Van, at least 2013 Model • Price should include parking, toll fee, taxes and driver's meals 	
II.	Five (5) hours van rental within Metro Manila on the following dates: <ul style="list-style-type: none"> • 18 July 2018 (1 van) • 20 July 2018 (1 van) • 31 July 2018 (1 van) • 03 August 2018 (1 van) • 21 August 2018 (2 vans) • 24 August 2018 (2 vans) • 26 August 2018 (1 van) • 28 August 2018 (2 vans) • 31 August 2018 (2 vans) • 01 September 2018 (1 van) • 10 September 2018 (1 van) • 12 September 2018 (1 van) 	
III.	Pick-Up/Drop-Off OCD to Rizal or Cavite or Metro Manila (vice versa): <ul style="list-style-type: none"> • 10 July 2018 (1 van) • 13 July 2018 (1 van) • 17 September 2018 (1 van) • 20 September 2018 (1 van) 	
IV.	Payment: Must accept SEND BILL policy as payment	

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

Date: _____

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	Total Price
Provision of Van Rental Services for CBTS Activities		
Metro Manila:		
• Van Rental for 18 July 2018	1 unit	PhP
• Van Rental for 20 July 2018	1 unit	PhP
• Van Rental for 31 July 2018	1 unit	PhP
• Van Rental for 03 August 2018	1 unit	PhP
• Van Rental for 21 August 2018	2 units	PhP
• Van Rental for 24 August 2018	2 units	PhP
• Van Rental for 26 August 2018	1 unit	PhP
• Van Rental for 28 August 2018	2 units	PhP
• Van Rental for 31 August 2018	2 units	PhP
• Van Rental for 01 September 2018	1 unit	PhP
• Van Rental for 10 September 2018	1 unit	PhP
• Van Rental for 12 September 2018	1 unit	PhP
Pick-Up/Drop-Off OCD to Rizal or Cavite or Metro Manila (vice versa)		
• Van Rental for 10 July 2018	1 unit	PhP
• Van Rental for 13 July 2018	1 unit	PhP
• Van Rental for 17 September 2018	1 unit	PhP
• Van Rental for 20 September 2018	1 unit	PhP
TOTAL		PhP

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 seven (7) calendar days from receipt of Contract.
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 for 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.

Company Name : _____
 Address : _____
 Office Tel. No. & Mobile No. : _____
 Email Address : _____
AUTHORIZED REPRESENTATIVE : _____
 Signature : _____
 Date : _____