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

RFQ No.	RFQ-02-0151-2026-09-0553-0924-0164
Purchase Request No.:	02-0151-2026-09-0553

REQUEST FOR QUOTATION

Title of Procurement/End-user	**: PROCUREMENT OF VAN RENTAL TO THE CONDUCT OF OIMB'S FOCUSED INSPECTION IN THE PROVINCE OF RIZAL/OIMB-RMMSCD**
Mode of Procurement	**: Small Value Procurement (Sec.34) R.A. 12009**
Bidding Terms	**: One (1) Lot**
Award Criterion	**: LCRB/SCRB**
Delivery Terms/Schedule	**: Based on The Terms of Reference**
Delivery Location Payment Terms	: Department of Energy Main Office, BGC Taguig City : A one-time full payment shall be made within thirty (30) working days after CONTRACTOR has submitted its billing and accomplished Trip Tickets to CLIENT

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 **(29 September 2026, 4:00PM)**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	Rental of Vans (12-seater capacity)	9	PhP. 57,400.00	516,600.00
2.	Area:			
3.	Day 1: Metro Manila to Rizal Province and vicinities			
4.	Day 2-6: Rizal Province and vicinities			
5.	Day 7: Rizal Province and vicinities to Metro Manila			

I. Requirements

The **CONTRACTOR** shall ensure that the following requirements are met:

1. **CONTRACTOR** shall provide **DOE** with nine (9) latest models of Toyota Hi-Ace Grandia or Nissan Urvan and/or its equivalent model, of less than five (5) years old, in good working/running condition, clean, fully-air conditioned, with at least 12-passenger seating capacity each (excluding the driver).

   CONTRACTOR shall shoulder all expenses relative to its service, e.g., fuel, parking fees, toll fees, drivers' meals and accommodation, etc.

   The quoted price shall be firm and irrevocable and not subject to any change whatsoever, due to increase in cost of fuel, parking fees, toll fees, drivers' meals and accommodation, etc.

2. **CONTRACTOR** shall assign competent professional drivers with advanced knowledge on car troubleshooting. The drivers shall wear proper attire, e.g. pants, shirt with sleeves and closed shoes during the conduct of inspection.

3. The vans shall provide shuttle services in the province of Rizal for a period of one week on 11 – 17 October 2026 (Sunday – Saturday).

   In case the inspection will be postponed to a new schedule, the quoted price shall remain binding and enforceable until December 2026.

4. **CONTRACTOR** shall ensure the availability and reliability of vehicles on a 12-hour aggregate per day basis.

5. **DOE** shall have the option or cut short the days of services of any vehicle/van subject to the daily rate of _____ per vehicle/van. Reducing the services of any vehicle/van is allowed up to a maximum of two (2) days and such unserved day/s shall not be charged thereby correspondingly decreasing the Contract Price.

6. **CONTRACTOR** shall maintain its vehicles and ensure cleanliness prior to fetching of respective teams.

7. **CONTRACTOR** shall ensure the timely departure and arrival of its vehicles from and to the respective assigned areas.

8. The **CONTRACTOR's** drivers shall, upon departure from and arrival in the assigned areas, log the time of arrival/departure and the corresponding odometer readings and attested to and duly signed by **DOE's** Team Leader and/or his representative.

9. **CONTRACTOR** shall dispatch a replacement service vehicle immediately and be made available within 3 hours on-site, after receipt of advice from DOE, if any breakdown of vehicles is encountered. The **CONTRACTOR** shall shoulder any cost or expense that **DOE** shall unnecessarily incur in the event that any replacement vehicle shall be made available beyond a 3–hour period.

10. **CONTRACTOR** shall be liable for any accident caused by reckless imprudence, poor monitoring of each vehicle's condition or by any form of negligence that results to death, injury, or damage to or loss of property.

11. **CONTRACTOR** shall be responsible for any death, loss or injury suffered by **DOE's** personnel and/or **DOE's** partner agencies personnel or by any third party arising and/or resulting from the fault or negligence of **CONTRACTOR's** drivers in the performance of their services and condition of its vans under this Contract without prejudice to any criminal liability that may be incurred.

12. **CONTRACTOR** hereby agrees to fully indemnify **DOE**, its personnel or guests for any death, loss or injury that may be suffered therefrom, as the case may be, not later than thirty (30) days after a formal claim has been filed with it by **DOE.**

13. The **CONTRACTOR** shall ensure that drivers comply strictly with traffic laws, rules and regulations.

14. The Contract Price for the services shall be **Five Hundred Sixteen Thousand Six Hundred** pesos only (**PhP. 516,600.00**).

General Conditions:

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:
   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 RFQ at the Procurement Management Division Office, Department of Energy, G/F-Annex Building, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City. LATE SUBMISSION WILL NOT BE ACCEPTED.

Company Logo/Letterhead

Date :
Company Name :
Procurement Title :
Delivery Date/Delivery Terms : [No. of Days] calendar days upon receipt of Purchase Order
Delivery Location : Department of Energy Main Office, BGC Taguig City
Payment Terms :

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/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. ***(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 _____

<u>Company Name/Business Name and Address</u> 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 _____.