

## ANNEX "A"

### Price Proposal Form

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

**Mr. Arnold B. Villegas**

Chairperson, BAC-PGS  
PMO NCR South, Gate 1, South Harbor,  
Port Area, Manila, NCR

Sir:

After having read and examined the Request for Quotation RFQ No. 2022.04.013, the receipt of which is hereby duly acknowledged, the undersigned offer for the **PROCUREMENT OF RENTAL SERVICE OF ONE (1) ELF TRUCK** for the implementation of Engineering various routinary repair and maintenance activities and emergency works at PMO NCR South. In conformity with the said Request for Quotation for the sum stated hereunder:

Item No. / Lot No.	Total Quantity (A)	Item Description (Agency's Minimum Technical Specifications and Requirements)	Approved Budget for the Contract (ABC)	Statement of Compliance		Bidder's Offer		
				YES	NO	Brand Name, Model, and Other Remarks	Unit Price (B)	Total Amount per Item (AxB)
1	90 CD	SERVICE PROVIDER FOR THE RENTAL OF ONE (1) ELF TRUCK, 6-WHEELER Drop side, 1.5T min. capacity, inclusive of Fuel, regular preventive maintenance (Oil & Lubricants ), and Driver  Duration: 90 Calendar days at 8 hours per day, and on call	PHP 360,000.00					

We undertake, if our Proposal is accepted, to perform the services/deliver the goods as identified in the Terms and Conditions.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and your Notice of Award or Purchase Order, shall be binding upon us.

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

\_\_\_\_\_  
Signature over Printed name

\_\_\_\_\_  
Office Telephone / Mobile No.

\_\_\_\_\_  
Email Address/es

## REQUEST FOR QUOTATION (RFQ)



### PROCUREMENT OF SERVICE PROVIDER FOR VEHICLE RENTAL SERVICE / ELF TRUCK FOR PMO NCR SOUTH

Name and Address of Firm:			
Kind of Procurement Activity:		SMALL-VALUE PROCUREMENT	
Deadline of Submission of Bids:		Wednesday, April 13, 2022 10:00 AM	
RFQ No.:	22-04-0013	Date:	April 1, 2022
PR No.:	SH-6431-22	Date:	February 14, 2022

Dear Sir / Madam:

The Philippine Ports Authority - PMO NCR South, through its Bids and Awards Committee (BAC-PGS), intends to engage the services of Bidder/Supplier/Contractor for the **Procurement of Service Provider for Rental Vehicle Service / Elf Truck** for PMO NCR South, in accordance with Section 53.9 (Small-Value Procurement) of the 2016 Revised Implementing Rules and Regulation of Republic Act No. 9184. The ABC for the project is Three Hundred Sixty Thousand Pesos only in words and PHP360,000.00 in figures.

We kindly request you to submit your **best offer** for the **Procurement of Service Provider for Vehicle Rental Service / Elf Truck** for PMO NCR South, as detailed in Annex "A" of this RFQ. When preparing your quotation, please be guided by the Terms and Conditions attached hereto as Annex "B"

Proposal may be submitted on or before **10:00AM, April 13, 2022** in sealed envelope by courier mail or hand carried to the address below:

**PMO NCR South Admin. Building  
Gate 1, South Harbor, Port Area,  
Manila, NCR**

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by PMO NCR South after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned goods/services:

Preferred Currency Quotation:	Local Currency: Philippine Peso (PHP) inclusive of taxes and VAT
Exact Address:	PPA PMO NCR South, Gate 1, South Harbor, Port Area, Manila, NCR
PTO/Safety Requirement:	Not applicable
Latest Expected	Initially for three months, from 20 April 2022
Delivery Schedule:	Required
After-sales services required	Provision of replacement when pulled out for maintenance / repair
Deadline for the Submission of Quotation:	10:00AM, Wednesday, April 13, 2022
Documents to be submitted:	Duly Accomplished Form as provided in Annex A, and in accordance with the Terms and Conditions in Annex B Latest Business Permit / Mayor's Permit; DTI Certificate / SEC Registration Tax Clearance; BIR 2303; and PhilGEPS membership Certificate
Period of Validity of Quotes starting the Submission Date	120 DAYS - in exceptional circumstances, PMO NCR South may request the Supplier to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.

Partial Quotes:	Not permitted
Payment Terms:	Payment shall be made seven (7) working days after receipt of billing statement
Evaluation Criteria:	Technical responsiveness/full compliance to the requirements and lowest price Full acceptance of the PO/Contract General Terms and Conditions
Type of Contract to be Signed	Purchase Order

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of PMO NCR South requirements.

The quotation that complies with all the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.



After PMO NCR South BAC-PGS has identified the lowest price offer, PMO NCR South BAC-PGS reserves the right to award the contract based only on the prices of the goods.

In case you do not receive any communication from PMO NCR South BAC-PGS one (1) month from the deadline above, it will mean that the award was not made in your favor.

For clarifications, please contact us at telephone no. (02) 8522-4009 or email address at [ncr\\_bac@ppa.com.ph](mailto:ncr_bac@ppa.com.ph)

Thank you and we look forward to receiving your quotation.

Sincerely yours,

  
**ARNOLD B. VILLEGAS**  
Chairperson, BAC-PGS  
PPA PMO NCR South 

## ANNEX "B"

### Terms and Conditions

1. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
2. Bids should be valid for at least 120 calendar days from the deadline of submission.
3. Service providers or suppliers shall provide correct and accurate technical specifications, brand name, and product model in this form.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.  
  
Award of contract shall be made to the lowest calculated and responsive 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. No alteration is allowed.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications or Terms of Reference.
8. The PPA PMO NCR South BAC-PGS shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.  
  
In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest
9. Calculated and Responsive Quotation, the PPA PMO NCR South BAC-PGS 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.
10. A penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed. The PPA-PMO NCR South BAC-PGS may 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.
11. Terms of Payment: Payment shall be processed within 15 to 30 working days after inspection and acceptance of goods and services, and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the bidder's account.

Service Provider's or Contractor's Duly Authorizeds Representative:

Submitted by:

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

Designation:

Telephone/Mobile No.:

Email Address:

Date:

Delivery Period (WD)