REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Komunikasyon
Ermita, City of Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 30 May 2022
RFQ No. : 2022-05-049A

Name of Company : _____
Address : _____
TIN : _____
PhilGEPS Registration No. : _____

The **Presidential Communications Operations Office**, through its Bids and Awards Committee (BAC), intends to procure goods/services through **Negotiated Procurement – Small Value Procurement under Section 53.9** of the 2016 Revised Implementing Rules and Regulationsof Republic Act No. 9184, for the project: **VAN RENTAL FOR THE FINANCE AND SACO STRATEGIC PLANNING**, with an Approved Budget for the Contract in the amount of **SEVENTY-SIX THOUSAND FIVE HUNDRED PESOS (PHP76,500.00).**

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Kindly submit this RFQ, duly accomplished and signed by you or your duly authorized representative **not later than 03 JUNE 2022 at 09:00AM.**

Apart from your PhilGEPS registration number, a copy of the following documentary requirements must be submitted as part of your quotation:

1. Valid Mayor's/Business Permit (for recently expired permit, please attach a copy the Official Receipt as proof of renewal.); and
2. Omnibus Sworn Statement *(template attached hereto as Annex "A".)*

For validation purposes, **kindly attach a screenshot of your PhilGEPS registration account, page, or dashboard**. Lastly, please be informed that submission of a copy of **BIR 2303** shall be required from the winning supplier prior to processing of payment.

For any clarification, you may contact us via email at **bac1@pco.gov.ph**

JEREMAE RACHEL S. PETILLA
Bids and Awards Committee Secretariat

INSTRUCTIONS:

(1) Accomplish this RFQ correctly and accurately.
(2) Do not alter the contents of this form in any way.
(3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
(4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows

VAN RENTAL FOR THE FINANCE AND SACO STRATEGIC PLANNING *Important Note: State **"Comply"** in the column **"Statement of Compliance"** against each of the individual parameters of the each "Specifications".*	
Technical Specifications	***Statement of Compliance***
Three (3) Units Van Inclusions: -Fuel charges -Toll fee -Parking fee -Driver's fee -Meals and Accommodation of the driver	
Driver must comply with the IATF travel requirements a. Negative Covid-19 test result (Antigen Test); c. Vehicle must have alcohol, disinfectant spray and division	
Specification: >16-seater van capacity >Air-conditioned	
June 09, 2022 Call time: 06:30AM Times Plaza Building to Hotel/Resort June 11, 2022 Hotel/Resort to Manila	
Important Notes: -Send Bill arrangement -Dates may be rescheduled within 1 week from and 4 weeks after original dates. -Must be manufactured within two (2) preceding calendar years from date of procurement -Kilometrage must not have exceeded seventy thousand (70,000.00) kilometers -Tire tread depth must be at least 16/32 or deeper -Must be in mint condition, roadworthy, and complete with all safety features required by law, such as, seat belts, airbags, among others; -Must not have a derogatory record in the PCOO and other government agencies; -Must not be blacklisted and must not have a negative end-user feedback from the PCOO; -Supplier shall shoulder the driver's meals, gasoline, lodging, swab test, toll fee -Must include daily van duration rate with overtime if needed and that the rate quoted are for the maximum usage but the actual payment will be on par with actual consumption	

-Actual photo of van must be sent prior to the date of usage or in the situation where the offered bus is unavailable, the replacement bus must be of equal or greater quality	

FINANCIAL OFFER

Please quote your **best offer**. Please do not leave any blank item. Indicate **"0"** if item being offered is for free.

VAN RENTAL FOR THE FINANCE AND SACO STRATEGIC PLANNING **SEVENTY-SIX THOUSAND FIVE HUNDRED PESOS (PHP76,500.00)**	
Your Total Offered Quotation in Words	***In figures***

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution:
Account Number:
Account Name:
Branch:

TERMS AND CONDITIONS:

1. Suppliers/Service providers shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of ***thirty (30) calendar days*** from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.

5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The PCOO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor or consultant**.
10. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCOO shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Signature over Printed Name	
Position/Designation	
Office Telephone/ Fax/ Mobile Nos	
Email address/es	

ANNEX "A" OSS Template

Omnibus Sworn Statement
[shall be submitted with the Quotation]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. [Select one, delete the other:]

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];
[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];
2. [Select one, delete the other:]

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity];

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted** person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. [Select one, delete the rest:]

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

9. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, _____, at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____, _____, at _____, Philippines. Affiant is personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his/her _____ with his/her photograph and signature appearing thereon, with No. _____ issued on _____ at _____.

WITNESS my hand and seal this _____.

Doc. No. _____
Page No._____
Book No. _____
Series of 2022.