



DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)
Energy Center, Rizal Drive Bonifacio
Global City, Taguig City, Philippines 1632

RFQ No.	RFQ-02-0101-2024-05-M0285-0716-0099
Purchase Request No.:	02-0101-2024-05-M0285

REQUEST FOR QUOTATION

Title of Procurement/End-user	: PROCUREMENT OF MFO VAN RENTAL FOR CY 2024
Approved Budget of the Contract	: Php87,000.00
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Item
Delivery Terms/Schedule	: 30 days upon receipt of Purchase Order
Delivery Location	: Department of Energy-Mindanao Field Office, Tolentino 2020 Building, Candelaria Avenue, Ecoland, Matina, Davao City
Payment Terms	: Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance.

SUBMISSION OF PROPOSALS/ QUOTATION and RELATED DOCUMENTS SHOULD BE COLLATED AND SUBMITTED IN A ONE (1) PDF FILE FORMAT

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City or through email at the following address: bacsecretariat@doe.gov.ph not later than **22 July 2024 at 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1	PROCUREMENT OF MFO VAN RENTAL FOR CY 2024	1		87,000.00
	DAVAO CITY and vicinities (10 hrs.)	6	5,500.00	33,000.00
	DAVAO REGION - Region 11 (12 hrs.)	2	8,000.00	16,000.00
	SOCCSKSARGEN - Region 12 (12 hrs.)	1	8,500.00	8,500.00
	CARAGA REGION - Region 13 (12 hrs.)	1	9,000.00	9,000.00
	NORTHERN MINDANAO - Region 10 (12 hrs.)	1	10,000.00	10,000.00
	ZAMBOANGA PENINSULA- Region 9 (12 hrs.)	1	10,500.00	10,500.00
	(THIS PROCUREMENT IS PER LOT)			
	Note: The itemized breakdown of the total cost of one (1) Lot procurement of MFO Van Rental for CY 2024 were based on tentative trip schedules and are solely intended for budgetary approximation only. The cost is inclusive of fuel, ferry/boat transfer and parking fees.			
	TERMS OF REFERENCE:			
	The SERVICE PROVIDER shall ensure that the following requirements are met:			

1. The table above is solely for budgeting purposes. Thus, **CLIENT** may increase or decrease the number of services per location as necessary, provided that the total services incurred will not exceed the total approved budget.
2. The **SERVICE PROVIDER** shall have a physical office located within Davao City.
3. The **SERVICE PROVIDER** shall be a registered business under the car rental or cooperative business type category.
4. The **SERVICE PROVIDER** shall provide van motor vehicle/s of not more than three (3) years old, duly registered with the LTO in good working / running condition, fully air-conditioned, with at least Twelve (12) passenger seating capacity each of the subject unit excluding the driver.
5. The **SERVICE PROVIDER** shall assign competent professional drivers with advanced knowledge in motor vehicle or car troubleshooting.
6. The **SERVICE PROVIDER** shall ensure the availability and reliability of the subject vehicles on a *Twelve (12)* hours aggregate per day basis. Additional charges, in excess of the 12 hour per day rate, shall be quoted by the **SERVICE PROVIDER** according to the latter's per hour per vehicle basis computation based on the per day rate provided under item *number 1*.
7. The **SERVICE PROVIDER** shall ensure the timely departure and arrival of motor vehicles (*van units*) from and to the respective assigned areas.
8. The drivers assigned or designated by the **SERVICE PROVIDER** shall, upon departure from and arrival in the assigned areas, log the time of arrival and departure, including the corresponding odometer readings, and to be attested and duly signed by the designated Team Leader and/or the latter's representative assigned in the particular van unit.
9. The **SERVICE PROVIDER** shall dispatch a replacement service vehicle unit immediately, made available within a Three (3) hours on-site, after receipt of advice from the DOE, in the event that any breakdown of vehicles are encountered. The **SERVICE PROVIDER** shall shoulder any cost or expenses that the **DOE** shall unnecessarily incur in the event that any replacement service vehicle shall be made available beyond the 3-hour period.
10. The **SERVICE PROVIDER** shall be liable for any accident caused by reckless imprudence, poor monitoring of each motor vehicle's condition or by any form of negligence that results to death, injury, or damage to or loss of property.
11. The **SERVICE PROVIDER** shall be responsible for any death, loss or injury suffered by the **DOE** personnel and/or the personnel of the latter's partner agencies or by any third party arising and/or resulting from the fault or negligence of the **SERVICE PROVIDER's** drivers in the performance of their services and condition of the van units without any prejudice to any criminal liability that may be incurred.

The **SERVICE PROVIDER** hereby agrees to fully indemnify the **DOE**, the latter's personnel and/or the personnel of the latter's partner agencies or guests, for any death, loss or injury that may be suffered therefrom as the case may be, for not later than *Thirty (30)* days after a formal claim has been filed.

12. The **SERVICE PROVIDER** shall ensure that all the assigned drivers shall strictly comply with the traffic laws, rules and regulations and follow minimum health protocols/standards and provision of hand sanitizer in the service vehicle.

13. The **SERVICE PROVIDER** shall shoulder the cost of accommodation and meal expenses of the assigned drivers.
14. The **SERVICE PROVIDER** will allow the client to change the date or cancel the activity in case of any event, emergencies or any untoward incidents that may occur. Thus, no charges will be paid by the client in any request for cancellation of the activity.

III. TERMS AND CONDITION:

The approved budget for the Contract for MFO Van Rental amounting to P87,000 shall be utilized as a **Consumable Amount**. The indicated itemized breakdown of Lot shall be treated as tentative schedules hence, the same is considered variable and may not be necessarily followed.

IV. PAYMENT:

The payment for the services rendered to the **Department of Energy – Mindanao Field Office** located at 3F & 4F, Tolentino 2020 Bldg., Candelaria Ave., Ecoland, Matina, Davao City, shall be made Thirty (30) days after the receipt of the official billing statement by the **SERVICE PROVIDER**.

Terms of Reference/Specifications

General Conditions:

1. Quotation shall be valid for sixty (60) days from submission.
2. The following documents shall be attached/included in the submission of proposal/quotation:
 - a) Mayor's / Business Permit
 - b) PhilGEPS Registration Number/Certificate
 - c) Income /Business Tax Return (**For ABCs above 500k**)
 - d) Omnibus Sworn Statement (Annex C)
3. Payment is through Check and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.
4. The Supplier shall clearly state the company name and account name for payment.
5. The price quoted is inclusive of all taxes and other charges.
6. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184 otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.

Annex A - Department of Energy Suppliers Quotation Submission Form

Solicitation No. _____
Purchase Request No. _____

Please quote your lowest price on the item/s under the specific Request for Quotation, subject to the terms, conditions and specifications as stated in the RFQ. Submit the quotation following the format below in a sealed envelope duly signed by your representative not later than the time and date as indicated in the RFO at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City. **LATE SUBMISSION WILL NOT BE ACCEPTED.**

Company Logo/Letterhead

Date : _____
 Company Name : _____
 Procurement Title : _____
 Delivery Date/Delivery Terms : [No. of Days] calendar days upon receipt of Purchase Order
 Delivery Location : Department of Energy Main Office, BGC Taguig City
 Payment Terms : Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance

Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total Bid
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

General Conditions:

1. Quotation shall be valid for sixty (60) days from submission
2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. **(If applicable)**
3. The following documents shall be attached/included in the submission of proposal/quotation:
 - a) Mayor's / Business Permit
 - b) PhilGEPS Registration Number
 - c) Income / Business Tax Return

d) Omnibus sworn Statement (Annex C)

4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.
5. The Supplier shall clearly state the company name and account name for payment.
6. The price quoted is inclusive of all taxes and other charges.
7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184, otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.

The above quoted prices are inclusive of all cost and applicable taxes.

After having carefully read and accepted your Terms of Reference/Specification we are submitting our quotation/proposal on the items at prices indicated above.

Name and Signature of Authorize Representative

Company Name/Business name
that will be used in the Notice of Award and Purchase Order/Notice to Proceed

Tel. No. / Cellphone No./ email address

Date

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the

BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]