

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2020-097
Posting Date: July 1, 2020

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

Name of Project : Vehicle Rental
Approved Budget : Twenty Five Thousand Pesos (P25,000.00)
for the Contract
Specifications : Please see attached Annex "A"

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 3:00 p.m. of July 3 2020 at the Property and Procurement Unit, 7th Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City. Open submission may be done manually, through facsimile at telefax no. 370-1724 local 129 or via e-mail 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 Vice-Chairperson

TECHNICAL SPECIFICATIONS

Bidders must state here either "**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."

Specification	Statement of Compliance
<p>Vehicle Rental A Clean, sanitized and air-conditioned vehicle</p> <ul style="list-style-type: none"> ○ Maximum of twelve (12) seating capacity (Van Type) ○ With Driver ○ With the following itinerary on July 4-6, 2020: <ul style="list-style-type: none"> ¾ Within Cebu City, Mandaue City, Talisay City 	
<p>Vehicle Rental B Clean, sanitized and air-conditioned vehicle</p> <ul style="list-style-type: none"> ○ Maximum of twelve (12) seating capacity (Van Type) ○ With Driver ○ With the following itinerary on July 6, 2020: <ul style="list-style-type: none"> ¾ Within Cebu City, Mandaue City, Talisay City 	
Service duration is for ten (10) hours per day and in excess of such hours overtime pay may be charged	
Driver must be in uniform	
The procuring entity reserves the right to inspect each and every vehicle and demand an immediate replacement should problems/issues arise.	
Must have available service/replacement unit during emergency situation such as accidents and breakdown.	
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)	
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
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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	Frequency	Unit Price/Day	Total Price
Vehicle Rental	Vehicle Rental A	1 unit	3 days		
	Vehicle Rental B	2 units	1 day		
	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