

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Regional Office III

Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATIONRFQ No. 2023-04-030
PR No. 2023-04-032
Mode of Proc: NP-SVP

*Company Name: _____
*Company Address: _____
*Contact Person: _____
*Contact No.: _____
*Email Address: _____
*PhilGeps Reg. No.: _____

***REQUIRED.** To avoid bid disqualification, please
fill out all the items accordingly. Indicate "N/A"
if not applicable. Thank you!

***Title of the Project: Procurement of Vehicle Rental for the use of DSWD FO III intended for Social Pension Payout for 1st Semester.**

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non – compliance. Also, furnish us with **descriptive brochures, catalogues, literatures and/or samples**, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed **Annex A**, please attach in your quotation, a duly notarized certification to this effect.

Interested supplier/s are required to submit copies of their **Mayor's/Business Permit**. The **Certificate of PhilGEPS Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

Please accomplish and submit this from together with Annex A and all the required documents to DSWD FO III - BAC Secretariat at DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga or email to quotation.fo3@dswd.gov.ph not later than **9:00AM April 19, 2023**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ NUMBER] [DEADLINE OF SUBMISSION]**. Bids submitted must be in **pdf format** ONLY **clearly scanned** in a **SINGLE FILE**. Any supporting documents shall be saved in a separate pdf file.

Very truly yours,


JENNIFER CAMPANG MORALES
Procurement Section Chief**Terms and Conditions:**

- Award shall be made on per: ☐ Item Basis ☒ Lot Basis
- No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
- Quotation validity shall be: Thirty (30) Calendar Day
- Good/s/Activity shall be delivered within: As per Schedule
- Place of Delivery: DSWD FO III, Maimpis, CSFP
- Terms of Payment: Within Thirty (30) Calendar Days
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).
Account Name: _____
Account Number: _____
Bank Name: _____
Branch: _____

*Note; Non-Land Bank of the Philippines accounts shall be charged a service fee.

7. Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.


8. For goods, please indicate brand, model and country or origin.

9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.

10. Please indicate Warranty (If applicable): _____

11. Alterations: Any interlineations, erasures or overwriting shall be valid only if they are signed by the supplier or any of its duly authorized representative(s).

12. NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free.



KEILYN JOY B. CALMA

PPMU

(Signature over Printed Name)
Supplier

Supplier

TERMS AND CONDITIONS

1. Purchase of vehicle rental service for 1st Semester of 2023, will be used within Pampanga and to any point in the Luzon Area
2. The vehicle shall be used to transport DSWD FO III's employees and other authorized persons, covered at all times by a duly vehicle rental form provided by the agency
3. The procurement of the above stated service shall be governed by R.A. 9184 and other pertinent Government Procurement Policy Board (GPPB) Resolutions
4. Documentary requirements prior to award of contract are as follows:
 - a. Certificate of Registration
 - b. DTI/SEC Registration
 - c. Valid and current Mayor's Permit
 - d. Copy of Tax Identification Number or VAT Registration or Income/Business Tax Return
 - e. Certificate of PhilGEPS Registration
 - f. Proposal with attached Company Profile and List of Clients Served
5. The Approved Budget for the Contract (ABC) and the winning bidder's price quotation is inclusive of applicable taxes
6. Award Basis:
on lowest bid per 10km rate w/ a maximum bid of 220 pesos only

*NOTE: applicable if odometer reading exceeded the 100km reading (no flag down rate)
7. The following are fixed rates:
 - 7.1 Flagdown rate of 3,000 pesos within 50km
 - 7.2 Overnight rate of 1,500 pesos in excess of 16 hours (exclusive of overtime rate)
 - 7.3 Overtime rate of 300 pesos per hour in excess of 12 hours but not exceeding 4 hours overtime
*NOTE: Reckoning time starts upon logging in and after the guard checked the odometer of vehicle utilized before departure and upon arrival.
8. Rental of vehicle is on on-demand or as need arises basis
9. Winning Bidder must have professional and courteous drivers equipped with cellular phone for easy communication

10. Rates offered are inclusive of gas, toll fees and parking tickets and the winning bidder should conduct regular disinfection of vehicles often each trip

11. The winning bidder shall shoulder all costs pertaining to the maintenance, insurance and accident expenses

(whether natural, unintentional or intentional) that may happen to the vehicle while under the use of the Agency

12. The winning bidder shall shoulder the meal expenses of the driver, the dispatcher

(if any) and their accommodation expense (if applicable)

13. The winning bidder shall provide in the vehicle at all times copies of its registration papers,

insurance certificate cover, including copies of official receipts thereon

14. The winning bidder shall provide third party liabilities insurance coverage

for P50,000.00 for each passengers

15. Winning bidder shall be afforded a four (4) hour notice for any change in the schedule

16. Vehicles of the winning bidder must be at least 2016 model and up, must be equipped with air-condition,

stereo, glass tint and seat belts, must be cool, clean and well sanitized

17. Vehicle Rental Service are all for DSWD RO3 services/program.

18. The General Services Section - ADMIN Division reserves the right to inspect each and every vehicle and demand an immediate replacement should problems/issues arise

19. Before a request for payment(s) will be processed, the winning bidder will be required to coordinate with an authorized representative of the Procuring Entity to make a full accounting of all vehicles used

20. Payments shall be made on a monthly basis to the winning bidder

only upon presentation of the following documentary requirements:

- a. Purchase Order;
- b. Statement of Account; and
- c. Vehicle Rental Form (template provided by the Agency)
- d. List of passengers

21. In response with the state of National Health Emergency due to the COVID 19 Pandemic, the following must be conducted and manifested as follows:

a. in addition to routine cleaning, surfaces that have frequent contact with hands should be cleaned and disinfected at following times:

> at least twice per day(before and after the trip)

> when visibly dirty

> after every transportation of passengers who displays respiratory symptoms(e.g. Cough, Sneezing, Etc.)

b. Frequently

> Car door handles

> Arm rests and Head rests

> Buttons for windows and locks

> seatbelts

c. Drivers are required to wear face masks i.e. Surgical Masks are recommended, all the time

through out the duration of the service

d. Rented vehicles are required to conduct and post a "No mask, No ride" policy to comply w. the minimum health standards

e. Every vehicle must have/ required to visibly present following items to passengers prior the trip

for them to use for safety purposes;

>1 pc Isopropyl/Ethyl Alcohol, 500ml, 70% solution

>1 pack Tissue, Interfolded

>1 pc Disinfectant Spray

>1pc Trash Bin w/ cover

ANNEX A

DATE	DESTINATION	PROVINCE	DURATION
April 20-21,2023	Victoria	TARLAC	OVERNIGHT
April 20-21,2023	Bamban	TARLAC	PER DAY
April 20-21,2023	Concepcion	TARLAC	PER DAY
April 20-21,2023	Capas	TARLAC	PER DAY
April 20-21,2023	Dingalan	AURORA	OVERNIGHT
April 20-21,2023	Castillejos	ZAMBALES	OVERNIGHT
April 20-21,2023	Subic	ZAMBALES	OVERNIGHT
April 20-21,2023	San Marcelino	ZAMBALES	OVERNIGHT
April 25-26,2023	San Antonio	ZAMBALES	OVERNIGHT
April 25-26,2023	San Narciso	ZAMBALES	OVERNIGHT
April 25-26,2023	San Felipe	ZAMBALES	OVERNIGHT
April 25-26,2023	Cuyapo	NUEVA ECIJA	OVERNIGHT
April 25-26,2023	Nampicuan	NUEVA ECIJA	OVERNIGHT
April 25-26,2023	Talavera	NUEVA ECIJA	OVERNIGHT
April 25-26,2023	Guimba	NUEVA ECIJA	OVERNIGHT
April 27-28,2023	Cabangan	ZAMBALES	OVERNIGHT
April 27-28,2023	Iba	ZAMBALES	OVERNIGHT
April 27-28,2023	Botolan	ZAMBALES	OVERNIGHT
April 27-28,2023	Carranglan	ZAMBALES	OVERNIGHT
April 27-28,2023	Muñoz	ZAMBALES	PER DAY
May 3,2023	Peñaranda	NUEVA ECIJA	PER DAY
May 3,2023	Jaen	NUEVA ECIJA	PER DAY
May 3,2023	Cabiao	NUEVA ECIJA	PER DAY
May 3,2023	San Antonio	NUEVA ECIJA	PER DAY
May 4-5,2023	Palauig	ZAMBALES	OVERNIGHT
May 4-5,2023	Candelaria	ZAMBALES	OVERNIGHT
May 4-5,2023	Sta Cruz	ZAMBALES	OVERNIGHT
May 4-5,2023	Llanera	NUEVA ECIJA	OVERNIGHT
May 4-5,2023	Rizal	NUEVA ECIJA	OVERNIGHT
May 4-5,2023	Palayan City	NUEVA ECIJA	OVERNIGHT