



Office of the President of the Philippines  
PRESIDENTIAL COMMUNICATIONS OFFICE  
Manila

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

Date : 10 July 2025  
RFQ No. : **2025-07-085**

Name of Company	:	
Address	:	
TIN	:	
PhilGEPS Registration No.	:	
Purchase Request No.	:	<b>2025-07-085</b>
End-User Unit	:	<b>Office of the Undersecretary for Strategic Communications (OUSC)</b>
APP CY 2025 Reference:	:	<u>3<sup>rd</sup> APP 2025</u>
Source of Fund	:	<u>GAA 2025 Regular Fund</u>

The **Presidential Communications Office**, through its Bids and Awards Committee (BAC), intends to procure goods/services through **Negotiated Procurement – Small Value Procurement under Section 53.9** of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, for the project: **Procurement of Transportation Rental for the MYAP of OUSC (Procurement/Contract No. 2025-07-085)** with an Approved Budget for the Contract in the amount **Fifteen Thousand Pesos (PHP 15,000.00)**.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on the last page of this RFQ. Kindly submit this RFQ via e-mail ([procurement@pco.gov.ph](mailto:procurement@pco.gov.ph)), duly accomplished and signed by you or your duly authorized representative, **not later than 14 July 2025 at 08:00 AM<sup>1</sup>**.

May we also request your good office to submit the following documentary requirements:

1. PhilGEPS registration number (**kindly attach a screenshot of your PhilGEPS registration account, page, or dashboard.**)
2. Valid Mayor's/Business Permit (for recently expired permit, please attach a copy of the Official Receipt as proof of renewal.), **and**
3. **Copy of BIR form no. 2303** (for the purpose of processing payment

<sup>1</sup> In case there is suspension of work (due to declaration of a special non-working day or fortuitous event) on the scheduled deadline for submission and opening of Price Quotation, said deadline shall be moved to the next working day at the same venue and time.



once identified as the winning supplier and after delivery.

For any clarification, you may contact us via email at [procurement@pco.gov.ph](mailto:procurement@pco.gov.ph)

*Original Signed*  
**JOHN JAFET A. SORIANO**  
Member, BAC Secretariat

**INSTRUCTIONS:**

- Accomplish this RFQ correctly and accurately.
- Do not alter the contents of this form in any way.
- All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- Failure to follow these instructions will disqualify your entire quotation.
- For suppliers that submitted an accomplished RFQ within the initial deadline, the BAC Secretariat may require the submission of a correct/updated documentary requirement within a given set deadline in case of an incomplete or defective eligibility documents.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>Procurement of Transportation Rental for the MYAP of OUSC</b> <b>(Procurement/Contract No. 2025-07-085)</b> <i>Important Note: State “Comply” in the column “Statement of Compliance” against each of the individual parameters of each “Specifications”.</i>		
<b>Technical Specifications</b>	<b>Quantity</b>	<b>Statement of Compliance</b>
<b>Procurement of Transportation Rental for the MYAP of OUSC</b>  <b>Rental of air-conditioned passenger Vans</b> <b>Inclusive dates: 24 and 25 July 2025</b> <b>Year Model:</b> at least 2022 model <b>Capacity of Van:</b> Minimum of ten (10) persons Rental Van per day and area of Destination, as follows;		

PCO to Venue within Metro Manila and Vice Versa

Date	Venue	Time
24 July 2025	<b>Pick up:</b> PCO NEB, JP Laurel St., Malacañang Compound  <b>Drop Off:</b> within Batangas City	Call Time: 7:00 AM
25 July 2025	<b>Pick up:</b> within Batangas City  <b>Drop Off:</b> PCO NEB, JP Laurel St., Malacañang Compound	12:30 NN

**1 unit**

**Vehicle specification:**

- Fully air-conditioned vehicle
- Van (with back cover) seating capacity: **minimum of ten (10) persons**
- Vehicle kilometrage must not have exceeded one hundred fifty thousand (150,000) kilometers;
- Vehicle must be in mint condition, roadworthy, and complete with all safety features required by law, such as seat belts, among others

**IMPORTANT NOTES:**

- Changes in travel schedules shall be allowed at least three (3) days' notice prior to the indicated date of the event and upon arrangement with the project management staff, and they must also conform to all terms and conditions.
- The driver must be knowledgeable about local road networks and practical access routes to aid the field implementation team during actual field validation
- The driver must be fully vaccinated (e.g., COVID-19 vaccine, among others);
- Quotation **MUST INCLUDE** driver's meals, fuel, toll fees, accommodation, roro fees, and other environmental fees, and also overtime pay for the drivers (if possible) and other fees that may apply (if applicable);
- Rental company must provide "best effort" basis replacement units on the day vehicles are restricted from the Unifies Vehicle Reduction Scheme (UVRRS) and during accidents and repairs with the same class and same carrying capacity;
- Inclusive of comprehensive insurance coverage (CIC), third party

<p><u>liability (TPL), bodily injury (BI), and Auto Passenger Insurance Coverage (APIC);</u></p> <ul style="list-style-type: none"> <li>➤ <u>Submission of the Land Transportation Franchising and Regulatory Board (LTFRB) Passenger Accident Insurance Requirement prior to the deployment of the vehicle;</u></li> <li>➤ Availability of a 24-hour action team to any road/traffic emergency situation, such as accidents and breakdowns.</li> <li>➤ The Provider must not have a derogatory record in the PCO and other government agencies.</li> <li>➤ An actual photo of the vehicle must be sent prior to the date of usage, or in the situation where the offered vehicle is unavailable, the replacement vehicle must be of equal or greater quality.</li> <li>➤ The Notice of Award and Purchase Order must be acknowledged and returned to the PCO within three (3) days of receiving the electronic notice.</li> <li>➤ The duly notarized Omnibus Sworn Statement must be submitted to the PCO within three (3) days of receiving the Notice of Award and Purchase Order.</li> <li>➤ Failure to submit the required documents within this timeframe will result in the forfeiture of the Notice of Award, Purchase Order, and Contract.</li> </ul>	
<p><b>GENERAL CONDITIONS:</b></p> <ul style="list-style-type: none"> <li><b>I.</b> Supplier shall submit signed proposal/quotation and submit details of your company;</li> <li><b>II.</b> Supplier shall quote the lowest price on the item/s listed and submit a filled-out quotation duly signed by their representative;</li> <li><b>III.</b> Supplier must be <b>PhilGEPS Accredited (at least Red Membership registration);</b></li> <li><b>IV.</b> No down payment:</li> <li><b>V.</b> Payment will be on a <b>SEND BILL ARRANGEMENT</b>, i.e., full payment will be made after the completion of the event of delivery of the service/product;</li> <li><b>VI.</b> Price validity shall be for a period of sixty (60) calendar days;</li> <li><b>VII.</b> Price quotations shall be inclusive of all costs and applicable tax (i.e., bank charges, VAT, other charges, energy fees, consultants' fees, agency fees, etc.)</li> <li><b>VIII.</b> Payment processing is after the service/product has been delivered; and</li> <li><b>IX.</b> A Landbank Account is preferred to avoid bank charges, if not, supplier shall shoulder the bank charge/s</li> </ul>	

## **FINANCIAL OFFER**

Please quote your **best offer**. Please do not leave any blank items. Indicate “0” if the item being offered is for free.

<b>Procurement of Transportation Rental for the MYAP of OUSC (Procurement/Contract No. 2025-07-085)</b>	<b>APPROVED BUDGET FOR THE CONTRACT (ABC): Fifteen Thousand Pesos (PHP 15,000.00).</b>  <i>Note: The submitted Bid amount should not exceed the ABC</i>		
<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Subtotal</b>
<b>Van Rental</b>	<b>1</b>		
<b>TOTAL OFFERED QUOTATION (Total Amount for all Items)</b>		In words:	
		Figures: ₱ _____	

### **TERMS AND CONDITIONS:**

1. Suppliers/Service providers 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 minimum 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 PCO 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.**

10. 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 PCO shall rescind 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.

Signature over Printed Name	
Position/Designation	
Office Telephone/ Fax/ Mobile Nos	
Email address/es	