



Republic of the Philippines
Office of the Solicitor General
Request for Quotation

To: _____
Tel. No.: _____
Fax No.: _____
Attention: _____

Date: October 15, 2024
Quotation #: PS-024-10-209
ABC: _____

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this from duly signed by your representative.

RODRIGO L. OJENAL
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE																																																																																																																								
1	<p>Procurement of Transportation Service for the Resource Persons/Guests/Secretariat of 2024 THAIL Special Programme of Courses on International Law of Office of the Solicitor General and The Hague International Academy of International Law (THAIL), inclusive of taxes, and other charges:</p> <p><i>Description:</i> Rental of premium vans/minivans (i.e. Toyota Alphard, Toyota Hiace Super Grandia, Toyota Hiace GL Grandia, Nissan Urvan Premium, Foton Traveller, Kia Carnival, etc.) and Sports Utility Vehicles (SUV) (i.e. Tyouta Fortuner, Mitsubishi Montero, Ford Everest, etc.) is requested to comfortably transport the THAIL officials, staff, and visiting professors for the duration of their stay in the Philippines from November 14 to 30, 2024.</p> <p><i>General Specifications:</i> The vehicle shall serve as the transport service of the professors starting from their arrival in the airport up to their scheduled departure, including their transportation to and from Convergys One Building, and the respective locations of side events. The correspondign dates and number of vehicles necessary to service the professors are provided as follows:</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Date</th> <th>No. of Vehicles</th> <th>No. of Hours</th> <th>Provision for Overtime (in hours)</th> </tr> </thead> <tbody> <tr><td>1</td><td>Nov. 14, Thursday</td><td>1 premium van/MPV</td><td>12</td><td></td></tr> <tr><td>2</td><td>Nov. 15, Friday</td><td>1 premium van/MPV</td><td>12</td><td></td></tr> <tr><td>3</td><td>Nov. 16, Saturday</td><td>1 premium van/MPV</td><td>12</td><td></td></tr> <tr><td>4</td><td>Nov. 17, Sunday</td><td>1 premium van/MPV</td><td>12</td><td></td></tr> <tr><td>5</td><td>Nov. 18, Monday</td><td>1 premium van/MPV</td><td>12</td><td>2</td></tr> <tr><td>6</td><td>Nov. 19, Tuesday</td><td>1 premium van/MPV</td><td>12</td><td>2</td></tr> <tr><td>7</td><td>Nov. 20, Wednesday</td><td>1 premium van/MPV</td><td>12</td><td>2</td></tr> <tr><td></td><td>Nov. 20, Wednesday</td><td>1 SUV</td><td>6</td><td></td></tr> <tr><td>8</td><td>Nov. 21, Thursday</td><td>1 premium van/MPV</td><td>12</td><td>2</td></tr> <tr><td>9</td><td>Nov. 22, Friday</td><td>1 premium van/MPV</td><td>12</td><td>2</td></tr> <tr><td>10</td><td>Nov. 23, Saturday</td><td>1 premium van/MPV</td><td>12</td><td></td></tr> <tr><td></td><td>Nov. 23, Saturday</td><td>1 SUV</td><td>6</td><td>2</td></tr> <tr><td>11</td><td>Nov. 24, Sunday</td><td>2 premium van/MPV</td><td>12</td><td>2</td></tr> <tr><td>12</td><td>Nov. 25, Monday</td><td>2 premium van/MPV</td><td>12</td><td>2</td></tr> <tr><td>13</td><td>Nov. 26, Tuesday</td><td>2 premium van/MPV</td><td>12</td><td>2</td></tr> <tr><td>14</td><td>Nov. 27, Wednesday</td><td>2 premium van/MPV</td><td>12</td><td>2</td></tr> <tr><td></td><td>Nov. 27, Wednesday</td><td>1 SUV</td><td>12</td><td></td></tr> <tr><td>15</td><td>Nov. 28, Thursday</td><td>2 premium van/MPV</td><td>12</td><td>2</td></tr> <tr><td></td><td>Nov. 28, Thursday</td><td>1 SUV</td><td>6</td><td></td></tr> <tr><td>16</td><td>Nov. 29, Friday</td><td>1 premium van/MPV</td><td>12</td><td>2</td></tr> <tr><td></td><td>Nov. 29, Friday</td><td>1 SUV</td><td>12</td><td></td></tr> <tr><td></td><td>Nov. 29, Friday</td><td>1 SUV (one way only - Accommodation to airport)</td><td></td><td></td></tr> <tr><td>17</td><td>Nov. 30, Saturday</td><td>1 SUV</td><td>12</td><td></td></tr> </tbody> </table>	No.	Date	No. of Vehicles	No. of Hours	Provision for Overtime (in hours)	1	Nov. 14, Thursday	1 premium van/MPV	12		2	Nov. 15, Friday	1 premium van/MPV	12		3	Nov. 16, Saturday	1 premium van/MPV	12		4	Nov. 17, Sunday	1 premium van/MPV	12		5	Nov. 18, Monday	1 premium van/MPV	12	2	6	Nov. 19, Tuesday	1 premium van/MPV	12	2	7	Nov. 20, Wednesday	1 premium van/MPV	12	2		Nov. 20, Wednesday	1 SUV	6		8	Nov. 21, Thursday	1 premium van/MPV	12	2	9	Nov. 22, Friday	1 premium van/MPV	12	2	10	Nov. 23, Saturday	1 premium van/MPV	12			Nov. 23, Saturday	1 SUV	6	2	11	Nov. 24, Sunday	2 premium van/MPV	12	2	12	Nov. 25, Monday	2 premium van/MPV	12	2	13	Nov. 26, Tuesday	2 premium van/MPV	12	2	14	Nov. 27, Wednesday	2 premium van/MPV	12	2		Nov. 27, Wednesday	1 SUV	12		15	Nov. 28, Thursday	2 premium van/MPV	12	2		Nov. 28, Thursday	1 SUV	6		16	Nov. 29, Friday	1 premium van/MPV	12	2		Nov. 29, Friday	1 SUV	12			Nov. 29, Friday	1 SUV (one way only - Accommodation to airport)			17	Nov. 30, Saturday	1 SUV	12		1	lot			
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	<p>Specific Requirements for Vehicles/Scope of Work:</p> <p>a. The vehicle model should not be more than five years from the date of the award.</p> <p>b. A chauffuer must be provided for each vehicle for the duration of the service.</p> <p>c. The quote should include fuel, parking fees, and applicable taxes, but exclude toll fees. The supplier must ensure that the vehicles are equipped with RFIDs for tolls within Metro Manila. Any toll fees may be reimbursed, provided the supplier issues proof of use (e.g., Statement of Account) and the Official Receipt for RFID reloading. Reimbursement is limited to tolls incurred during the use of the guests' vehicles.</p> <p>d. The service area should be Metro Manila</p> <p>e. The vehicle must be well-maintained, with no noticeable exterior damage. The interior should be clean and free of smoke or any strong odors, and the air conditioning system must be in good working condition. Additionally, the seats should be captain's chairs or provide ample legroom.</p> <p>f. Seating capacity: 1) MPVs or minivans must accommodate at least 8 passengers (excluding the driver), and 2) SUVs must accommodate at least 5 passengers (excluding the driver).</p> <p>g. The supplier must ensure that there is a back up vehicle with the same specifications in case of unforeseen circumstances, without incurrance of additional charges to the agnecy.</p> <p><i>Other Requirements:</i></p> <p>The supplier must include the brand, model, and year of the vehicle in the quotation, along with photos of both the exterior and interior for technical evaluation. The supplier must also allow for a site visit to inspect the vehicle if requested by the end-user. Failure to comply with these requirements will result in automatic disqualification from the technical evaluation.</p> <p>Note: Supplier must provide option for rescheduling or modification of dates</p> <p style="text-align: center;">(Price Vat-Included)</p>					

Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

- Note:**
Note:
1. Please quote within__days from the date of RFQ.
 2. Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
 - a. Mayor's / Business Permit;
 - b. PhilGEPS Registration Number: _____ Membership: Platinum Red
 - c. Income / Business Tax Return (for above P500K);
 - d. Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above);
 - e. Updated Tax Clearance Certificate
 - f. Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

Sir,

I hereby certify under oath that I have personally conducted this canvass, which the price/s quoted are true and correct, and the signature of representative of the company submitting the quotation is genuine.


JOSEPHINE C. ALCASAREN / SONNY S. BERMUDEZ / FATHA K. KARIM
SIGNATURE OF CANVASSER

Telephone: 8836-3314
Telefax: 8813-1174

Please send your quotation to:

osg_procurement@vmail.com / osg_procurement@yahoo.com