



Date: April 19, 2022

REQUEST FOR QUOTATION NO.: 2022-04-014

COMPANY NAME : _____
ADDRESS : _____
PhilGEPS REGISTRATION No.: _____ VALID UNTIL: _____

Procurement Title : Vehicle Rental for the conduct of CFO Teambuilding for FY 2022

Contract Duration : May 12-14, 2022 (Three (3) days / Two (2) nights)

Location : Pick-up Point: Citigold Center 1245 Pres. Quirino Ave., cor.
Osmeña Highway Paco, Manila.

: Drop-Off Point: Baguio City

Mode of Payment : Send Bill Policy and Government Rules

PR No. : 2022-03-029

Approved Budget for the Contract : Php 190,000.00 VAT INCLUSIVE (all-in)

Sir/Madam:

The Commission on Filipinos Overseas (CFO), through its Bids and Award Committee (BAC), will undertake a Negotiated Procurement in accordance with Section 53.9 (Small Value Procurement) of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The CFO hereinafter referred to as **“the Purchaser”**, now invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. Quotations must be placed in TWO (2) sealed envelopes. The first envelope should contain the original documents while the second envelope (COPY 1) should contain copies of the documents. Please submit your sealed envelopes at the 2nd floor, Administrative and Finance Division, New Golden City Builders Building, 1388 F. Icasiano St. cor. F. Gernale St. Paco, Manila on or before April 26, 2022, 10:00 A.M.

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specification and other terms and condition stated herein: All bids higher than ABC shall automatically be disqualified.

Prospective bidder shall accomplish and submit the duly signed “ANNEX A (Technical Specification) & ANEEX “B” Price Quotation Form (PQF)” under prescribed form).

I. General Terms and Condition:

1. Quotations should be addressed to the CFO Bids and Awards Committee and must be placed in two (2) sealed envelopes. The first envelope should contain the original documents while the second envelope should contain copies of the documents;



Tel: (+632) 552-4700 (connecting all depts.) • Fax: (+632) 561-8332

Email: info@cfo.gov.ph • Website: cfo.gov.ph • Facebook: commissiononfilipinosoverseas

Citigold Center, 1345 President Quirino Avenue cor. President Osmeña Highway, Manila 1007, Philippines



2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
3. Quotations should be inclusive of all cost and applicable taxes;
4. The following documents should be submitted along with the sealed quotation:
 - PhilGEPS Registration Number/Certificate;
 - **Mayor's/Business Permit**;
 - BIR Form 2303 Certificate; and
 - Notarized Omnibus Sworn Statement;
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.

Any alteration, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative. The penalty for late deliveries in one tenth (1/10) of one (1) percent of the cost of the unperformed portion for everyday of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of liquidated damage reaches ten (10%) percent of the contract price, the procuring entity shall rescind the contract without prejudice to other course of action and remedies open to it.

The CFO reserves the rights to accept or reject any or all bids, waive any defect or informality therein, accept the bid and award the contract to the most advantageous offer, for and in behalf of the project.

ENGR. ROMEO M. ROSAS II
Chairperson
CFO Bids and Awards Committee



“ANNEX A”

TECHNICAL SPECIFICATION

Vehicle Rental for the conduct of CFO Teambuilding for FY 2022

AGENCY SPECIFICATION					Statement of Compliance																
<p>Vehicle Rental for the conduct of CFO Team Building for FY 2022</p> <p>Pick-up Point: Citigold Center 1345 Pres. Quirino Ave., cor. Osmeña Highway, Paco, Manila and suburbs (TBD) vice versa</p> <p>Drop-off Point: Hotel within Baguio and suburbs (TBD) vice versa</p> <p>No. of Participants: 132 pax</p> <p>Requirements for the Vehicle:</p> <ul style="list-style-type: none">Type of Vehicle: Big Bus 49 seatersMust be at least 2018 modelMust accommodate at least 49 pax/bus/tripAC of the vehicle must be fully function/operational and vehicle must be fully sanitized and disinfect prior to use. <p>Transportation Arrangements</p> <ul style="list-style-type: none">Pick-up / Drop-off and STANDBY <table><tr><th>NO. of Pax</th><th>Pick-up Point</th><th>Date / Time</th><th>Drop-Off Point</th><th>Date / Time</th><th>No. of Vehicle/s</th></tr><tr><td rowspan="2">132</td><td>CFO Main Office</td><td>May 12, 2022, 2:00PM</td><td>Hotel (TBD)</td><td>May 12, 2022, 6:00PM</td><td rowspan="2">3</td></tr><tr><td>Hotel (TBD)</td><td>May 14, 2022, 1:00PM</td><td>CFO Main Office</td><td>May 14, 2022, 5:00PM</td></tr></table> <p>No. of vehicle required: 3 units</p> <p>Service Provider must:</p> <ul style="list-style-type: none">Conduct routine vehicle check-up prior to usagePay for toll fees, driver meals, parking fees and driver's accommodation.Provide for fuel, oil and lubricant for the vehicle/sDrivers must be fully vaccinated.Service provider must be responsible for the wellness of its driversPassenger's Insurance <p>Vehicle Features:</p> <ul style="list-style-type: none">Tourist bus must have a franchise from LTFRB and accredited by the Department of Tourism.					NO. of Pax	Pick-up Point	Date / Time	Drop-Off Point	Date / Time	No. of Vehicle/s	132	CFO Main Office	May 12, 2022, 2:00PM	Hotel (TBD)	May 12, 2022, 6:00PM	3	Hotel (TBD)	May 14, 2022, 1:00PM	CFO Main Office	May 14, 2022, 5:00PM	
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AGENCY SPECIFICATION	Statement of Compliance
Payment: <ul style="list-style-type: none">• Must accept SEND BILL policy as payment for services.	

After careful evaluation of the General Terms and Conditions, Technical Specifications, and Delivery Schedule, I/WE hereby accept and submit our quotation based on the items and prices above.

Company Name : _____
Address : _____

Signature over printed name (Owner/Authorized Representative)

Telephone/Mobile No.: _____
Email Address : _____
Date : _____





“ANNEX B”

PRICE QUOTATION FORM

Vehicle Rental for the conduct of CFO Teambuilding for FY 2022

The Bids and Awards Committee
Commission on Filipinos Overseas
Citigold Center 1345 Pres. Quirino Ave., cor.
Osmeña Highway, Paco Manila

Sir/Madam:

- After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder are our financial proposal for the items below:

Item	Unit	Quantity	No. of Days	Price per unit	Total Price
Vehicle Rental	Bus	3	3 days and 2 nights		
TOTAL PRICE					Php

AMOUNT IN WORDS: _____

Note: The above quoted price are VAT Inclusive.

- We agree to abide by the Quotation/bid for a period of sixty (60) days after the dated deadline of submission in your RFQ.
- We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
- The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : _____

Address : _____

Email Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Date : _____

