

# Office of the Vice President of the Philippines

## REQUEST FOR QUOTATION

**Reference No.:** 2021-464  
**Posting Date:** August 10, 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 OVP Vaccine Express in Quezon City on August 12 and 13, 2021**" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Approved Budget : Twenty Four Thousand Pesos (P24,000.00)  
for the Contract

Specifications : Please see attached Annex "A"

Delivery Address : No. 100 10<sup>th</sup> 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 5:00 p.m. August 10, 2021. It may be done manually at the Property and Procurement Unit, 7<sup>th</sup> Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City, through facsimile at telefax no. 8-370-1716 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 8370-1724 local 128 to 129 or mobile number 0919-0660695.

  
**SOFIA C. YANTO-ABAD**  
BAZ 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"> <li>○ With designated driver holding valid driver's license</li> <li>○ Vehicle with maximum 12 seating capacity</li> <li>○ Vehicle must be roadworthy and at least 2015 model</li> <li>○ Itineraries are the following:               <ul style="list-style-type: none"> <li>● August 12, 2021: Metro Manila to Robinsons Novaliches and vice versa</li> <li>● August 13, 2021: Metro Manila to Robinsons Novaliches and vice versa</li> </ul> </li> </ul>	
Must submit a medical certificate of the designated drivers showing negative RT-PCR Test 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"> <li>○ When assigned vehicle was found by the procuring entity as defective or non-roadworthy; or</li> <li>○ During emergency situations, such as accidents and breakdown and other similar instance</li> </ul>	
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 and other services (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

**PRICE QUOTATION FORM**

\_\_\_\_\_  
Date

**The General Services Division**

Office of the Vice President

7<sup>th</sup> 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:

<b>Project</b>	<b>Item Description</b>	<b>Frequency</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>Vehicle Rental for OVP Vaccine Express in Quezon City</b>	Vehicle Rental				
	August 12, 2021	1 day	3 units		
	August 13, 2021	1 day	3 units		
	<b>Overtime rate per hour</b>				
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)

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

Very truly yours,

\_\_\_\_\_  
Name/Signature of Representative

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

\_\_\_\_\_  
Contact Number