



**REQUEST FOR QUOTATION NO.: 2024-07-043**

Date: July 09, 2024

**Procurement Title** : Rental of Two (2) 49-Seater Bus for the conduct of CFO Team Building on July 26 to 27, 2024 (2<sup>nd</sup> Posting)

**Purchase Request No.** : 2024-07-134

**Approved Budget for the Contract** : Php 90,000.00 (Vat Inclusive)

Sir/Madam:

The Commission on Filipinos Overseas (CFO) invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. The bidders have the option to submit quotations either by manual submission or via email **on or before July 15, 2024; 09:00 A.M.**

**For manual submissions:**

- Two (2) sealed brown envelopes must be submitted at CFO office located on the **21st Floor, The Upperclass Tower, Quezon Avenue, cor. Sgt. Reyes St., Diliman, Quezon City**
- The 1st envelope must contain original or certified true copies of your documentary requirements and financial bid, while the 2nd envelope contains photocopies.

**For email submissions:**

- You may submit your documentary requirements and financial bid to our email: [bac.secretariat@cfo.gov.ph](mailto:bac.secretariat@cfo.gov.ph)
- Financial bids must be password-protected; financial bids with no password will not be accepted.
- A representative of the bidder must attend the bid opening via Zoom and provide the password during the meeting.

**General Terms and Condition:**

1. Quotations should be addressed to the **CFO Bids and Awards Committee**;
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 costs and applicable taxes**;
4. The following documents should also be submitted **along with the sealed quotation**:
  - **PhilGEPS Registration Number/Certificate**;
  - **Mayor's/Business Permit**;
  - **BIR Form 2303 Certificate**;
  - **SEC or DTI Certificate**;
  - **Notarized Omnibus Sworn Statement**;
  - **Copy of any Valid ID of the Authorized Representative**;
  - **Brochure**
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.
6. In accordance with Presidential Decree No. 1445, the Government shall not be obliged to make an advance payment for services not yet rendered or for supplies and materials not yet delivered under any contract therefor.

**COMPANY NAME** : \_\_\_\_\_  
**ADDRESS** : \_\_\_\_\_  
**PhilGEPS REGISTRATION NO.:** \_\_\_\_\_ **VALID UNTIL:** \_\_\_\_\_

ITEM DESCRIPTION	QUANTITY	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/OFFER AMOUNT (VAT INCLUSIVE)
<b>Rental of two (2) 49-seater bus for the conduct of CFO Team Building on July 26 to 27, 2024</b>	<b>2 units</b>	<b>PHP 90,000.00 (PHP 45,000.00 per unit)</b>	
<b>Specifications:</b>			
* 49-seater			
* Fully air-conditioned			
* at least 2019 Year Model			
* Roadworthy			
* Drop and Pick up or Pick up and Wait			
* <b>Pick up point (July 26, 2024):</b> Commission on Filipinos Overseas, The Upperclass Tower, Quezon Avenue, cor. Sct. Reyes St, Diliman, Quezon City			
* <b>Destination:</b> Subic Bay Zambales Area			
* <b>Drop off (July 27, 2024):</b> Commission on Filipinos Overseas, The Upperclass Tower, Quezon Avenue, cor. Sct. Reyes St, Diliman, Quezon City			
<b>Inclusions:</b>			
* Driver's Fee			
* Driver's Meal			
* Fuel			
* Parking			
* Toll Fee			
<b>TOTAL AMOUNT</b>		<b>PHP 90,000.00</b>	

**Team Building Schedule:** July 26 to 27, 2024

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

The CFO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

\_\_\_\_\_  
 Signature over printed name (Owner/Authorized Representative)

Telephone/Mobile No.: \_\_\_\_\_  
 Email Address : \_\_\_\_\_  
 Date : \_\_\_\_\_

For more information, you may contact the **CFO-BAC Secretariat** through:

**Email:** [bac.secretariat@cfo.gov.ph](mailto:bac.secretariat@cfo.gov.ph)

**Telephone numbers:** 8552-4792, 8552-715, 8552-4756