



Civic Drive, Filinvest Corporate City, Alabang, Muntinlupa City

### REQUEST FOR QUOTATION

Date: 4-Dec-2023  
Quotation No: NP-SVP(A)-2023-0307-BAC

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 **Philgeps Closing Date**.

ENGR. ANA TRINIDAD F. RIVERA, MSc  
In-charge, FDA-BAC

Name of Project:

**Bus Rental for the Cascading of the BAC Revised QWPs, Templates and Other Procurement Matters to be held on 13-15 December 2023 within Batangas**

Procurement Mode: NP-Small Value Procurement (A)  
Classification: Goods  
Approved Budget for the Contract (ABC): PHP 83,666.67

MINIMUM TECHNICAL SPECIFICATION	UNIT	QTY.	COST PER ITEM	Statement of Compliance (COMPLY or "NOT COMPLY")
Bus Rental for the Cascading of the BAC Revised QWPs, Templates and Other Procurement Matters to be held on 13-15 December 2023 within Batangas	Unit	2		
Technical Specifications: a. Fully Air-Conditioned bus b. Seating capacity maximum of 45 persons with 2x2 seat configuration c. Pick-up at Alabang Office on 13 November 2023, 7:00 am bound to Tagaytay City d. Pick-up at Tagaytay City on 15 November 2023, 5:00 pm bound to FDA Alabang Office e. Accredited by the Department of Tourism f. Inclusive of driver's fee including meals and lodging, parking fee, fuel, toll fees and government taxes g. With Filinvest road entry permit h. Solid Bill Arrangement				
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.

\_\_\_\_\_  
Printed Name over Signature

Canvassed By: \_\_\_\_\_  
Name of Canvasser & Position Title

Tel No./ Cellphone No: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Date: \_\_\_\_\_

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

DTN: 2023110130659

NOTE /INSTRUCTION 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 SERVICES SHALL BE DONE:

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 Vehicle and Rental of Vehicles)

4. PRICE VALIDITY SHALL BE SIXTY (60) CALENDAR DAYS.

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. Valid ITR, Received and Stamp OR ELECTRONICALLY SUBMITTED; 4. OTHERS PE'S REQUIREMENTS---

8. PLEASE SUBMIT YOUR BEST QUOTATIONS OR VIA EMAIL ADDRESSED DIRECTLY TO:

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

cc: ATTY. ALBERTO C. GARCIA  
Head Secretariat, FDA-CENTRALIZED BIDS AND AWARDS COMMITTEE  
or email at: [bacsec@fda.gov.ph](mailto:bacsec@fda.gov.ph)

DEADLINE OF SUBMISSION OF QUOTATIONS WILL BE ON: Philgeps Closing Date

9. LATE BIDS SHALL NOT BE ACCEPTED;

10. FOR OTHER INQUIRIES/ CONCERNS ABOUT THE ITEMS, PLEASE CONTACT BAC SEC at [bacsec@fda.gov.ph](mailto: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