

**Office of the Vice President
of the Philippines**

REQUEST FOR QUOTATION

Reference No.: 2020-108
Posting Date: July 15, 2020

The Office of the Vice President (OVP), through its Administrative Division, will undertake a Small Value Procurement for the Project, "*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 : Forty Thousand Pesos (P40,000.00)
for the Contract
Specifications : Please see attached Annex "A"
Delivery Address : Please see attached Technical Specifications

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 9:00 a.m. of July 16, 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 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 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
Clean, sanitized, and air-conditioned vehicle <ul style="list-style-type: none"> ○ Driver with professional license ○ With 12 seating capacity ○ Travel date is on July 16 and 17 ○ With the following itinerary: <ul style="list-style-type: none"> ▪ Cebu City ▪ Mandaue City ▪ Lapu-lapu City ▪ Talisay City 	
The procuring entity reserves the right to inspect each and every vehicle and demand an immediate replacement should problem/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)	
Number of units to be used per area may change upon project implementation	
Billing shall be based on the rate of actual utilization per area but shall not exceed the contract prize	

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	Frequency	Unit Price	Total Price
Vehicle Rental	Vehicle Rental • July 16 and 17	4	2 days		
	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