

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No. 2023-07-074
PR No. 2023-07-019
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: **VEHICLE RENTAL FOR THE CONDUCT OF ACTUAL PHYSICAL COUNT OF PPE AND SEMI-EXPENDABLE PROPERTY FOR CY 2023.**

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.

Pursuant to Appendix "A" of Annex "H" of the 2016 Revised IRR of Republic Act No. 9184, interested bidders **MUST** submit the following requirements along with their bid.

NP-Small Value Procurement (for NP-SVP)

- Philgeps Registration Number
- Valid Mayor's Permit
- Latest Income/Business Tax Return (for ABCs 500k and above)


For methods of procurement requiring **Mayor's Permit** and **Philgeps Registration Number, Updated Certificate of Philgeps Platinum Membership** may be submitted in lieu of the said documents. Failure to attach the required documents will result in the **DISQUALIFICATION** of your bid.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD FO III - BAC Secretariat either in person or electronically under the following conditions:

ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsite Select the Menu – "BID SUBMISSION"
IN PERSON SUBMISSION	Procurement Section, 2 nd Floor, New Building, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
DEADLINE OF SUBMISSION	1:00 PM July 26, 2023

Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Bids submitted must be in **pdf format** ONLY **clearly scanned** in a **SINGLE FILE** including supporting documents

Very truly yours,


RAYMUND VINCENT A. PANLILIO
 OIC Admin Division Chief
 Concurrent Procurement Section Chief

Terms and Conditions:

1. Award shall be made on per: ☐ Item Basis ☒ Lot Basis
 2. No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
 3. Quotation validity shall be: Thirty (30) Calendar Day
 4. Project Duration within: See attached scheduled date
 5. Place of Delivery: DSWD FO III, Maimpis, City of San Fernando, Pampanga
 6. Terms of Payment: Thirty (30) Calendar Days after the conduct of Activity
- 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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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 to register."

RFQ No.

2023-07-074

Date:

*Company Name: _____
 *Company Address: _____
 *Contact Person: _____
 *Contact No.: _____
 *PhilGEPS Reg. No.: _____

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications (Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)	UNIT COST	TOTAL COST
	1	LOT	VEHICLE RENTAL			
			Vehicle Capacity : Twelve (12) Seaters			
			Number of Vehicle : Three (3) vehicles per day			
			Pick-Up Point : DSWD Field Office III			
			Duration of Vehicle Rental : August 7- August 21, 2023			
			Please see the attached Schedule of Physical Inventory and Terms of Reference for the complete details.			
			* NOTHING FOLLOWS *			
			Approved Budget for the Contract: PhP 165,000.00			

Please do not leave any blank items.

TOTAL OFFERED QUOTATION / BID

In WORDS: 	In FIGURES: PHP _____
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PURPOSE: VEHICLE RENTAL FOR THE CONDUCT OF ACTUAL PHYSICAL COUNT OF PPE AND SEMI-EXPENDABLE PROPERTY FOR CY 2023.

PR No. 2023-07-019

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O) at DSWD-Regional Office III, Procurement Section within 48 hours from its issuance.

FAILURE to show up and sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

Please carefully re-check your bid (i.e. price, technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY"


RAYMUND VINCENT A. PANLILIO
 OIC - Admin Division Chief
 Concurrent Procurement Section Chief

 Supplier

Republic of the Philippines
Department of Social Welfare and Development
Field Office III, City of San Fernando (P)

SCHEDULE OF PHYSICAL INVENTORY OF PPE & ICS CY 2023

#	Office	Schedule of Physical Inventory
1	RECORDS AND ARCHIVES MANAGEMENT SECTION (RAMS)	July 17, 2023
2	PROCUREMENT SECTION	July 17, 2023
3	PROPERTY AND SUPPLY SECTION (PSS)	July 17, 2023
4	DSWD-COMMISSION ON AUDIT (COA)	July 17, 2023
5	ADMIN. DIVISION CHIEF OFFICE	July 18, 2023
6	GENERAL SERVICES SECTION (GSS)	July 18, 2023
7	CAPABILITY BUILDING SECTION (CBS)	July 18, 2023
8	INTERNAL AUDIT SECTION	July 19, 2023
9	LEGAL OFFICE	July 19, 2023
10	HUMAN RESOURCE MANAGEMENT DEVELOPMENT DIVISION (HRMDD)	July 19, 2023
11	CASH SECTION	July 19, 2023
12	BUDGET SECTION	July 20, 2023
13	PANTAWID-ICTMS	July 20, 2023
14	SUPPLEMENTAL FEEDING (SF)	July 20, 2023
15	PERSONNEL ADMIN SECTION (PAS)	July 20, 2023
16	REGIONAL DIRECTOR'S OFFICE	July 21, 2023
17	ASST. REGIONAL DIRECTOR FOR ADMINISTRATION (ARDA'S OFFICE)	July 21, 2023
18	ASST. REGIONAL DIRECTOR FOR OPERATION (ARDO'S OFFICE)	July 21, 2023
19	INFORMATION COMMUNICATION TECHNOLOGY MANAGEMENT SECTION (ICTMS)	July 24, 2023
20	PLANNING SECTION	July 25, 2023

21	STANDARD SECTION	July 25, 2023
22	SOCIAL TECHNOLOGY SECTION	July 25, 2023
23	COMMUNITY BASE SERVICES SECTION(CBSS)	July 26, 2023
24	PROTECTIVE SERVICES DIVISION CHIEF OFFICE (PSD)	July 26, 2023
25	REGIONAL CENTERS COORDINATOR (RCC)	July 26, 2023
26	TRAVEL CLEARANCE	July 26, 2023
27	ACCOUNTING SECTION	July 27, 2023
28	FINANCIAL MANAGEMENT DIVISION CHIEF OFFICE (FMD)	July 28, 2023
29	SOCIAL MARKETING SECTION(SMS)	July 28, 2023
30	REGIONAL ALTERNATIVE CHILD CARE OFFICE (RACCO)	July 28, 2023
31	Olongapo City	August 7, 2023
32	Subic	
33	San Marcelino	
34	San Felipe	
35	Castillejos	
36	San Narciso	
37	San Antonio	
38	Cabangan	August 7, 2023
39	Botolan	
40	Iba	
41	Palauig	
42	Masinloc	
43	Sto. Domingo	August 7, 2023
44	Talavera	
45	Science City of Muñoz	
46	Carranglan	
47	San Jose City	
48	Lupao	August 8, 2023
49	Nampicuan	
50	Cuyapo	

51	Guimba	
52	Talugtug	
53	Quezon	
54	Licab	
55	Laur	August 8, 2023
56	Gabaldon	
57	Dingalan	
58	Bongabon	
59	Palayan City	
60	Gapan City	August 8, 2023
61	General Tinio	
62	Sta. Rosa	
63	Cabanatuan City	
64	Aliaga, Nueva Ecija	August 9- 12, 2023
65	General Natividad	
66	Llanera, Nueva Ecija	
67	Rizal, Nueva Ecija	
68	Pantabangan, Nueva Ecija	
69	Maria Aurora	
70	San Luis	
71	Baler	
72	Dipaculao	
73	Dinalungan	
74	Casiguran	
75	Dilasag	
76	SWAD Aurora	
77	Zaragoza	August 14 , 2023
78	Cabiao	
79	San Isidro	
80	Jaen	
81	San Antonio	

82	Pulilan	August 14, 2023
83	Paombong	
84	Calumpit	
85	Hagonoy	
86	City of Malolos	
87	Bulacan	
88	Balagtas	
89	Baliuag	
90	Bustos	August 14, 2023
91	Bocaue	
92	Guiguinto	
93	Pandi	
94	Plaridel	
95	San Rafael	
96	San Ildefonso	
97	San Miguel	
98	Angat	August 15, 2023
99	Norzagaray	
100	DRT	
101	Sta. Maria	
102	Marilao	
103	City of Meycauayan	
104	Obando	
105	CSJDM	
106	San Clemente	August 15, 2023
107	Camiling	
108	Mayantoc	
109	Sta. Ignacia	
110	San Jose	
111	Bamban	
112	Capas	

113	Concepcion	August 15, 2023
114	Tarlac City	
115	Gerona	
116	Paniqui	
117	Moncada	
118	San Manuel	
119	La Paz	August 16, 2023
120	Victoria	
121	Ramos	
122	Pura	
123	Anao	
124	Hermosa	August 16, 2023
125	Dinalupihan	
126	Abucay	
127	Orani	
128	Samal	
129	Pilar	
130	Bagac	August 16, 2023
131	Morong	
132	Orion	
133	Limay	
134	Mariveles	
135	Balanga City	August 17, 2023
136	San Fernando	
137	Floridablanca	
138	Porac	
139	Angeles City	
140	Mabalacat	
141	Bacolor	
142	Guagua	
143	Sta. Rita	

144	Lubao	August 17, 2023
145	Sasmuan	
146	Sto. Tomas	
147	Minalin	
148	San Simon	
149	Apalit	
150	Macabebe	August 17, 2023
151	Masantol	
152	Magalang	
153	Mexico	
154	Sta. Ana	
155	Arayat	
156	Candaba	
157	San Luis	
158	SWAD Zambales	August 18, 2023
159	SWAD Tarlac	August 21, 2023
160	CRISIS INTERVENTION SECTION(CIS)	September 11, 2023
161	NATIONAL HOUSEHOLD TARGETING SYSTEM (NHTS)	September 12, 2023
162	POLICY AND PLANS DIVISION CHIEF OFFICE (PPD)	September 12, 2023
163	DISASTER RISK MANAGEMENT DIVISION(DRMD)	September 13, 2023
164	PANTAWID PAMILYANG PILIPINO PROGRAM-RPMO	September 14, 2023
165	UNIFIED MANAGEMENT SYSTEM (UFMS)	September 14, 2023
166	SOCIAL PENSION SECTION	September 14, 2023
167	PROMOTIVE DIVISION CHIEF OFFICE	September 15, 2023
168	SUSTAINABLE LIVELIHOOD PROGRAM UNIT(SLPU)	September 15, 2023
169	SWAD Nueva Ecija	September 21, 2023
170	SWAD Bulacan	September 26, 2023

171	SWAD Bataan	October 2, 2023
172	SWAD Pampanga	October 9, 2023
173	RSCC	October 20, 2023
174	RHFG-Nueva Ecija	October 27, 2023
175	Haven	November 3, 2023
176	RRCY	November 10, 2023
177	Tarlac Lingap Center	November 17, 2023
178	Tarlac Home For Girls	November 24, 2023
179	Amor Village	November 29, 2023

Note: Highlighted for request of vehicle rental

Prepared by:


NELLY T. GALVEZ
ADMIN OFFICER I

Reviewed by:


EDITHA Z. DIAZ
PROPERTY AND SUPPLY SECTION HEAD

Noted by:


RAYMUND VINCENT A. PANLILIO
OIC - ADMINISTRATIVE DIVISION CHIEF

TERMS AND CONDITIONS

1. Purchase of vehicle rental service for Physical Inventory of PPE and ICS CY 2023 of 2023, will be used with in 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 Flag down 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 passenger

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 throughout 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

Prepared by:

JEROME M. PAMINTUAN

AAII

Approved by:

RAYMUND VINCENT A. PANLILIO
OIC, ADMIN DIVISION CHIEF