

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2021-537
Posting Date: September 6, 2021

The Office of the Vice President (OVP), through its General Services Division, will undertake a Small Value Procurement for the Project ***“Vehicle Rental for Ocular and Meeting with LGU for Vaccine Express in Magalang, Pampanga on September 9, 2021”*** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Approved Budget : Eleven Thousand Pesos (P11,000.00)
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. Compliance to the Technical Specifications (Annex “A”); and
4. 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 7:00 a.m. September 8, 2021. It may be done manually at the Property and Procurement Unit, 7th Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City, 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 or mobile number 09062847805


SOFIA C. YANTO-ABAD
B/C 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
Must provide clean, sanitized, and air-conditioned vehicle <ul style="list-style-type: none"> • With designate driver holding valid driver's license • Vehicle with maximum 12 seating capacity, • Vehicle must be roadworthy and at least 2015 model • Travel period is on September 9, 2021 • Itinerary is in Magalang, Pampanga 	
Must submit a medical certificate of the designated drivers showing negative Antigen Results, issued at least two (2) days prior to the first day of the scheduled travel dates.	
Must have available service/replacement unit/s: <ul style="list-style-type: none"> • When assigned vehicle was found by the procuring entity as defective or non-roadworthy; or • During emergency situations, such as accidents and breakdown or other similar instances. 	
Must have Comprehensive Insurance Coverage (CIC), Third Party Liability (TPL), Bodily Injury (BI), and Auto Passenger Insurance Coverage (APIC)	
Must be inclusive of all taxes, duties, service charges and other fees, (i.e. fuel, driver's meal, fuel cost, toll fees, parking fees and accommodation of driver and all applicable charges)	
Must 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

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PRICE QUOTATION FORM

Date

The General Services 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	Frequency	Qty	Unit Price	Total Price
Vehicle Rental for Ocular and Meeting with LGU for Vaccine Express in Magalang, Pampanga on September 9, 2021	Vehicle Rental				
	September 9, 2021	1 day	2 units		
	Overtime rate per hour				
Total (inclusive of VAT)					

- (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

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