

REQUEST FOR QUOTATION (RFQ)

**PROCUREMENT OF EIGHTY-TWO (82) PAX GOODS PACKAGE FOR OFFICE OF
TRANSPORTATION COOPERATIVES PERSONNEL**

AMP-032-2024 (NP-Small Value Procurement Sec 53.9)

Sir/Ma'am:

Please quote your best proposal for the item/s described below using the Price Quotation Form (see Annex "A" of the Request for Quotation), subject to the terms and conditions stated in the RFQ.

Accomplish and submit all forms attached (Annex A, B, C and D).

QTY.	UOM	ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT
82	packs	GOODS PACKAGE FOR OFFICE OF TRANSPORTATION COOPERATIVES PERSONNEL (Please see attached Annex C-1 for the included items)	Php 410,000.00
		Total Amount:	Php 410,000.00

The RFQ duly signed by your duly authorized representative, accompanied by required forms, shall be submitted not later than **November 29, 2024; 05:00 P.M.** at the address indicated below:

ATTY. CHRISTIAN N. OBERIO

Chairperson, Bids and Awards Committee


5th Floor Main, Ben-Lor Bldg., Quezon Avenue, Brgy. Paligsahan, Quezon City 1103

Telephone No.: (+632) 8332-9311 to 12 and 15

Email address: bac.secretariat@otc.gov.ph

Interested service providers shall also submit the following documents along with the quotation on or before the above specified deadline of submission of quotation:

1. *Latest Mayor's/Business Permit for the year 2024;*
2. *PhilGEPS Platinum Registration and Membership Certificate (Platinum) or PhilGEPS Red Membership (Screenshot of My Organization Tab to View Organization Information); and*
3. *Revised Omnibus Sworn Statement duly signed (Notarized).*



ATTY. CHRISTIAN N. OBERIO
Chairperson, Bids and Awards Committee

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Do not alter the contents of this form in any way.

(2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders/suppliers must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to a deadline extension. If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.

(3) All mandatory technical specifications (with an asterisk) must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

(4) The duly accomplished RFQ and other documents required must be completely submitted electronically via email transmission (***bac.secretariat@otc.gov.ph***) or through physical submission by way of a commercial courier service, at the 5th Floor Main, Ben-Lor Bldg., Quezon Avenue, Brgy. Paligsahan, Quezon City 1103 on or before the deadline of submission as stated in this RFQ.

(5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders/Suppliers shall provide the correct and accurate information required in this form. The OTC-BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked quotation or for its premature opening.

2. 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.

3. Price quotation/s must be valid for a period of forty-five (45) calendar days from the deadline of submission.

4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes,

duties, and/or levies payable.

5. Quotations exceeding the Approved Budget for the Contract shall be rejected.

6. In case of two or more bidders/suppliers are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the OTC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements, and other terms and conditions stated herein.

8. The item/s shall be delivered according to the accepted offer of the bidder/supplier.

9. Item/s delivered shall be inspected on the scheduled date and time of the OTC. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.

10. The payment shall be processed upon receipt of the Statement of Account (SOA) from the lessor and review of the complete documents and related attachments exclusive of applicable EWT and VAT government withholding taxes. The whole payment process is within thirty (30) working days through the List of Due and Demandable Accounts Payable-Advice to Debit Account ((LDDAP-ADA) through the Land Bank of the Philippines.

11. The Office of Transportation Cooperatives reserves the right to reject any and all quotations/bids, declare a failure of bidding, or not to award the contract in the following situations stated in Sections 35.6 and 41 Reservation Clause of the 2016 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder/s or supplier/s.

12. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The OTC may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

Price Quotation Form

Date: _____

The Chairperson, Bids and Awards Committee
Office of Transportation Cooperatives (OTC)
5th Floor Main, Ben-Lor Bldg., 1184 Quezon Avenue,
Brgy. Paligsahan, Quezon City 1103

Sir/Ma'am:

Having examined the **Request for Quotation No. AMP-032-2024 (Negotiated Procurement-Small Value Procurement)** the receipt of which is hereby duly acknowledged, the undersigned offers the **PROCUREMENT OF EIGHTY-TWO (82) PAX GOODS PACKAGE FOR OFFICE OF TRANSPORTATION COOPERATIVES PERSONNEL.**

In conformity with the said Request for Quotation for the sums stated hereunder:

QTY.	UOM	ITEM DESCRIPTION	TOTAL AMOUNT
82	Packs	GOODS PACKAGE FOR OFFICE OF TRANSPORTATION COOPERATIVES PERSONNEL (Please see attached Annex C-1 for the included items)	
		Total Amount	
Total Price in Words:			

We undertake, if our Quotation is accepted, to perform the services/deliver the goods as identified in the Schedule of Requirements and Technical Specifications.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Authorized Representative Name/Signature_____
Date_____
Company/Name_____
Official Contact No._____
Address

ANNEX "B"

SCHEDULE OF REQUIREMENTS

QTY.	UOM	ITEM DESCRIPTION	AGENCY'S DELIVERY SCHEDULE
82	Packs	GOODS PACKAGE FOR OFFICE OF TRANSPORTATION COOPERATIVES PERSONNEL (Please see attached Annex C-1 for the included items).	Ready to serve in time for the event upon receipt of the Notice to Proceed.

I hereby commit to deliver the required quality and quantities upon receipt of the Notice to Proceed as indicated above.

Name of Company

Signature Over Printed Name of
the Authorized Representative

Date

ANNEX "C"

TECHNICAL REQUIREMENTS

**PROJECT TITLE: PROCUREMENT OF EIGHTY-TWO (82) PAX GOODS PACKAGE
FOR OFFICE OF TRANSPORTATION COOPERATIVES
PERSONNEL.**

APPROVED BUDGET FOR THE CONTRACT:

Php 410,000.00

AGENCY SPECIFICATIONS	SUPPLIER'S STATEMENT OF COMPLIANCE
Compliance and Conformity with the Terms of Reference (ToR) – Annex "C-1"	

*[Suppliers must state here either **"Comply"** or **"Not Comply"** against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Supplier's Quotation and cross-referenced to that evidence. Evidence shall be in the form of the manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data, etc. as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Quotation under evaluation liable for rejection. A statement either in the Supplier's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Supplier supplier liable for prosecution subject to the applicable laws and issuances.]

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company

Signature Over Printed Name of
the Authorized Representative

Date

ANNEX "C-1"

CONFORMITY WITH THE TERMS OF REFERENCE (ToR)

**PROCUREMENT OF EIGHTY-TWO (82) PAX GOODS PACKAGE FOR OFFICE OF
TRANSPORTATION COOPERATIVES PERSONNEL**

ITEM	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE <i>Bidders/Suppliers must state below either "Comply" or "Not Comply" against each of the individual parameters of each Specification.</i>
I.	<p>The Office of Transportation Cooperatives (OTC) seeks to procure Eighty Two (82) Goods Packages as part of its efforts to recognize and appreciate the hard work and dedication of the PTMP-PIU personnel and the greatest effort of OTC regular employees in supervising the accomplishment of all the projects under OTC-Public Transportation Modernization Program. This initiative aims to further employee morale, promote camaraderie, and create a sense of value and inclusion within the organization. By providing essential, high-quality items, the goods packages contribute to employee well-being, enhancing their motivation and productivity in supporting the agency's programs and services.</p> <p>This procurement aligns with the OTC's commitment to employee welfare and adheres to government policies that prioritize workforce engagement as a key element of effective public service. The distribution of these packages reflects the organization's gratitude and dedication to building a supportive and positive workplace culture, ensuring its employees remain empowered to perform at their best.</p>	

II.	MODE OF PROCUREMENT Small Value Procurement of goods, infrastructure projects, and consulting services under Section 53.9 of the IRR.	
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Table 3. TECHNICAL SPECIFICATIONS FOR GOODS PACKAGE

ITEM	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE <i>Suppliers must state below either "Comply" or "Not Comply" against each of the individual parameters of each Specification</i>
82 PACKS	Good packages (1 pack should include the following items below)	
	1 pack Quezo De Bola	
	1 pack Spaghetti Bundle (pasta and sauce)	
	1 pc cheese 430g	
	1 pc Hamon De Bola 1kg	
	3 pcs Juice four season flavor	
	1 pc Corned beef 260g	
	1 pc Condensed Milk 300ml	
	1 pc All purpose creme 250ml	
	1 pc Fruit Cocktail 836g	
	1 pc coffee creamer 100g	
	1 pc 100g premium coffee	
	1 pc Luncheon Meat 12oz	
	1 pc premium chocolate 80g	
	1 pc bottled mayonnaise 220ml	
	1 pc whole mushroom 400g	
	1 pc chocolate spread 350g	
	1 pc refined sugar 1kg	
	3 pcs eco bag	

Conforme:

(Signature over the printed name of the Authorized Representative)

ANNEX “D”

CHECKLIST OF ELIGIBILITY REQUIREMENTS	
	1. Latest Mayor's/Business Permit for the year 2024;
	2. PhilGEPS Platinum Registration and Membership Certificate (Platinum) or PhilGEPS Red Membership (Screenshot of My Organization Tab to View Organization Information);
	3. Revised Omnibus Sworn Statement duly signed (Notarized).

*Items 1-3 Except for gov't. agencies as lessors.