



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

RFQ No.	RFQ-02-0151-2022-09-0313-1104-0173
Purchase Request No.:	02-0151-2022-09-0313

### REQUEST FOR QUOTATION

<b>Title of Procurement/End-user</b>	<b>: (re-bidding) MOTOR VEHICLE RENTAL FOR THE FOCUSED INSPECTION OF LUZON FIELD OFFICE</b>
<b>Mode of Procurement</b>	<b>: Small Value Procurement (AMP53.9)</b>
<b>Bidding Terms</b>	<b>: Per Lot</b>
<b>Delivery Terms/Schedule</b>	<b>: The eight (8) units shall provide services within the coverage date of <i>November 20-26, 2022</i></b>
Delivery Location	: Department of Energy Main Office, Luzon Field Office
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, 3<sup>rd</sup> 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](mailto:bacsecretariat@doe.gov.ph) not later than **10 November 2022 at 5:00PM.**- LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications		
Item No.	Description/ Specification:	Total ABC
	<b>8 Vans @ Php8,035.71/day x 7days</b>	<b>Php450,000.00</b>
	<p>To provide the enforcement teams with the reliable service vehicles during the implementation of the Focused Inspection under Oil Deregulation Fund on Compliance Monitoring on Liquid Fuels (LF) and LPG establishments Project to be initiated by the <b>Department of Energy, Luzon Field Office</b>, hereafter referred to as the <b>CLIENT</b>.</p> <p><b>Requirements</b></p> <p>The <b>CONTRACTOR</b> shall ensure that the following requirements are met:</p> <ol style="list-style-type: none"><li><b>CONTRACTOR</b> shall provide maximum of eight (8) vehicles, composed of the following: eight 2010 to present models of Toyota GL Grandia service vehicles, with at least 12-passenger seating capacity each. All vehicles shall not be older than three (3) years old and in good working/running condition fully air-conditioned. The hiring is inclusive of drivers, fuels, parking/toll fees or other fees/licenses/permits during transport.</li></ol> <p>The eight (8) units shall provide services within the <b>Province of Isabela</b>. The coverage date is <b>November 20-26, 2022</b>. (Please see Annex A-Vehicle Allocation Schedule for details of the number of vehicles to be dispatched daily.)</p>	

The **CLIENT**, through its assigned Supervisor, has the sole authority in the dispatch of the vehicles, including the assignment of assigned area and time of departure and return.

2. **CONTRACTOR** shall assign competent professional drivers with advance 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 and assignment of the vehicles
3. **CONTRACTOR** shall ensure the availability and reliability of vehicles on a 12-hour aggregate per day basis. Additional charges, in excess of the 12-hour/day rate, shall be quoted by the **CONTRACTOR** based on a per hour per vehicle basis based on the contract price.
4. **CONTRACTOR** shall ensure the timely departure and arrival of its vehicles from and to the respective assigned areas.
5. The **CONTRACTOR's** drivers shall, upon departure from and arrival in the assigned areas, log the time of arrival/departure and the corresponding odometer readings and attested to and duly signed by the **CLIENT's** Team Leader and/or his representative.
6. **CONTRACTOR** shall dispatch a replacement service vehicle immediately and be made available within one (1) hour on-site, after receipt of advice from the **CLIENT**, in the event that any breakdown of vehicles is encountered. 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.
7. **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.
8. **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**.
9. The **CONTRACTOR** shall vouch that its drivers shall have their professional driver's licenses, in accordance to national laws and who shall comply strictly with traffic laws, rules and regulations and wear proper attire during the conduct of inspection.
10. **CONTRACTOR** shall shoulder all living expenses of its drivers such as meals, and accommodation/lodgings. Toll fees must also be shouldered by the contractor.

**Payment**

For the services enumerated, the contract price is inclusive of Value-Added-Tax (VAT) and other pertinent taxes. A one-time full payment shall be made after services have been rendered to DOE-LFO.

**ANNEX A**

**VEHICLE ALLOCATION SCHEDULE**

November 20, 2022	-	8 vehicles (Pangasinan/Manila -Isabela)
November 21-25, 2022	-	8 vehicles (Isabela and vicinities)
November 26, 2022	-	8 vehicles (Isabela to Pangasinan/Manila)

(Note: All trips are within the Provinces of Isabela/Manila/Pangasinan)

**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.