



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

RFQ No.	RFQ-02-0151-2023-10-0454-1109-0210
Purchase Request No.:	02-0151-2023-10-0454

REQUEST FOR QUOTATION

Title of Procurement/End-user	: BUS RENTAL SERVICE FOR THE EDUCATIONAL TOUR AT BATAAN NUCLEAR POWER PLANT (BNPP)
Approved Budget for the Contract	: Php60,000.00
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: 5 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.

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 **13 November 2023, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
				Php60,000.00
I. RATIONALE The Department of Energy (DOE) Nuclear Energy Program Implementing Organization (NEPIO) Human Resource Development Technical Working Group needs passenger bus rental service to serve as transportation service for the employees, faculty, and students for the Educational Tour at Bataan Nuclear Power Plant (BNPP).				
II. TERMS				
A. Passenger Bus Minimum Specification: Vehicle Model: 2016 – 2021 Model Bus Type: Tourist Bus (AC) Seating Capacity: 49 seating capacity per full-size bus Engine Displacement: At least 4164cc Fuel Type: Diesel				
B. Rental Duration and Itinerary:				
• November 23, 2023 – from DOE Main Office to BNPP Morong, Bataan vice versa				

C. Vehicle must be in good working condition:

The service provider should have relatively new, clean and well-maintained tourist buses, preferably not more than seven years old. The upholstery and curtains should be clean smelling and untarnished. The vehicle, particularly the engine and air- conditioning units, should be in top condition.

- Road-worthy Condition and capable to provincial travel
- Good physical appearance (no broken or crack in mirrors, intact and functioning engine)
- Fully Air-conditioned
- Has Audio and Video System
- Vehicle must be a 2016-2021 Model
- Compliant to IATF Guidelines in relation to COVID – 19 Health Protocols
- Vehicle must be in excellent mechanical condition and does not need reconditioning, passed a smog and safety inspection, no fluid leak, and free of any mechanical defects.
- Vehicle must be duly registered under the name of the rental company.
- All features and vehicle parts must be functioning well such as but not limited to: vehicle brakes, signal lights, tire pressure, and air-conditioning system among other relevant parts/functions

III. INCLUSIONS

A. Inclusive of one (1) Professional Driver for the rented bus and must report on the scheduled date at 6:00 AM at the pickup point and vice-versa. Such assigned time of reporting is subject to change upon prior notice of the DOE-HRMD to the Rental Company. The professional driver shall be in proper attire and shall observe professionalism during the service.

B. Inclusive of meals and drinks for the drivers of the rented vehicle.

C. The driver to be deployed must be fully vaccinated.

D. Inclusive of fuel, parking fees, BGC entrance pass and insurance covering the rental period requirement.

E. The rented vehicle shall use / pass through expressways in order to arrive at the designated venue at the fastest possible time.

F. Inclusive of "tolls" and fees for the use of toll roads and expressways wherein the amount of the "toll" to be paid is subject to the distance traveled and vehicle class as stipulated in the relevant Toll By-laws for uncongested trip.

G. Vehicles must have RFID stickers installed i.e., Easy Trip and Autosweep for toll road and/or expressways where paid access is required.

H. Inclusive of Vehicle and Passenger Insurance, guaranteeing the safety of the passengers from accidents caused by human error/failure, mechanical error/failure, or any unfavorable circumstance where the passenger including their properties were involved. Any damage caused to the vehicle without the direct involvement of the passenger shall be resolved and fixed by the Rental Company.

I. Inclusive of any additional charges in case a Special Trip permit from LTFRB will be required.

J. Inclusive of Maintenance and Repair of the Vehicle. In case of any mechanical error/failure, the rental company shall provide repair service and shoulder the cost for the said repair.

K. In case of replacement of vehicle due to justifiable cause, the Rental Company shall immediately replace the unit/vehicle. The replacement vehicle shall be similar, if not higher in model and requirements as indicated in Sec. II-A of this Terms of Reference.

IV. QUALIFICATION OF THE SERVICE PROVIDER

The Rental Company should be a PhilGeps platinum member in good standing, and must be able to submit the following documents:

1. PhilGeps Registration
2. Mayor's/Business Permit
3. Income Tax Return
4. Omnibus Sworn Statement

V. TERMS OF PAYMENT

1. The Rental Company will issue an invoice for the agreed services every after completion of an itinerary. All invoices are due and payable within thirty (30) days of the date of invoice.
2. Bid price must be inclusive of taxes and duties.

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/Certificate
 - c. Income /Business Tax Return **(For ABCs above 500k)**
 - 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.

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 ABC
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
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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]