



REQUEST FOR QUOTATION

PURCHASE REQUEST NO. 24-0020

CANVASS PERIOD: 21 to 26 February 2024

Name of Company: _____

Address: _____

Telephone Number: _____

Tax ID Number (TIN): _____

PhilGEPS Registration Number: _____

The Governance Commission for GOCCs (GCG) formally requests a corporate proposal/quotation for the procurement of **ONE (1) UNIT BUS RENTAL SERVICES FOR FY 2024 OFFICE PLANNING OF THE STRATEGY, COMMUNICATIONS, AND INFORMATION TECHNOLOGY OFFICE (SCITO) ON 05 TO 07 MARCH 2024 FOR 31 PAX IN SUBIC BAY FREEPORT ZONE.**

Attached is Purchase Request No. 24-0020 with an Approved Budget for the Contract (ABC) of **Seventy-Five Thousand Pesos Only (₱75,000.00)**. Kindly fill out the attached RFQ Form which will be included with the other documentary requirements indicated therein.

Please be informed that all submissions via email must be sent to procurement@gcg.gov.ph with subject name: **“Submission for the procurement of ONE (1) UNIT BUS RENTAL SERVICES FOR FY 2024 OFFICE PLANNING OF THE STRATEGY, COMMUNICATIONS, AND INFORMATION TECHNOLOGY OFFICE (SCITO) ON 05 TO 07 MARCH 2024 FOR 31 PAX IN SUBIC BAY FREEPORT ZONE.”**

On the other hand, **all physical submissions must be labeled and addressed:**

ATTENTION:	The Bids and Awards Committee, GCG
RE:	Submission for the Procurement of ONE (1) UNIT BUS RENTAL SERVICES FOR FY 2024 OFFICE PLANNING OF THE STRATEGY, COMMUNICATIONS, AND INFORMATION TECHNOLOGY OFFICE (SCITO) ON 05 TO 07 MARCH 2024 FOR 31 PAX IN SUBIC BAY FREEPORT ZONE.

THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:

- Supplier's/Service Provider's 2024 Mayor's/Business Permit** or recently expired 2023 Mayor's/Business Permit together with **the official receipt as proof that the prospective bidder has applied for renewal;**
- PhilGEPS Certificate of Registration or Registration Number;
- Notarized Omnibus Sworn Statement (See attached Template); **and**



4.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Securities and Exchange Commission (SEC) Certificate and, a.2.) Notarized Secretary's Certificate granting full power and authority for the designated person to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider;
b.) A Sole Proprietorship	b.1.) Department of Trade and Industry (DTI) Certificate; and, b.2.) <u>if the authorized representative is not the proprietor himself/herself,</u> Notarized Special Power of Attorney (SPA), granting full power and authority for the same to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider,
c.) A Partnership	c.1.) SEC Registration of partnership; and; c.2.) Notarized partnership resolution granting full power and authority for the designated person to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider

5. **If applicable,** documentation **from prospective foreign service providers/suppliers** as required in accordance with item 4.0, Appendix 9 of the 2016 Revised Implementing Rules and Regulations of Republic Act no. 9184.

Failure to submit **ALL** of the required documents with the **Signed Quotation Form before the deadline on 26 February 2024, 10:00 am** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or send an email to: procurement@gcg.gov.ph.

Thank you.



QUOTATION FORM

INSTRUCTIONS

- 1) Accomplish this Quotation Form Correctly and Accurately
- 2) Do not alter the contents of this form in any way.
- 3) All technical specifications are mandatory. Failure to comply unconditionally with any of the mandatory requirements will render the quotation, non-compliant.
- 4) In cases involving a tie among bidders, the procuring entity will bring the concerned service providers/suppliers to agree on a method to break the tie which shall be non-discretionary/non-discriminatory and is similarly based on sheer luck or chance.
- 5) 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 ITEMS AS FOLLOWS:

ONE (1) UNIT BUS RENTAL SERVICES FOR FY 2024 OFFICE PLANNING OF THE STRATEGY, COMMUNICATIONS, AND INFORMATION TECHNOLOGY OFFICE (SCITO) ON 05 TO 07 MARCH 2024 FOR 31 PAX IN SUBIC BAY FREEPORT ZONE (PERIOD OF CANVASS: 21 TO 26 FEBRUARY 2024)			
Specifications:	Yes	No	Comments
<ul style="list-style-type: none"> • ONE (1) UNIT BUS RENTAL SERVICES FOR FY 2024 OFFICE PLANNING OF THE STRATEGY, COMMUNICATIONS, AND INFORMATION TECHNOLOGY OFFICE (SCITO) ON 05 TO 07 MARCH 2024 FOR 31 PAX IN SUBIC BAY FREEPORT ZONE. • Pick-up, Drop-off: Seating Capacity for 31 pax 			
1. Itinerary: <ul style="list-style-type: none"> • Day 1 - 05 March 2024 (07:00 am) Pick-up at the GCG Makati Office at 07:00am, Stop-over for breakfast (en route), and Drop-off at the Venue in Subic Bay Freeport Zone. • Day 03 - 07 March 2024 (11:00am) Pick-up at the Venue in Subic Bay Freeport Zone at 10:00 am, Stop-over for lunch (en route), and Drop-Off in GCG Makati Office. 			
2. Other Inclusions: <ul style="list-style-type: none"> • Bus model not older than year 2018 • Applicable Government Taxes • Fully Vaccinated Driver • Driver's Fee, Meals, Accommodation, Allowance, Fuel, Parking and Toll Fees. • Tourist bus franchise from Land Transportation Franchising and Regulatory Board • MACEA/MAPA Processing Permit and Fees • Passenger Insurance 			

Terms of Payment:

Pursuant to DBM Circular No. 2013-16 dated 23 Dec. 2013, the Procuring Entity (GCG) has adopted the Direct Payment Scheme (DPS) via bank debit system through the issuance of the List of Due payables due to creditors/payees.

Section 5.9.2 of the DBM Circular states, "bank charges shall be borne/paid by the creditor/payee concerned if their account is not maintained at Landbank."

Supplier's/Service Provider's Bank Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

FINANCIAL OFFER:

Please indicate your best offer for the item below. Please do not leave any item, blank. Quotation should be inclusive of Value Added Tax (VAT, if applicable). **The offered quotation should not exceed the ABC.**

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
Seventy-Five Thousand Pesos Only (₱75,000.00).	In Words: _____ _____ _____ In Figures: _____

TERMS AND CONDITIONS:

1. Bidders 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 specified 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 GCG 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.

Signature over Printed Name of Authorized
Representative

Position/Designation

Office Telephone /Fax/Mobile Nos

Email address/es