

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENTRegional Office III
Government Centre, Maimpis, City of San Fernando (P)**REQUEST FOR QUOTATION**RFQ No. **2023-08-035**
PR No. **2023-08-044**
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/f, New Building, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
DEADLINE OF SUBMISSION	10:00 AM August 9, 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: August 14-18, 22, 2023
 5. Place of Delivery: Please see the attached Schedule of Physical Inventory
 6. Terms of Payment: 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

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.

2023-08-035

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 14-18, 22, 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 91,850.00			

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. 2023-08-044

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	Zaragoza	August 14 , 2023	
2	Cabiao		
3	San Isidro		
4	Jaen		
5	San Antonio		
6	Pulilan	August 14, 2023	
7	Paombong		
8	Calumpit		
9	Hagonoy		
10	City of Malolos		
11	Bulacan		
12	Balagtas		
13	Baliuag	August 14, 2023	
14	Bustos		
15	Bocaue		
16	Guiguinto		
17	Pandi		
18	Plaridel		
19	San Rafael		
20	San Ildefonso		
21	San Miguel	August 15, 2023	
22	Angat		
23	Norzagaray		
24	DRT		
25	Sta. Maria		
26	Marilao		
27	City of Meycauayan		
28	Obando		
29	CSJDM		

#	Office	Schedule of Physical Inventory	
30	San Clemente	August 15, 2023	
31	Camiling		
32	Mayantoc		
33	Sta. Ignacia		
34	San Jose		
35	Bamban		
36	Capas		
37	Concepcion	August 15, 2023	
38	Tarlac City		
39	Gerona		
40	Paniqui		
41	Moncada		
42	San Manuel		
43	La Paz	August 16, 2023	
44	Victoria		
45	Ramos		
46	Pura		
47	Anao		
48	Hermosa	August 16, 2023	
49	Dinalupihan		
50	Abucay		
51	Orani		
52	Samal		
53	Pilar		
54	Bagac	August 16, 2023	
55	Morong		
56	Orion		
57	Limay		
58	Mariveles		
59	Balanga City		

#	Office	Schedule of Physical Inventory	
60	San Fernando	August 17, 2023	
61	Floridablanca		
62	Porac		
63	Angeles City		
64	Mabalacat		
65	Bacolor		
66	Guagua		
67	Sta. Rita	August 17, 2023	
68	Lubao		
69	Sasmuan		
70	Sto. Tomas		
71	Minalin		
72	San Simon		
73	Apalit		
74	Macabebe	August 17, 2023	
75	Masantol		
76	Magalang		
77	Mexico		
78	Sta. Ana		
79	Arayat		
80	Candaba		
81	San Luis		
82	SWAD Zambales	August 18, 2023	
83	SWAD Tarlac	August 22, 2023	

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