

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

REQUEST FOR QUOTATION (RFQ) No. PDPS-OC-0418-001

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 Development of Quality Manual and Actual Documentation of Quality Management System Certifiable to ISO 9001:2015
Brief Description	:	April 16-20, 2018 3 units of van
Location of Service	:	Within Tagaytay City
Terms of Payment	:	<u>Must accept send bill policy arrangement</u>
ABC (Approved Budget for the Contract)	:	Php36,000.00
Fund Source	:	PDPS 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 11 April 2018**, at the OCD BAC Secretariat Office, 2nd 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:

- a. Platinum PhilGEPS Registration only with valid and current annexes
- While for Red Membership
- a. Valid and current Mayor's Permit/Business Permit
 - b. PhilGEPS Registration Number
 - c. 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.



DIR. BERNARDO RAFAELITO R. ALEJANDRO IV
Chairperson
OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications

Provision of Van Rental Services for Development of Quality Manual and Actual Documentation of Quality Management System Certifiable to ISO 9001:2015

Legend: *MANDATORY REQUIREMENTS. Failure to comply with any of the mandatory requirements will disqualify your quotation.

Item No.	Agency Specifications	Statement of Compliance
I.	Venue: Within Tagaytay and not beyond five hours travel time from/to Camp Aguinaldo, Quezon City	
II.	Requirements (3 units): <ul style="list-style-type: none"> • Van with maximum seating capacity of 12 pax (inclusive of driver) • Year Model: 2013 model or above • Pick-up/Drop-off (OCD, Camp General Emilio Aguinaldo, QC to venue) 7:00AM – 16 April 2018 • Pick-up/Drop-off (Venue to OCD, Camp General Emilio Aguinaldo, QC) 12:30PM – 20 April 2018 	
III.	Rental Fee: inclusive of fuel, toll fee, and driver's meal	
IV.	Payment: <u>Must accept SEND BILL policy as payment</u>	

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
a. Pick-up/Drop-off (OCD, Camp General Emilio Aguinaldo, QC to venue) 7:00AM – 16 April 2018	3 units	
b. Pick-up/Drop-off (Venue to OCD, Camp General Emilio Aguinaldo, QC) 7:00AM – 20 April 2018		
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 : _____