

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2020-096A
Posting Date: July 2, 2020

The Office of the Vice President (OVP), through its Administrative Division, will undertake a Small Value Procurement for the Project *“Truck Rental for Delivery of Relief Goods”* in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Truck Rental for Delivery of Relief Goods
Approved Budget : Three Hundred Sixty Thousand Pesos (P360,000.00)
for the Contract
Specifications : Please see attached Annex “A”
Delivery Address : No. 100 10th St., Brgy. Mariana, New Manila, Quezon City

Interested suppliers are required to submit the following documents:

1. Valid and current Mayor’s/Business Permit;
2. PhilGEPS Registration Certificate;
3. Notarized Original Omnibus Sworn Statement;
4. Compliance to the Technical Specifications (Annex “A”); and
5. Accomplished Price Quotation Form (Annex “B”).

Use of forms other than the attached OVP prescribed Price Quotation Form and Technical Specifications is not acceptable.

Submission of quotation and eligibility documents is on or before 9:00 a.m. July 6, 2020 at the Property and Procurement Unit, 7th Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City. Submission of quotation and eligibility documents may be done manually, through facsimile at telefax no. 370-1716 local 129, or via email at bacsecretariat@ovp.gov.ph.

The OVP reserves the right to accept or reject any price quotation, to annul the procurement process, and to reject all price quotation at any time prior to contract award, without thereby incurring any liability to affected bidder/s or any person.

For inquiries, you may contact us at telephone number 370-1724 local 128 to 129.


SOFIA C. YANTO-ABAD
BAC Chairperson

TECHNICAL SPECIFICATIONS

Bidders must state **"Comply"** in the column "Statement of Compliance" against each of the individual parameters of each "Requirement." Please do **not** just place check in the bidder's "Statement of Compliance."

Requirement	Statement of Compliance
Truck with 4,000kg capacity <ul style="list-style-type: none"> o Closed Van o With professional-licensed driver 	
With Third Party Liability (TPL), Bodily Injury (BI), and Auto Passenger Insurance Coverage (APIC)	
Must be road worthy, with adequate provision for replacement unit/s in case of breakdown or other similar incidents	
The supplier shall ensure the privacy and security of any and all confidential, privileged, personal, and/or sensitive personal information, that the parties, their officers, employees, or agents may have access to; and shall store, use, dispose, and otherwise process the said confidential, privileged, personal, and/or sensitive personal information in accordance with Republic Act 10173 otherwise known as the "Data Privacy Act (DPA) of 2012"; its Implementing Rules and Regulations (IRR); and applicable issuances issued by the National Privacy Commission (NPC)	

I hereby certify to comply and deliver all the above Technical Specification.

Name of Company/Bidder

Signature over Printed Name

Date

PRICE QUOTATION FORM

Date

The Administrative Division

Office of the Vice President
7th Floor, Ben-Lor Building
1184 Quezon Avenue, Quezon City

Sir/Madam:

- (1) After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ), hereunder is our quotation/s for the item/s as follows:

Project	Item Description	Qty	Unit Price	Total Price
Truck Rental for Delivery of Relief Goods	Truck with 4,000kg capacity (Single Drop Off Point within Metro Manila)	40		
	Rate for additional drop off within Metro Manila			
	Total (inclusive of VAT)			
<p>Note:</p> <ol style="list-style-type: none"> 1. OVP end-user will notify the Supplier of the required units to be used for a particular day at least 3 calendar days prior to the scheduled delivery 2. Billings shall be based on the bid unit price and actual quantity utilized, provided that the total amount billed by the Supplier for this Project cost shall not exceed the total contract price; and 3. Bid price must be inclusive of taxes, duties and other fees(i.e. fuel, driver's meal, toll fees, parking fees and accommodation of driver and other similar charges 				

- (2) We undertake to deliver above service per technical specifications; and
- (3) We agree to abide by this quotation/bid for a period of sixty (60) days after the date of deadline of submission specified in your RFQ.

(Amount in Words)

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative

Name of Company

Contact Number