



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

RFQ No.	RFQ-02-0151-2022-03-0080-0411-0037
Purchase Request No.:	02-0151-2022-03-0080

### REQUEST FOR QUOTATION

<b>Title of Procurement/End-user</b>	<b>: Van Rental Services of OIMB-RMMSCD for the Conduct of Focused Inspection in Palawan</b>
<b>Mode of Procurement</b>	<b>: Small Value Procurement (AMP53.9)</b>
<b>Bidding Terms</b>	<b>: 1 Lot</b>
<b>Delivery Terms/Schedule</b>	<b>: As per schedule</b>
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.

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 **15 April 2022, Friday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications														
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC										
1.		1 Lot		392,000.00										
2.	<table border="1"><thead><tr><th>No. of Vans</th><th>No. of Days</th><th>Area</th><th>Bid Per Van</th><th>Total Bid</th></tr></thead><tbody><tr><td>8</td><td>7</td><td>Any point in Palawan</td><td></td><td></td></tr></tbody></table>	No. of Vans	No. of Days	Area	Bid Per Van	Total Bid	8	7	Any point in Palawan					
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8	7	Any point in Palawan												
3.	<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 <b>DOE</b> with eight (8) models of Toyota Hi-Ace or Nissan Urvan or Grandia vans and/or its equivalent model, of less than three (3) years old, in good working/running condition, clean, fully-air conditioned, with at least 12-passenger seating capacity each (excluding the driver).</li><li><b>CONTRACTOR</b> shall shoulder all expenses relative to its service, e.g. fuel, parking fees, toll fees, drivers' meals and accommodations, etc.</li><li><b>CONTRACTOR</b> shall assign competent professional drivers with advance knowledge on car troubleshooting.</li><li>The vans shall provide shuttle services in the province of Laguna for a period of one week on 24-30 April 2022 (Sunday – Saturday). (Please refer to the attached Van Area Assignments for details.)</li><li><b>CONTRACTOR</b> shall ensure the availability and reliability of vehicles on a 12-hour aggregate per day basis.</li><li><b>DOE</b> shall have the option to extend or cut short the days of services of any vehicle/van. The rate shall be on a per day, per van basis for the extension provided, that the total cost is still within the ABC, while for the cutting short for a</li></ol>													

	<p>maximum of two (2) days, the unserved day/s shall not be charged.</p> <p>6. <b>CONTRACTOR</b> shall maintain its vehicles and ensure cleanliness prior to fetching of respective teams.</p> <p>7. <b>CONTRACTOR</b> shall ensure the timely departure and arrival of its vehicles from and to the respective assigned areas.</p> <p>8. The <b>CONTRACTOR's</b> 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 <b>DOE's</b> Team Leader and/or his representative.</p> <p>9. <b>CONTRACTOR</b> shall dispatch a replacement service vehicle immediately and be made available within 3 hours on-site, after receipt of advice from DOE, in the event that any breakdown of vehicles is encountered. The <b>CONTRACTOR</b> shall shoulder any cost or expense that <b>DOE</b> shall unnecessarily incur in the event that any replacement vehicle shall be made available beyond 3-hour period.</p> <p>10. <b>CONTRACTOR</b> shall be liable for any accident caused by reckless imprudence, poor monitoring of each vehicle's condition or by any form of negligence that results to death, injury, or damage to or loss of property.</p> <p>11. <b>CONTRACTOR</b> shall be responsible for any death, loss or injury suffered by <b>DOE's</b> personnel and/or <b>DOE's</b> partner agencies personnel or by any third party arising and/or resulting from the fault or negligence of <b>CONTRACTOR's</b> drivers in the performance of their services and condition of its vans under this Contract without prejudice to any criminal liability that may be incurred.</p> <p>12. <b>CONTRACTOR</b> hereby agrees to fully indemnify <b>DOE</b>, its personnel or guests for any death, loss or injury that may be suffered therefrom, as the case may be, not later than thirty (30) days after a formal claim has been filed with it by <b>DOE</b>.</p> <p>13. The <b>CONTRACTOR</b> shall ensure that drivers shall comply strictly with traffic laws, rules and regulations.</p>			
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**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
  - 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.