



Civic Drive, Filinvest Corporate City, Alabang, Muntinlupa City

### REQUEST FOR QUOTATION

Date 9-Nov-2023  
Quotation No. NP-SVP(A)-2023-0262-CSL

Please quote your best and lowest proposal price per item/s listed below, subject to the Conditions. Kindly submit your quotation duly signed by you or your representative not later than 13 November 2023.

  
ENGR. ANA TRINIDAD F. RIVERA, MSc  
Chairperson, FDA-CcnBAC

Name of Project:

**Procurement for the Rental of Four (4) Buses for the Transport of Food and Drug Administration-Common Services Laboratory (FDA-CSL) Officers and Staff on the Program Implementation Review (PIR) and CAscading Activity on 28 November to 01 December 2023 within Baguio City**

Procurement Mode: NP-Small Value Procurement (A)  
Classification: Goods  
Approved Budget for the Contract (ABC): PhP343,433.32

MINIMUM TECHNICAL SPECIFICATION	UNIT	QTY.	COST PER ITEM	Statement of Compliance (COMPLY" or "NOT COMPLY")
Procurement for the Rental of Four (4) Buses for the Transport of Food and Drug Administration-Common Services Laboratory (FDA-CSL) Officers and Staff on the Program Implementation Review (PIR) and CAscading Activity on 28 November to 01 December 2023 within Baguio City	Unit	4		
Specifications/Inclusions:				
1. Transportation for 150-160 participants to and from FDA Alabang and Activity Venue within Baguio City				
2. Fully airconditioned tourist bus with at least 45-49 seating capacity and equipped with an audio-visual entertainment				
3. Inclusive of government taxes, on-board insurance, fuel, toll and driver's fee, lodging and meals				
4. With Filinvest road entry permit				
5. Pick-up at FDA Alabang Office on 28 November 2023, 5:00 am bound to Activity venue within BAguio City				
6. Pick-up at Activity Venue within Baguio City on 01 December 2023 at 12:00 nn bound to FDA Alabang Office				
7. Send bill arrangement				
8. Quoted Price shall be valid within 30 days upon receipt				
GRAND TOTAL:				

Delivery Period: \_\_\_\_\_  
\*Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We hereby submit the price quotation on the item/s noted above, within the stated delivery period and price validity.

Printed Name over Signature

Canvassed By:

Tel. No./ Cellphone No. \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Canvasser & Position Title

Date Conducted: \_\_\_\_\_

DTN: 20231002132346

NOTE /INSTRUCTIONS TO THE INTERESTED BIDDERS:

1. ALL ENTRIES MUST BE TYPEWRITTEN OR LEGIBLY HANDWRITTEN. THE USE OF THIS RFQ IS HIGHLY ENCOURAGED TO MINIMIZE ERRORS OR OMISSION OF THE REQUIRED MANDATORY PROVISIONS. INTERESTED BIDDERS MAY SUBMIT QUOTATIONS PROVIDED THAT ABOVE MATRIX DETAILS ARE COMPLETELY PROVIDED AND SHALL BE SUBMITTED USING COMPANY LETTERHEAD;

2. DELIVERY OF ITEMS SHALL BE: **ON THE DATE STATED IN THIS RFO.**

3. WARRANTY SHALL BE FOR A MINIMUM PERIOD OF THREE (3) MONTHS, IN THE CASE OF EXPENDABLE SUPPLIES, OR A MINIMUM PERIOD OF ONE (1) YEAR, IN THE CASE OF NON-EXPENDABLE SUPPLIES, AFTER ACCEPTANCE BY THE PROCURING ENTITY OF THE DELIVERED SUPPLIES (Not Applicable for Lease of Venue and Rental of Vehicles)

4. PRICE VALIDITY SHALL BE THIRTY (30) CALENDAR DAYS UPON RECEIPT;

5. BIDDERS MAY SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERED, IF APPLICABLE;

6. PLEASE QUOTE YOUR GOVERNMENT PRICE(S) INCLUDING VAT OR OTHER APPLICABLE TAXES AND OTHER INCIDENTAL EXPENSES FOR THE TERMS LISTED/ATTACHED.

7. Interested Bidders/Suppliers not directly invited may participate. The duly accomplished RFQ with their Proposal shall be submitted on or before the deadline for submission of the proposal or any extension thereof. The following supporting documents for the PROJECT SHALL also be submitted during submission of the proposal/offers:

1. Valid Mayor's Permit for the 2023; 2. Valid PhilGEPS Registration Number or (Platinum depends); 3. Income/Business Tax Return (for ABCs above 500k); 4. Omnibus Sworn Statement (for ABCs above 50k)

8. PLEASE SUBMIT YOUR BEST QUOTATION/S OR VIA EMAIL ADDRESSED DIRECTLY TO:

ENGR. ANA TRINIDAD F. RIVERA, MSc  
Chairperson, EIDS AND AWARDS COMMITTEE  
FOOD AND DRUG ADMINISTRATION  
CIVIC DRIVE FILINVEST, ALABANG, MUNTINLUPA CITY

c/o ATTY. ALBERTITO C. GARCIA  
Head Secretariat, FDA-CENTRALIZED BIDS AND AWARDS COMMITTEE  
or email at: bacsec@fda.gov.ph

DEADLINE OF SUBMISSION OF QUOTATION/S WILL BE ON: **13 November 2023.**

9. LATE BIDS SHALL NOT BE ACCEPTED;

10. FOR OTHER INQUIRIES/ CONCERNS ABOUT THE ITEMS, PLEASE CONTACT BAC SEC at bacsec@fda.gov.ph;

11. THE FOOD AND DRUG ADMINISTRATION RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, DECLARE A FAILURE OF THE PROCUREMENT, OR NOT AWARD THE CONTRACT AT ANY TIME PRIOR TO CONTRACT AWARD IN ACCORDANCE WITH SECTION 41 OF RA 9184 AND ITS IRR, WITHOUT INCURRING ANY LIABILITY TO THE AFFECTED BIDDER OR BIDDERS.

12. WARRANTY (Section 62 of the Revised IRR of RA 9184): FOR THE PROCUREMENT OF GOODS, IN ORDER TO ASSURE THAT MANUFACTURING DEFECTS SHALL BE CORRECTED BY THE SUPPLIER, A WARRANTY SECURITY SHALL BE REQUIRED FROM THE CONTRACT AWARDEE FOR A MINIMUM PERIOD OF THREE (3) MONTHS, IN THE CASE OF EXPENDABLE SUPPLIES, OR A MINIMUM PERIOD OF ONE (1) YEAR, IN THE CASE OF NON-EXPENDABLE SUPPLIES, AFTER ACCEPTANCE BY THE PROCURING ENTITY OF THE DELIVERED SUPPLIES. THE OBLIGATION FOR THE WARRANTY SHALL BE COVERED BY EITHER RETENTION MONEY IN AN AMOUNT EQUIVALENT TO AT LEAST ONE PERCENT (1%) BUT NOT TO EXCEED FIVE PERCENT (5%) OF EVERY PROGRESS PAYMENT, OR A SPECIAL BANK GUARANTEE EQUIVALENT TO AT LEAST ONE PERCENT (1%) BUT NOT TO EXCEED FIVE PERCENT (5%) OF THE TOTAL CONTRACT PRICE. THE SAID AMOUNTS SHALL ONLY BE RELEASED AFTER THE LAPSE OF WARRANTY PERIOD OR, IN THE CASE OF EXPENDABLE SUPPLIES, AFTER CONSUMPTION THEREOF; PROVIDED, HOWEVER, THAT THE SUPPLIES DELIVERED ARE FREE FROM PATENT AND LATENT DEFECTS AND ALL THE CONDITIONS IMPOSED UNDER THE CONTRACT HAVE BEEN FULLY MET.

12. LIQUIDATED DAMAGES (Section 64 of the Revised IRR of RA 9184): ALL CONTRACTS EXECUTED IN ACCORDANCE WITH THE ACT AND THIS IRR SHALL CONTAIN A PROVISION ON LIQUIDATED DAMAGES WHICH SHALL BE PAYABLE BY THE CONTRACTOR IN CASE OF BREACH THEREOF. FOR THE PROCUREMENT OF GOODS, INFRASTRUCTURE PROJECTS AND CONSULTING SERVICES, THE AMOUNT OF THE LIQUIDATED DAMAGES SHALL BE AT LEAST EQUAL TO ONE-TENTH OF ONE PERCENT (0.001) OF THE COST OF THE UNPERFORMED PORTION FOR EVERY DAY OF DELAY. ONCE THE CUMULATIVE AMOUNT OF LIQUIDATED DAMAGES REACHES TEN PERCENT (10%) OF THE AMOUNT OF THE