



DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)
Energy Center, Rizal Drive Bonifacio
Global City, Taguig City, Philippines 1632

RFQ No.	RFQ-02-0101-2022-EP-0025-0518-0050
Purchase Request No.:	02-0101-2022-EP-0025

REQUEST FOR QUOTATION

Title of Procurement/End-user	: SHUTTLE SERVICES FOR THE DOE-VFO PERSONNEL
Mode of Procurement	: Negotiated Procurement After Two Failed Biddings
Bidding Terms	:Per Lot
Delivery Terms/Schedule	: 15 Days upon receipt of Notice to Proceed
Delivery Location	: Department of Energy Main Office, BGC Taguig City
Payment Terms	: Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance.

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City or through email at the following address: bacsecretariat@doe.gov.ph not later than **23 May 2022, Monday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications		
Item No.	Description/ Specification:	Total ABC
	<p style="text-align: center;">TERMS OF REFERENCE</p> <p style="text-align: center;">Van Rental (Shuttle Services for DOE-VFO personnel)</p> <p>I. Objective:</p> <p>To provide adequate and safe transportation services to DOE-VFO personnel amidst the continued threat of the coronavirus in the Province of Cebu. With this initiative, the employees will be better protected due to minimal exposure to possible novel coronavirus carriers while using public transportation. This will also ensure continued government service. The proponent, and the end-user, is the Department of Energy - Visayas Field Office, hereafter referred to as the CLIENT.</p> <p>II. Approved Budget for the Contract: Php 2,508,000,000.00</p> <p>Inclusive of all cost, VAT, Taxes and other charges and without provision for price escalation.</p> <p>III. Scope of Work:</p> <p>1. The Department of Energy (DOE) needs a responsible and duly licensed shuttle vehicle service operator to provide two (2) units of vehicle for daily shuttle services for DOE employees for:</p> <p style="margin-left: 40px;">a. From residences to DOE Office and from DOE office to residences with the following pick-up/drop-off points:</p> <p style="margin-left: 80px;">i. Minglanilla, Cebu *with stop-overs in between as the need arises</p> <p style="margin-left: 80px;">ii. Lilo-an, Cebu *with stop-overs in between as the need arises</p>	2,508,000.00

	<p>b. Vehicle service for official transportation for DOE official business within the Vicinity of Metro Cebu during the 10-hour per day vehicle duty.</p> <p>2. Provision of two (2) units of fully air-conditioned passenger/commuter, inclusive of fuel expenses, with comfortable/enough leg rooms and width, with at least 12-passenger seating capacity. All vehicles shall not be older than three (3) years and in good working/running condition fully air-conditioned and equipped by COVID 19 passenger separator that should be compliant to the requirement of the IATF for COVID 19.</p> <p>3. In case that the number of service hour exceed the 10hr/day due to circumstances beyond the control of DOE, such as traffic conditions, flooding, storm, emergency cases, and other similar situation, the Service Provider is required to render the service of transporting the DOE employee from/to DOE office at designated pick-up/drop-off point without any additional cost.</p> <p>4. Designation of focal person that will coordinate with DOE designated dispatch officer on the administrative and logistical aspect of the services required.</p> <p>5. Compliance to the DOE health and safety protocols including other government agency issuances relating to the response and mitigating measures against the COVID-19 pandemic, such as but not limited to:</p> <ul style="list-style-type: none"> a. Sanitization and disinfection of common and frequently touched surfaces (e.g. seat surfaces, rails, belts, door and window controls), before, between and after each use; b. Daily general disinfection of the vehicle; c. Weekly vehicle fumigation by a professional disinfection service provider; d. Provision of thermal scanner thermometer; e. Daily Service Provider health clearance for the drivers; f. Wearing of face mask and gloves at all times; and g. Submission of medical certificate on the health status of the drivers assigned when required by the DOE. <p>IV. Service Provider Responsibilities:</p> <ol style="list-style-type: none"> 1. Ensure the availability and reliability of vehicles on a daily basis. 2. Ensure the timely departure and arrival of its vehicles from and to the respective assigned areas. 3. The Service provider drivers shall, upon departure from and arrival in the assigned areas, accomplished daily itinerary by logging the time of arrival/departure and the corresponding odometer readings and attested to and duly signed by the DOE dispatch officer or his representative for proper documentation and contact tracing. 4. Provide a replacement service vehicle immediately in case of vehicle breakdown and be made available within one (1) hour on-site, after receipt of advice from the DOE. All cost related to the provision of replacement shall be to the account of the Service Provider. vehicle beyond the one-hour period. 5. Provide the mandatory insurance coverage required by the government for the shuttle service vehicles. 6. Drivers must possess the following: <ol style="list-style-type: none"> a. Holder of valid professional driver's license b. Pass the safety requirements of GSD of CLIENT, e.g., submission of Clearances issued by NBI, PNP, Court, Barangay of Residence for the past six (6) months, and Medical Certificate especially Neuro and Drug Tests; 	
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<p>c. Physically and mentally fit to drive; and d. With drug test certificate for drivers taken within one week before its actual assignment.</p> <p>7. Submission of daily Travel Report of accomplished Trip Ticket.</p> <p>8. Replacement of vehicle as requested by DOE based on its assessment as to the reliability/safety or when the government or DOE health protocols or requirements are not met.</p> <p>V. Service Period:</p> <p>For bidding purposes, the provision of shuttle service shall be from January to December 2022. The indicated ABC is for a twelve-month period. The Contract period will be based on the actual period after the issuance of Notice to Proceed (NTP) and the contract amount will be computed based on the bid divided by 12 months multiplied by the remaining number of months/days until 31 December 2022.</p> <p>VI. Penalties and Deduction:</p> <ol style="list-style-type: none"> 1. Billing shall be passed on the actual services rendered, in case the Service provider provided only half day service, the billing shall be prorated based on the daily rate. A penalty of 10% shall be charged to the Service Provider based on the unserved service. 2. Payment of 75% only for the pertinent trip if the shuttle vehicle's air-con system is not working/operating normally; and 3. 50% penalty if the shuttle service failed to reached the drop-off point destination due to breakdown <p>VII. Other Requirements:</p> <ol style="list-style-type: none"> 1. SEC/ DTI/ CDA Certificate of Business Registration; 2. Current/ Valid Business Permit (Mayor's Permit); 3. Income/Business Tax Return or Current/ Valid Tax Clearance; 4. Omnibus Sworn Statement; 5. LTFRB Franchise for Shuttle Service/Vehicle Rental; 6. OR/ CR of Vehicles for hire; 7. Insurance Policy; 8. PhilGEPS Membership No. <p>VIII. Payment Terms:</p> <p>Monthly Billing based on the actual services rendered upon submission of complete documentation (Daily Travel Report/Trip Ticket)) and acceptance of end-user. Payment is through check payment processed at the Visayas Field Office and subject to usual government auditing and accounting procedures.</p>	
<p>General Conditions:</p> <ol style="list-style-type: none"> 1. Quotation shall be valid for sixty (60) days from submission 2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. (If applicable) 3. The following documents shall be attached/included in the submission of proposal/quotation: <ol style="list-style-type: none"> a) Mayor's / Business Permit b) PhilGEPS Registration Number/Certificate c) Income /Business Tax Return d) Omnibus sworn Statement (Annex C) 4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee. 5. The Supplier shall clearly state the company name and account name for payment. 6. The price quoted is inclusive of all taxes and other charges. 7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184 otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR. 	