



Office of the President of the Philippines  
PRESIDENTIAL COMMUNICATIONS OFFICE  
Manila

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

Date : 03 April 2024

RFQ No. : 2024-04-007

Name of Company : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 TIN : \_\_\_\_\_  
 PhilGEPS Registration No. : \_\_\_\_\_

The **Presidential Communications Office**, through its Bids and Awards Committee (BAC), intends to procure goods/services through **Negotiated Procurement – Small Value Procurement under Section 53.9** of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, for the project: **Transportation Rental for Mid-Year Strategic Planning of Office of the Undersecretary for Digital Media Services (Procurement/Contract No. 2024-PCO-032)** with an Approved Budget for the Contract in the amount of **Forty-Eight Thousand Pesos (PHP48,000.00)**.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on the last page of this RFQ. Kindly submit this RFQ **via e-mail ([bac1@pco.gov.ph](mailto:bac1@pco.gov.ph))** duly accomplished and signed by you or your duly authorized representative **not later than 05 April 2024 at 2:00 PM.**

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 permits, please attach a copy of the Official Receipt as proof of renewal.)

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](mailto:bac1@pco.gov.ph)

*Original signed*  
**JOHN JAFET A. SORIANO**  
BAC 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:

<b>Transportation Rental for Mid-Year Strategic Planning of Office of the Undersecretary for Digital Media Services (Procurement/Contract No 2024-PCO-032)</b> <i>Important Note: State "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specifications", and N/A if not applicable.</i>		
<i><b>Description/Technical Specifications</b></i>	<i><b>Quantity and Unit of Measure</b></i>	<i><b>Statement of Compliance</b></i>
<p><b>Details:</b></p> <p><b>I. Van Capacity:</b> 12 passengers</p> <p><b>II. Number of Vans:</b> Three (3)</p> <p><b>III. Target Dates:</b> 26-27 April, 2024</p> <p><b>IV. Route:</b></p> <p><b>Day 1:</b> April 26, 2024 6:00 AM</p> <ul style="list-style-type: none"> <li>- <b>Pick up:</b> Gate 3 Presidential Communications Office, New Executive Building, Malacañang Compound, Manila</li> <li>- <b>Drop off:</b> Hotel in Tagaytay City</li> </ul> <p><b>Day 2:</b> April 27, 2024, 1:00 PM</p> <ul style="list-style-type: none"> <li>- <b>Pick up:</b> Hotel in Tagaytay City</li> <li>- <b>Drop off:</b> Gate 3, Presidential Communications Office, New Executive Building, Malacañang Compound Manila</li> </ul> <p><b>Please Note:</b> one-way pick-up and drop-off for two days. No overnight included</p> <ul style="list-style-type: none"> <li>- An actual photo of the vehicle must be sent before the date of usage in the situation where the offered vehicle is unavailable, the replacement vehicle must be of equal or greater quality.</li> </ul>	3 units	
<p><b>Inclusions:</b></p> <p><b>I.</b> Disinfection of vehicles and disinfection items such as alcohol or disinfectant sprays stored inside the vehicles;</p> <p><b>II.</b> Comprehensive vehicle Insurance should be updated;</p>		

<p><b>III.</b> Quotation <b>MUST INCLUDE</b> driver's meal, gasoline, toll fees, and other applicable charges.</p>		
<p><b>OTHER REQUIREMENTS:</b></p> <p><b>I.</b> Must be in mint condition, roadworthy, and complete with all safety features required by law, such as seat belts, and airbags, among others;</p> <p><b>II.</b> Must not be blacklisted and must not have negative end-user feedback from the PCO;</p> <p><b>III.</b> Must not have a derogatory record in the PCO and other government agencies</p> <p><b>IV.</b> Drivers must be fully vaccinated and can present the vaccine card 24 hours prior to van use.</p> <p><b>V.</b> The date may change two (2) weeks before or four (4) weeks after the indicated date herein.</p>		
<p><b>Important Notes and Payment Terms:</b></p> <ul style="list-style-type: none"> <li>- PhilGEPS registered;</li> <li>- No Down payment;</li> <li>- Send Bill Arrangement;</li> <li>- Quotations should be inclusive of all costs and applicable taxes (i.e., bank charges, VAT, other charges, etc.)</li> </ul>		

**FINANCIAL OFFER**

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

<p><b>Transportation Rental for Mid-Year Strategic Planning of Office of the Undersecretary for Digital Media Services (Procurement/Contract No 2024-PCO-032)</b></p> <p><b>Forty-Eight Thousand Pesos (PHP48,000.00).</b></p>			
Item No.	Description/Technical Specifications	Unit Price	Total Price per Item (inclusive of taxes)
1.	Van Rental (3 Units)		
Grand Total in words:		Grand Total 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 PCO 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 PCO 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	