



REQUEST FOR QUOTATION

RFQ No.: **2024-09-0119**

Date : Sept. 10, 2024

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than _____ the time and date of the opening of the sealed quotation.



ALVIN P. DIAZ
 Director IV
 Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	Lot	<p align="center">RENTAL OF VEHICLES October 6 to 13, 2024 in Panglao, Bohol</p> <p>The 79th ASEAN Working Committee on Financial Services Liberalization (WC-FSL) Meeting and the 10th ASEAN-Canada Free Trade Agreement (ACAFTA) Sub-Working Group on Financial Services Negotiations Meeting **See attached Terms of Reference (TOR)**</p>	P380,000.00	P380,000.00
		<p>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</p> <p>1. Mayor's/Business Permit 2. PhilGEPS Registration Number <i>**For the bidder/s with Platinum Membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA9184 shall remain current and updated.</i></p> <p>Additional required document to be submitted by the winning bidder upon issuance of the Purchase Order:</p> <p>3. Duly notarized Omnibus Sworn Statement</p>		
TOTAL AMOUNT				P380,000.00

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 5 calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

Canvassed by:

Supplier :

By :

Tel. No.:

TIN :




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By : _____
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TERMS OF REFERENCE

Instructions: In addition to providing a quotation, the authorized representative of a bidder is required to read the content of this document and affix his/her signature on all pages of this document as an indication that they understand the conditions stated herein and that they agree to be subject to an assessment to be made by a representative of the Procuring Entity as to their compliance to the said conditions.

Vehicle Rental for October 6-13, 2024 (8 days)

- a. The vehicle model should be year 2017 up, with a 10-seater minimum capacity, and air-conditioned.
- b. All vehicles must be cool, clean, well-sanitized, and smell fresh at all times.
- c. The procuring entity reserves the right to inspect each and every vehicle and demand an immediate replacement should problems/issues arise.
- d. All Chauffeurs must be in presentable attire and equipped with mobile phones for easy communication.
- e. Vehicle rental rates must include the use of the vehicle (fuel), driver's meals, parking fees, and toll fees. The end user itinerary and expected vehicle usage is attached as Annex 1.
- f. The winning bidder must assign one (1) transport coordinator in Panglao.
- g. All vehicles must be available for overtime upon advice by the representative of the procuring entity
- h. The procuring entity has the right to change the quantity and date of deployment of units including the hours of usage for the vehicle.
- i. The winning bidder should have experience in servicing foreign delegates with protocol.
- j. The winning bidder should provide per-day rates for the rental of vehicles, in case an additional vehicle is necessary during the duration of the event.

General Requirements

- a. Subject to approval by the authorized representative of the end user, the winning bidder may charge additional cost under the label "contingency" should there be any modifications in the number guaranteed to be paid by the end user.
- b. The winning bidder may also charge the end user for any additional incidental expenses as well as for any damages not indicated under the contract subject to verification and approval by the representative of the end-user.

Being the duly authorized representative of my/our company, I/we declare that I/we understand the conditions stated above and that I/we agree to undergo an assessment to be conducted by the representative of the Department of Finance.

Signature over Printed Name of the Representative

Company Name : _____
Date Signed : _____
Email/Phone No.: _____

ANNEX 1 - End user itinerary and expected vehicle usage

Proposed Itinerary and Vehicle Requirement				
Vehicles	Day	Deployment	No. of Vans	No. of Days
Vehicle 1-2 (Roving and maximum of 12 hours usage)	October 6, 2024	Bohol-Panglao International Airport Billeting hotels in Panglao Meeting venue in Panglao	2	1 days
Vehicles 1-8 (Roving and maximum of 12 hours usage)	October 7-11, 2024	Bohol-Panglao International Airport Billeting hotels in Panglao Meeting venue in Panglao	8	5 days
Vehicles 1-10 (Roving and maximum of 12 hours usage)	October 12, 2024	Social Program venue (Panglao, Dauis, Loboc, and Carmen, Bohol) Bohol-Panglao International Airport Billeting hotels in Panglao	10	1 day
	October 13, 2024	Bohol-Panglao International Airport Billeting hotels in Panglao	10	1 day