



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

RFQ No.	RFQ-02-0101-2022-06-0202-0722-0098
Purchase Request No.:	02-0101-2022-06-0202

REQUEST FOR QUOTATION

Title of Procurement/End-user	: HAULING SERVICES FOR VISAYAS FIELD OFFICE
Mode of Procurement	: Small Value Procurement (Sec. 53.9)
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: 30 Days upon receipt of Purchase Order
Delivery Location	: Department of Energy – Visayas Field Office, Cebu 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.

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 **26 July 2022, Tuesday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications		
Item No.	Description/ Specification:	Total ABC
	<p>OBJECTIVE</p> <p>To provide the DOE – Visayas Field Office with reliable and immediately available hauling services during the enforcement of downstream oil industry rules in Cebu Province area by, or with the assistance of, the Department of Energy, hereafter referred to as the CLIENT.</p> <p>REQUIREMENTS</p> <p>The CONTRACTOR shall ensure that the following requirements are complied:</p> <p>1. CONTRACTOR is a PhilGeps registered and shall provide the following vehicles, whenever necessary:</p> <ul style="list-style-type: none">i. 3-ton boom truck;ii. 10-wheeler open top cargo truck, with side railings; andiii. 6-wheeler open top cargo truck, with side railings. <p>All vehicles shall be in good working/running condition, with current licenses as required by concerned government agencies, that includes, among others, Land Transportation Office plate license and vehicle registration. The hiring is inclusive of drivers, fuels, parking fees or other fees/licenses/permits needed during transport and cargo handlers. The rate shall be on a per trip basis.</p>	496,000.00

The **CLIENT**, through its assigned representative, has the sole authority in the dispatch of the vehicles, including the designation of vehicles itinerary and time of departure and return.

2. **CONTRACTOR** shall assign competent professional drivers with advanced knowledge on car troubleshooting. The **CLIENT** shall not shoulder any expenses on the repair and maintenance of any vehicle. The **CONTRACTOR** shall assign a Supervisor that shall coordinate with the **CLIENT** on the dispatch of cargo personnel and assignment of the vehicles.
3. The **CONTRACTOR** shall prepare a trip ticket after each trip to be signed by the **CLIENT**, or its assigned representative. The trip ticket shall be accomplished in at least (2) copies, a copy of which shall be given to the **CLIENT** while another to be retained by the **CONTRACTOR**. The trip tickets shall be enclosed in the bill to be submitted to the **CLIENT** for payment purposes.
4. **CONTRACTOR** shall ensure the availability and reliability of vehicles within three (3) hours upon request by the **CLIENT** any time of day.
5. **CONTRACTOR** shall ensure the timely departure and arrival of its vehicles from and to the respective assigned areas.
6. **CONTRACTOR** shall ensure the safe handling of cargoes during the loading and unloading of the confiscated cargoes.
7. **CONTRACTOR** shall dispatch a replacement service vehicle immediately and be made available within one (1) hour on-site if any vehicle is unoperational. The **CONTRACTOR** shall shoulder all cost that may be incurred due to delay on the arrival of the replacement vehicle beyond the one-hour period. The replacement shall be of the same specification as to the replaced vehicle or can accommodate the requirements needed.
8. **CONTRACTOR** shall be liable for any accident and/or incident that results to death, injury, or damage to loss of property that any other third parties may suffer in the course of its service.
9. **CONTRACTOR** shall be responsible for any death, loss of injury suffered by **CLIENT's** personnel and/or **CLIENT's** partner agencies personnel or by any third party while in the performance of its services. **CONTRACTOR** shall fully indemnify **CLIENT**, its personnel and/or third parties for any death, loss or injury they may suffer therefrom, as the case may be, not later than thirty (30) days after a formal claim has been filed with it by **CLIENT**.

	<p>10.The CONTRACTOR shall vouch that its drivers shall have their professional driver's licenses, in accordance with national laws and shall comply strictly with traffic laws, rules and regulations.</p> <p>11.CONTRACTOR shall shoulder all living expenses of its drivers such as meals, and accommodation/lodgings.</p> <p>PAYMENT</p> <p>For the services enumerated, the contract price is inclusive of Value-Added-Tax (VAT) and other pertinent taxes. A monthly billing shall be prepared one (1) week after the end of the month for the services rendered.</p>	
	<p>Rental Rates</p> <p>Boom Truck (3 Tons) – P 12,000.00/trip 10-Wheeler Cargo Truck – P 10,000.00/trip 0..6-Wheeler Cargo Vehicles – P 8,000.00/trip</p>	
<p>General Conditions:</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a) Mayor's / Business Permit b) PhilGEPS Registration Number/Certificate 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. 		