



REQUEST FOR QUOTATION NO.: 2025-02-015

Date: February 19, 2025

Procurement Title : Rental of Two (2) 49-Seater Bus for the conduct of CFO Team Building on March 29 to 30, 2025

Purchase Request No. : 2025-02-019

Approved Budget for the Contract : Php 100,000.00 (Vat Inclusive)

Sir/Madam:

The Commission on Filipinos Overseas cordially invites suppliers registered with PhilGEPS to submit their quotations for the items detailed below, reflecting current market prices. Quotations must be provided in **TWO (2) sealed brown envelopes**. The first envelope should include either the original documents or certified true copies, while the second envelope, labeled "**COPY 1**", should contain photocopies of these documents.

Please submit your sealed envelopes to the **Administrative and Finance Division** located on the **21st floor of The Upperclass Tower, Sgt. Reyes St., corner Quezon Avenue, Diliman, Quezon City**. Alternatively, you may send your files via email to bac.secretariat@cfo.gov.ph on or before **February 26, 2025, by 09:00 A.M.**

Documents submitted via email must be **secured with password protection**. Please refer to the attached instructions for guidance on how to secure your files. The passwords should be communicated to the BAC Secretariat on the opening date by the representatives of the bidders attending via ZOOM.

I. General Terms and Conditions:

1. Price quotations must remain valid for **thirty (30) calendar days** from the submission date;
2. Price quotations should be **inclusive of all costs and applicable taxes**;
3. The following documents are required to be submitted along with the quotation. Any documents not provided at the time of quotation submission may be submitted during the post-qualification evaluation process.
 - **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;**
 - **Official Receipt (OR) and Certificate of Registration (CR) of the vehicle; and**
 - **Brochure**
4. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be Charged to the account of the winning bidder.
5. 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:** _____
EMAIL ADDRESS: _____
TELEPHONE NUMBER: _____
MOBILE NUMBER: _____

ITEM DESCRIPTION	QUANTITY	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/OFFER AMOUNT (VAT INCLUSIVE)
Rental of two (2) 49-seater bus for the conduct of CFO Team Building on March 29 to 30, 2025			
Specifications:			
* 49-seater			
* Fully air-conditioned			
* Must accommodate at least 49 pax			
* Must be at least 2022 Year Model			
* Must pass through the toll gates at the south expressway and balet lipa tollway exit and vice versa			
* Air conditioning system of the vehicle must be fully operational and completely sanitized prior to use			
* Roadworthy			
* Drop and pick up or pick up and wait			
* Pick up point (March 29, 2025): Commission on Filipinos Overseas, The Upperclass Tower, Quezon Avenue, cor. Sct. Reyes St, Diliman, Quezon City	2 units	PHP 100,000.00 (PHP 50,000.00 per unit)	
* Destination: Shercon Resort and Ecology Park, Mataas na Kahoy, Batangas			
* Drop off (March 30, 2025): Commission on Filipinos Overseas, The Upperclass Tower, Quezon Avenue, cor. Sct. Reyes St, Diliman, Quezon City			
Service provider must:			
* Conduct routine vehicle check-up prior to usage			
* Toll fees, fuel, driver fees, driver meals, parking fees, and driver's accommodation			
* Service provider must be responsible for the wellness of its drivers			
* Passenger's insurance			
TOTAL AMOUNT		PHP 100,000.00	

Event Schedule: 29-30 March 2025

After careful evaluation of the General Terms and Conditions, Specifications, and Event 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 Further information, please refer to:

KEESHIA MAE L. ACEDERA

Administrative Office IV/ Lead BAC Secretariat

Email: bac.secretariat@cfo.gov.ph or kabiendima@cfo.gov.ph

Telephone: 8552-4792