

**REQUEST FOR QUOTATION  
(Negotiated Procurement – Two Failed Biddings)  
Purchase Request No. 2022-02-0137**

March 31, 2021

**Dear Sir/Madam,**

The Department of Social Welfare and Development Field Office 10 through the Bids and Awards Committee (DSWD-BAC), intends to apply the sum of **Four Million Six Hundred Ninety Thousand Pesos Only (Php 4,690,000.00)** being the Approved Budget for the Contract (ABC) for the **“Motor Vehicle Rental DSWD FO X 2022”**

The procurement of the project will be conducted through **Negotiated Procurement (Two-Failed Biddings)**, an Alternative Method of Procurement, in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

In line with this, you are requested to submit its sealed quotation/proposals not later than April 6, 2022 at 12:00 noon at DSWD-Bids and Awards Committee c/o BAC Secretariat, Masterson Avenue, Carmen, Cagayan de Oro City.

Copies of the following eligibility and technical and financial documents are also required to be submitted along with your quotation/proposal:

**A. ELIGIBILITY DOCUMENTS:**

1. Class “A” Documents:

- a) PhilGEPS Certificate of Registration;

b) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration;

c) Valid mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located. If for renewal and the permit is not yet available, the supplier must submit any proof/document that the supplier has already applied for the renewal/issuance of the new mayor's permit;

d) State Statement of all its ongoing and completed government and private Contracts, including awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the last three years;

d) Audited Financial Statements (AFS), showing among others, the prospective bidder's total and current assets and liabilities, stamped "RECEIVED" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two years from deadline for the submission of quotations;

e) Computation of the Net Financial Contracting Capacity (NFCC) or a commitment from the Universal or Commercial Bank to extend a credit line in favor of the prospective bidder, if awarded the contract (CLC);

**B. TECHNICAL DOCUMENTS:**

1. Omnibus Sworn Statement using the form prescribed. (Annex IV)
2. Bid Security, in accordance to the following schedule *(choose what form of bid security)*

<b>Form of Bid Security</b>	<b>Amount of Bid Security (Equal to Percentage of the ABC)</b>
a.) Cash, cashiers/manager's check, bank draft/guarantee confirmed by a Universal or Commercial Bank	

<p>b.) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p>	<p>Two percent (2%) of ABC</p>
<p>c.) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	<p>Five percent (5%) of ABC</p>
<p>d) Any combination of the foregoing.</p>	<p>Proportionate to share of form with respect to total amount of security</p>
<p>e) <b>Bid Securing Declaration</b> that is an undertaking which states, among others that the bidder shall enter into contract with the procuring entity and furnish the required performance security within ten (10) calendar days, or less, from receipt of the Notice to Award, and committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as required in the guidelines issued by the GPPB.</p>	

## PRICE QUOTATION

DESTINATIONS	Unit Cost
CITY PROPER ONLY (CAGAYAN DE ORO CITY)	
DSWD FIELD OFFICE 10 TO BUKIDNON AREAS (VICE VER-SA)	
DSWD FIELD OFFICE 10 TO MISAMIS OCCIDENTAL AREAS (VICE VER-SA)	
DSWD FIELD OFFICE 10 TO LANA O DEL NORTE AREAS (VICE VER-SA)	
DSWD FIELD OFFICE 10 TO CAMIGUIN AREAS (VICE VER-SA)	
DSWD FIELD OFFICE 10 TO MISAMIS ORIENTAL AREAS (VICE VER-SA)	
-ALUBIJID	
-BALINGASAG	
-BALINGOAN	
-BINUANGAN	
-CLAVERIA	
-EL SALVADOR	
-GINGOOG	
-GITAGUM	
-INITAO	
-JASAAN	
-KINOGUITAN	
-LAGONGLONG	
-LAGUINDINGAN	

-LIBERTAD	
-LUGAIT	
-MAGSAYSAY	
-MANTICAO	
-MEDINA	
-NAAWAN	
-OPOL	
-SALAY	
-SUGBONGCOGON	
-TAGOLOAN	
-TALISAYAN	
-VILLANUEVA	
<p>Note: Inclusive of Barge Fees – Misamis Occidental &amp; Camiguin Areas</p> <p>Sedan – with driver</p> <p>Automatic/Manual Transmission</p> <p>Seating Capacity: 5 (driver included)</p> <p>SUV – with driver</p> <p>Automatic/Manual Transmission 4X2 or 4X4</p> <p>Seating Capacity: 8 (driver included)</p> <p>VAN – with driver</p> <p>Automatic/Manual Transmission</p> <p>Seating Capacity: 12-15 (driver included)</p> <p>Elf/Wing/Forward</p> <p>Manual Transmission</p> <p>Max. Load of 3,300 kg</p>	

<p>Bongo Truck</p> <p>Manual Transmission</p> <p>Max. Load of 1,000 kg</p>	
<p>Terms and Conditions:</p> <ol style="list-style-type: none"> <li>1. Rate offers must be expressed in terms of daily and weekly rates basis, inclusive of VAT, driver's food, fuel cost, parking fees and all applicable taxes and charges.</li> <li>2. All vehicle units are required to have drivers with uniforms.</li> <li>3. Rental Company must provide "best effort basis" replacement units on the day the vehicles during accidents and repairs with the same class and same carrying capacity.</li> <li>4. Inclusive of comprehensive insurance coverage (CIC), third party liability (TPL), bodily injury (BI) and Auto Passenger Insurance Coverage (APIC).</li> <li>5. Availability of a 4-hr action team to any road/traffic emergency situation such as accidents and breakdown.</li> </ol>	

## Bid Form

Date: \_\_\_\_\_

RFQ No: \_\_\_\_\_

**To: The Bids and Awards Committee**

Department of Social Welfare & Development, Field Office X

Masterson Avenue, Upper Carmen, Cagayan de Oro City

**Gentlemen and/or Ladies:**

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer for **MOTOR Vehicle Rental for DSWD FO10 for FY 2022**

in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

<b>DESTINATIONS</b>	<b>VAN</b>	Succeeding rate per day	<b>SUV</b>	Succeeding rate per day	<b>SEDAN</b>	Succeeding rate per day	<b>Bongo TRUCK</b>	Succeeding rate per day	<b>10 Wheeler Wing Van Truck</b>	Succeeding rate per day
CITY PROPER ONLY (CAGAYAN DE ORO CITY)										
DSWD FIELD OFFICE 10 TO BUKIDNON AREAS (VICE VERSA)										
DSWD FIELD OFFICE 10 TO MISAMIS OCCIDENTAL AREAS (VICE VERSA)										
DSWD FIELD OFFICE 10 TO CAMIGUIN AREAS (VICE VERSA)										
DSWD FIELD OFFICE 10 TO										



LANAO DEL NORTE AREAS(VICE VER-SA)										
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-GITAGUM										
-INITAO										

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-LAGUINDINGAN										
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-OPOL										
-SALAY										
- SUGBONGCOGON										
-TAGOLOAN										

-TALISAYAN										
-VILLANUEVA										

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB Clause Error! Reference source not found.** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
(if none, state "None")		

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB Clause Error! Reference source not found.** of the Bidding Documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*      *[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

Approved by:

**ROSEMARIE P. CONDE**  
BAC Chairperson

Name and Signature of Bidder's representative: \_\_\_\_\_

Name of Bidder : \_\_\_\_\_

Date : \_\_\_\_\_