

**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](http://www.philgeps.gov.ph) and register for free."

**RFQ No.:** 24-0724-NP-SVP  
**Date:** 28 May 2024

**Company Name:** \_\_\_\_\_  
**Company Address:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Contact No.:** \_\_\_\_\_  
**PhilGEPS Reg. No.:** \_\_\_\_\_  
**Company TIN:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
			SUPPLY AND DELIVERY OF:			
		units	<b>(AICS) - VEHICLE RENTAL SERVICES USAGE (Consumable)</b>			
			For project implementation, monitoring, payout.			
			<b>Vehicle Rental Services Fundings:</b>			
			AICS----- -----			
			<b>Total Vehicle Rental Funds Available:</b>			
			<b><u>LOT - 1</u></b>			
			<b>Proposed Rate per Vehicle types:</b>			
			<b>Air Conditioned Sedan:</b>			
	1		With in City Proper and inner areas of Cagayan de Oro City from DSWD Field Office 10 to any point of Cagayan de Oro City (Vice Versa)			
	2		From DSWD Field Office 10 to any points of Bukidnon Areas (Vice-Versa)			
	2		From DSWD Field Office 10 to any points of Lanao del Norte Areas (Vice-Versa)			

	0		From DSWD Field Office 10 to any points of Lanao del Sur Areas (Vice-Versa)			
	0		From DSWD Field Office 10 to any points of Marawi Areas (Vice-Versa)			
	2		From DSWD Field Office 10 to any points of Misamis Oriental Areas (Vice-Versa)			
	1		From DSWD Field Office 10 to any points of Misamis Occidental Areas (Vice-Versa) including all barge fees			
	1		From DSWD Field Office 10 to any points of Camiguin Areas (Vice-Versa) including all barge fees			
			<b>Air Conditioned SUV Montero/Fortuner/Innova (4x4 or 4x2):</b>			
	1		With in City Proper and inner areas of Cagayan de Oro City from DSWD Field Office 10 to any point of Cagayan de Oro City (Vice Versa)			
	2		From DSWD Field Office 10 to any points of Bukidnon Areas (Vice-Versa)			
	2		From DSWD Field Office 10 to any points of Lanao del Norte Areas (Vice-Versa)			
	0		From DSWD Field Office 10 to any points of Lanao del Sur Areas (Vice-Versa)			
	0		From DSWD Field Office 10 to any points of Marawi Areas (Vice-Versa)			
	2		From DSWD Field Office 10 to any points of Misamis Oriental Areas (Vice-Versa)			
	2		From DSWD Field Office 10 to any points of Misamis Occidental Areas (Vice-Versa) including all barge fees			
	2		From DSWD Field Office 10 to any points of Camiguin Areas (Vice-Versa) including all barge fees			
			<b>Air Conditioned Pick-up (4x4 or 4x2):</b>			
	2		With in City Proper and inner areas of Cagayan de Oro City from DSWD Field Office 10 to any point of Cagayan de Oro City (Vice Versa)			

	2		From DSWD Field Office 10 to any points of Bukidnon Areas (Vice-Versa)			
	2		From DSWD Field Office 10 to any points of Lanao del Norte Areas (Vice-Versa)			
	0		From DSWD Field Office 10 to any points of Lanao del Sur Areas (Vice-Versa)			
	0		From DSWD Field Office 10 to any points of Marawi Areas (Vice-Versa)			
	2		From DSWD Field Office 10 to any points of Misamis Oriental Areas (Vice-Versa)			
	2		From DSWD Field Office 10 to any points of Misamis Occidental Areas (Vice-Versa) including all barge fees			
	2		From DSWD Field Office 10 to any points of Camiguin Areas (Vice-Versa) including all barge fees			
			<b>Air Conditioned Van Highroof or Standard:</b>			
	3		With in City Proper and inner areas of Cagayan de Oro City from DSWD Field Office 10 to any point of Cagayan de Oro City (Vice Versa)			
	6		From DSWD Field Office 10 to any points of Bukidnon Areas (Vice-Versa)			
	6		From DSWD Field Office 10 to any points of Lanao del Norte Areas (Vice-Versa)			
	6		From DSWD Field Office 10 to any points of Lanao del Sur Areas (Vice-Versa)			
	6		From DSWD Field Office 10 to any points of Marawi Areas (Vice-Versa)			
	6		From DSWD Field Office 10 to any points of Misamis Oriental Areas (Vice-Versa)			

	6		From DSWD Field Office 10 to any points of Misamis Occidental Areas (Vice-Versa) including all barge fees			
	6		From DSWD Field Office 10 to any points of Camiguin Areas (Vice-Versa) including all barge fees			
	77		<b>Total Proposed Travel and Total Amount (Consumable)</b>			
			<b>Specifications:</b>			
			<b>Air Conditioned Sedan</b> - Automatic or Manual Transmission with seating capacity of 5 including the driver			
			<b>Air Conditioned SUV</b> <b>Montero/Fortuner/Innova (4x4 or 4x2)</b> - Automatic or Manual Transmission with seating capacity of 8 including the driver			
			<b>Air Conditioned Pick-up (4x4 or 4x2)</b> - Automatic or Manual Transmission with seating capacity of 5 including the driver			
			<b>Air Conditioned Van Highroof or Standard</b> - Automatic or Manual Transmission with seating capacity of 13 including the driver			
			<b>General Requirements:</b>			
			* Specified type/s of vehicles and number/s of vehicles needed may be requested by the end-users at anytime of the day As Needs Arises (ANA).			
			* Vehicle Rental Servicing Supplier must atleast have the minimum number of vehicle fleets as follows to cater the day to day vehicle services needs by the DSWD Field Office 10. Sedan-5, SUV-5, Van-10, Pick up-2, Bongo-2, Wing Van- 2.			
			* Garage, Terminal of the Vehicle Rental Servicing Supplier must be located with in Cagayan de Oro City for easy access, follow-ups and on-time delivery of its vehicle rental services.			

			* Rate offers must be expressed in terms of daily rate basis, inclusive of VAT, driver's food, fuel cost, repair cost, parking fees, barge fees and all applicable taxes and charges.			
			* All vehicle units as per requested are required to have its own driver self driving is not allowed.			
			* Vehicle Rental Servicing Supplier must provide "best effort basis" in the replacement of units on the day the vehicles had accident bar down and needs to be repair with the same class and same carrying capacity in the most earliest and convenient time.			
			* Inclusive of comprehensive insurance coverage (CIC) of all vehicle that will be requested, third party liability (TPL), bodily injury (BI) and Auto Passenger Insurance Coverage (APIC).			
			* All vehicles owned and managed by the Vehicle Rental Servicing Supplier their LTO registration must be up to date. To avoid any inconvenience during the time of travel.			
			* All drivers must have undergone at least 2nd dose of COVID-19 vaccination. Or what maybe imposed by the IATF in accordance to the prevention of COVID-19 virus.			
			* Drivers must always have attitude towards with his passenger/s.			
			* DSWD Field Office 10 will not be held liable by any means during any accidents, damages, that may incurred during the use of any said vehicles rendered and served by the Vehicle Rental Servicing Supplier.			
			* The total proposed Travel Amount Budget is for the covered year 2022 by any means if the budget will not be fully utilized with in the covered year the total amount remain will be continued to next preceding year until total budgetary amount will be fully consumed without the need of updating the contract.			

			<b>Areas and Destination of travels to be rendered by the Vehicle Rental Servicing Supplier:</b>			
			With in City Proper and inner areas of Cagayan de Oro City from DSWD Field Office 10 to any point of Cagayan de Oro City (Vice Versa)			
			From DSWD Field Office 10 to any points of Bukidnon Areas (Vice-Versa)			
			From DSWD Field Office 10 to any points of Lanao del Norte Areas (Vice-Versa)			
			From DSWD Field Office 10 to any points of Lanao del Sur Areas (Vice-Versa)			
			From DSWD Field Office 10 to any points of Marawi Areas (Vice-Versa)			
			From DSWD Field Office 10 to any points of Misamis Oriental Areas (Vice-Versa)			
			From DSWD Field Office 10 to any points of Misamis Occidental Areas (Vice-Versa) including all barge fees			
			From DSWD Field Office 10 to any points of Camiguin Areas (Vice-Versa) including all barge fees			
			<b>Total:</b>			
			*****NOTHING FOLLOWS*****			
			<b>Approved Budget for the Contract</b>			
			<b>(ABC): PhP 500,000.00</b>			

**PURPOSE:**

Admin-GSU-VEHICLE RENTAL SERVICES (Consumable) For project implementation, monitoring, payout and other purpose may serve.

**PR No.**

2024-05-0724

**IMPORTANT:** The winning bidder MUST SIGN the original copy of Purchase Order (P.O) upon receipt of the P.O. FAILURE to 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.

**ARNEL V. RADAZA**  
Procurement Officer

\_\_\_\_\_  
**Supplier**  
Signature over Printed Name

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Philgeps Reg. No. : \_\_\_\_\_  
Company TIN: \_\_\_\_\_  
Email Address: \_\_\_\_\_

RFQ No. 24-0724-NP-SVP  
Date: 27-May-24

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 in **Annex A** please attach in your quotation a duly notarized certification to this effect.

As a condition for award, you will be required to submit the following documentary requirements:

- \* Accomplished Quotation (for goods or infra)/Proposal (for consulting)
- \* Mayor's Permit
- \* PhilGEPS Registration No.
- \* PCAB license (for infra)
- \* Income/Bussines Tax Returns for Contract with an ABC amounting above Php. 500k
- \*Notarized Omnibus Sworn Statement for contracts with an ABC amounting to above Php. 50,000.00

**Note:**Submission of PhilGEPS Platinum Certificate of Registration and Membership is acceptable in lieu of the Mayor's Permit and PhilGEPS Reg. No.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD – Procurement Unit, DSWD Field Office 10, Masterson Avenue, Upper Carmen, Cagayan de Oro City or email it to [bac.fo10@dswd.gov.ph](mailto:bac.fo10@dswd.gov.ph) not later than **5:00 PM on June 3, 2024**. Quotations submitted to different email address as stated above shall not be considered for evaluation.

Very Truly Yours,

**ARNEL V. RADAZA**  
DSWD 10 Procurement Officer

**Terms and Conditions:**

1. Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
2. Quotation validity shall be: **6 Months**
3. Goods/Services shall be delivered/conducted within **15-30 working days upon receipt of PO**
4. Place of Delivery **DSWD Field Office 10**
5. Terms of Payment: **15-30 days after the inspections**

Payment through **LDDAP-ADA (List of Due and Demandable Accounts Payable-Advice to Debit Account)**.

Account Name: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_

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

6. Liquidated Damages/Penalty: *In case of failure to make full delivery within the time specified above, the 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 (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.*
7. For goods, please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate Warranty \_\_\_\_\_
10. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
11. 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](http://www.philgeps.gov.ph) and register for free."

**ARNEL V. RADAZA**  
Procurement Officer

\_\_\_\_\_  
**Supplier**  
Signature over Printed Name

Republic of the Philippines  
**Department of Social Welfare and Development**  
Field Office No. 10  
Cagayan de Oro City

**PROOF OF RECEIPT**

**Quotation No:** 24-0724-NP-SVP

**Items:** Vehicle Rental Services

**Purpose:** Admin-GSU-VEHICLE RENTAL SERVICES (Consumable) For project implementation, monitoring, payout and other purpose may serve.

<b>Company Name</b>	<b>Representative</b>	<b>Position / Designation</b>	<b>Date</b>	<b>Signature</b>

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**Canvasser**