



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

RFQ No.	RFQ-02-0151-2026-02-M0166-0826-0153
Purchase Request No.:	02-0151-2026-02-M0166

REQUEST FOR QUOTATION

Title of Procurement/End-user	: PROCUREMENT OF OIMD VAN RENTAL SERVICES/MFO-OIMD
Approved Budget for the Contract	: Php380,000.00
Mode of Procurement	: Small Value Procurement (Sec.34)
Award Criterion	: LCRB
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: Based on the Terms of Reference
Delivery Location	: Department of Energy – Mindanao Field Office Tolentino 2020 Bldg., Candelaria St., Ecoland, Matina, Davao 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.

SUBMISSION OF PROPOSALS/ QUOTATION and RELATED DOCUMENTS SHOULD BE COLLATED AND SUBMITTED IN A ONE (1) PDF FILE FORMAT

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, Department of Energy, G/F-Annex Building, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig or through email at the following address: bacsecretariat@doe.gov.ph not later than **(01 September 2026, 4:00PM)**. **LATE SUBMISSION WILL NOT BE ACCEPTED.**

Terms of Reference/Specifications				
	Description/Specification:	Quantity	Unit Price	Total ABC
1 lot	Van Rental	6		380,000.00
Travel Coverage: (6 vans for 7 days) • Sept. 13, 2026 – Davao City to Tacurong City • Sept. 14-18, 2026 – At Sultan Kudarat Province and vicinity • Sept. 19, 2026 – Tacurong City to Davao City Requirements The SERVICE PROVIDER shall comply with the following requirements: 1. The SERVICE PROVIDER shall provide six (6) vans of the latest available model, each not more than five (5) years old, duly registered with the Land Transportation Office (LTO), in good running condition, and equipped with a fully functional air-conditioning system. Each van shall have a minimum seating capacity of twelve (12) passengers, excluding the driver. 2. The SERVICE PROVIDER shall assign competent and duly licensed professional drivers who are experienced, knowledgeable in basic vehicle troubleshooting, and capable of performing minor roadside repairs, when necessary. 3. The SERVICE PROVIDER shall ensure the availability and reliability of the vehicles for an aggregate of <i>Twelve (12)</i> hours per day throughout the rental period. Any service rendered beyond the twelve (12)-hour daily period shall be subject to				

additional charges, which shall be quoted by the **SERVICE PROVIDER** on a per-hour, per-vehicle, computed based on the per day rate.

4. The **SERVICE PROVIDER** shall ensure the timely departure and arrival of the motor vehicles (*van units*) from and to the respective assigned areas.
5. The drivers assigned or designated by the **SERVICE PROVIDER** shall, upon departure from and arrival in the assigned areas, log the time of arrival and departure, including the corresponding odometer readings, and to be attested and duly signed by the designated Team Leader and/or the latter's representative assigned in the particular van unit.
6. The **SERVICE PROVIDER** shall replace immediately any vehicle that becomes unserviceable with an equivalent or better unit. The replacement vehicle shall be made available within three (3) hours from notice by the Department of Energy (DOE) to prevent disruption of official activities. Should the **SERVICE PROVIDER** fail to provide a replacement vehicle within the prescribed period, it shall bear all reasonable and necessary costs and expenses incurred by the **DOE** as a result of the delay.
7. The **SERVICE PROVIDER** shall be liable for any accident caused by reckless imprudence, poor monitoring of each motor vehicle's condition or by any form of negligence that results to death, injury, or damage to or loss of property.
8. The **SERVICE PROVIDER** shall be responsible for any death, loss or injury suffered by the **DOE** personnel and/or the personnel of the latter's partner agencies or by any third party arising and/or resulting from the fault or negligence of the **SERVICE PROVIDER's** drivers in the performance of their services and condition of the van units without any prejudice to any criminal liability that may be incurred.

The **SERVICE PROVIDER** hereby agrees to fully indemnify the **DOE**, the latter's personnel and/or the personnel of the latter's partner agencies or guests, for any death, loss or injury that may be suffered therefrom as the case may be, for not later than *Thirty (30)* days after a formal claim has been filed.
9. The **SERVICE PROVIDER** shall ensure that all the assigned drivers shall strictly comply with the traffic laws, rules and regulations and follow minimum health protocols/standards.
10. The **SERVICE PROVIDER** will allow client to reschedule or cancel the activity in the event of unforeseen circumstances, emergencies, force majeure, or any untoward incidents that may occur. In such cases, no cancellation fee or other charges shall be imposed on the client.
11. The **SERVICE PROVIDER** shall submit the following:
 1. Valid Mayors/Business Permit;
 2. PhilGeps Registration Certificate;
 3. Notarized Omnibus Sworn Statement; and
 4. Copy of CR and OR of all offered vehicles

PAYMENT:

The payment for the services rendered to the **Department of Energy – Mindanao Field Office** located at 3F & 4F, Tolentino 2020 Bldg., Candelaria St., Ecoland Drive, Matina, Davao City, shall be made *Thirty (30)* days after the receipt of the official billing statement by the **SERVICE PROVIDER**

General Conditions:

1. Quotation shall be valid for sixty (60) days from submission
2. Sample/picture of the vehicles complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/picture in the proposal is a ground for disqualification. (As stated in the Terms of Reference/ Specifications)
3. The following documents shall be attached/included in the submission of proposal/quotation:
 - a) Mayor's / Business Permit
 - b) PhilGEPS Registration Number/Certificate
 - c) Income /Business Tax Return (For ABCs above 500k)
 - 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 12009 otherwise the Supplier may be sanctioned under the provision of RA 12009 and its IRR.

Annex A - Department of Energy Suppliers Quotation Submission Form

Solicitation No. _____
Purchase Request No. _____

Please quote your lowest price on the item/s under the specific Request for Quotation, subject to the terms, conditions and specifications as stated in the RFQ. Submit the quotation following the format below in a sealed envelope duly signed by your representative not later than the time and date as indicated in the Procurement Management Division Office, Department of Energy, G/F-Annex Building, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig. LATE SUBMISSION WILL NOT BE ACCEPTED.

Company Logo/Letterhead

Date	:	
Company Name	:	
Procurement Title	:	
Delivery Date/Delivery Terms	:	30 calendar days upon receipt of Purchase Order
Delivery Location	:	Department of Energy – Mindanao Field Office Tolentino 2020 Bldg., Candelaria St., Ecoland, Matina, Davao 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

Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total Bid
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

General Conditions:

1. Quotation shall be valid for sixty (60) days from submission
2. Sample/picture of the vehicles complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/pictures in the proposal is a ground for disqualification. **(As stated in the Terms of Reference/Specifications)**
3. The following documents shall be attached/included in the submission of proposal/quotation:
 - a) Mayor's / Business Permit
 - b) PhilGEPS Registration Number
 - 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 12009, otherwise the Supplier may be sanctioned under the provision of RA 12009 and its IRR.

The above quoted prices are inclusive of all cost and applicable taxes.

After having carefully read and accepted your Terms of Reference/Specification we are submitting our quotation/proposal on the items at prices indicated above.

Name and Signature of Authorize Representative

Company Name/Business Name and Address that will be used in the Notice of Award and Purchase Order/Notice to Proceed

Tel. No. / Cellphone No./ email address

Date

Omnibus Sworn Statement Form
[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*
 - *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
 - *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*
 - *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]**[insert “as supported by the attached duly notarized Special Power of Attorney” for authorized representative]*;
 - *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary’s Certificate, whichever is applicable;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *Select one, delete the others:*
 - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, and controlling stockholders of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to backlisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to

criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.*
 - *In case of Foreign Bidders: [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.*
8. *[Name of Bidder] complies with existing labor laws and standards; and*
9. *[Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:*
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.
10. *[Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.*
11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued]*, *[place issued]*
IBP No. __, *[date issued]*, *[place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.