



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN**



REQUEST FOR QUOTATION

P.R. NO:	2024-09-2603	MODE OF PROCUREMENT:	NP-Small Value Procurement
P.R. DATE:	25 September 2024	REF. NO.:	RFQ-2024-347
END-USER:	QMS	DATE PREPARED:	25 September 2024
PRN:	<u>11291510</u>	CLOSING DATE/TIME:	30 September 2024 10:00 AM

1. The DENR-Central Office, through its Bids and Awards Committee for Regular Operations, invites eligible bidder/s to submit duly signed proposal/quotation not later than the closing date and time for the procurement project stated below:

DESCRIPTION	QTY	UNIT	TOTAL ABC (P) (VAT INCLUSIVE)
Bus Rental to Convey the Participants of the Activity entitled Technical Guidance and Re-Orientation for Internal Auditors	1	lot	120,000.00

2. Proposal/quotation received in excess of the ABC shall automatically be rejected.

3. Interested bidder/s must submit the following documents:

A. ELIGIBILITY DOCUMENTS	
1.	Valid and current Certificate of PhilGEPS Registration (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR (pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021); or PhilGEPS Registration Number
2.	Valid and Current Mayor's/Business Permit for CY 2024
<i>Note: 1.Previously submitted Eligibility Documents that remain valid until the closing date do not need to be re-submitted by the bidder/s. 2.If Annex "A" documents in the PhilGEPS Platinum Registration are valid, the Business/Mayor's Permit is not required. 3.If the Business/Mayor's Permit has expired, the bidder may submit the Official Receipt (OR) for renewal with the expired permit, provided that the renewal application is within the three (3) months from the permit's expiration. 4.Special Power of Attorney/Board Resolution/Authorization as duly authorized representative valid for six (6) months. (If applicable)</i>	
B. TECHNICAL AND FINANCIAL DOCUMENTS	
3.	Completely filled out and duly signed Technical Proposal Form and Financial Quotation Form (Annex "A")

Failure to submit all documents as required above shall be automatically disqualified.

- Price must be inclusive of VAT and must be valid for Sixty (60) calendar days upon submission of proposal/quotation.
- Award of Contract shall be made to the lowest calculated and responsive quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
- Refusal to sign and accept the Award or enter into contract without justifiable reason, may be grounds for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.
- Open proposal/quotation may be submitted at Procurement Management Section-Property and Supply Management Division (PrMS-PSMD), 2nd Floor, 2-Storey Warehouse, DENR Compound, and/or thru e-mail address ampbac.co@denr.gov.ph and/or fax number (02) 8926-2675. For further inquiries, you may coordinate with Ms. Dianne G. Ibias/Ms. Gianina P. Agir at the same contact details.
- If thru email, kindly indicate in the subject ATTENTION: GIANINA P. AGIR - RFQ-2024-347
- DENR reserves the right to reject any and all proposals, declare failure, or not award the contract at any time in accordance with Section 41 of RA 9184 and its IRR without thereby incurring liability to the affected supplier.

Sgd.
DIANNE G. IBIAS
 Chief, Procurement Mgt. Section-PSMD &
 Head, BAC Secretariat

Technical Proposal Form

Item No.	Description / Technical Specifications	Compliance (write "COMPLY" on the space provided)
1.	Bus Rental to Convey the Participants of the Activity entitled Technical Guidance and Re-Orientation for Internal Auditors Batch 1 (October 2 and 4, 2024) Batch 2 (October 9 and 11, 2024)	



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TERMS OF REFERENCE

Procurement of Transportation Services to Convey Participants of Technical Guidance and Re-Orientation for Internal Auditors

I. RATIONALE

The Department of Environment and Natural Resources (DENR) intends to procure and engage services of a Transportation company that will convey the participants of the DENR Quality Management System (QMS) activity entitled Technical Guidance and Re-Orientation for Internal Auditors. The activity shall be held in two batches, (Batch 1) - October 2-4, 2024 and (Batch 2) - October 9-11, 2024

II. APPROVED BUDGET FOR THE CONTRACT

The total Approved Budget for the Contract (ABC) for the conveyance is One Hundred and Twenty Thousand pesos (120,000.00) inclusive of all applicable government taxes and service charges.

III. SCOPE OF WORK

The winning bidder shall supply transportation services as specified in the technical requirements.

IV. TECHNICAL REQUIREMENTS

a. Vehicle Specification

Type of Vehicle: Bus

Seating Capacity: 45-50 passengers

Number of units: 2 units, 1 unit per batch

b. Rental Duration

i. Batch 1 – October 2 and 4, 2024

ii. Batch 2 – October 9 and 11, 2024

c. Vehicle condition

- Vehicles must be in good running condition
- Vehicles must be duly registered

Visayas Avenue, Diliman, Quezon City 1100, Philippines

- All features and vehicle parts must be functioning well such as but not limited to: vehicle brakes, signal lights, tire pressure, and air conditioning system among other relevant functions
- Must have enough space for luggage
- Must be convenient for passengers

V. Bidder must comply with the following conditions

- a. Vehicle shall ferry the participants (*pick-up and drop-off*) from the DENR Central office to the Venue and vice versa on the following dates:

BATCH	From DENR Central Office to Venue in Tagaytay, Cavite	From Venue in Tagaytay, Cavite to DENR Central Office
Batch 1	October 2, 2024	October 4, 2024
Batch 2	October 9, 2024	October 11, 2024

- b. Bus rental shall be inclusive of fuel use, toll fee and parking fee
- c. Deployed vehicle to ferry the participants of the activity should be within the vicinity of DENR Central Office and Venue in Tagaytay, Cavite at least one (1) hour before the departure
- d. The chauffeurs should have at least one (1) assistant to help in the loading and unloading of luggage and training materials

VI. TERMS OF PAYMENT

One-time payment (100%) shall be made after the completion of the transportation services as specified in the Terms of Reference.

Timeline	Deliverables	Required Documents
October 2, 4, 9 and 11, 2024	Completion of Transportation Services as indicated in the Terms of Reference	<ul style="list-style-type: none"> • Certificate of Acceptance by the DENR • Billing Statement or Sales invoice • Certificate of Completion

Prepared by:


ANTONETTE C. LAMAN
 Project Coordinator

Approved by:


JOE MAR S. PEREZ
 Director for Document Management and Operations
 Support and Chair, QMS Secretariat

Visayas Avenue, Diliman, Quezon City 1100, Philippines

PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER

Annex "A" (Page 1 of 2)

Project Requirements/Terms and Conditions:

1. **Delivery/completion period:** as per attached Terms of Reference
2. **Delivery Site:** Supply Management Section, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
3. **Price quotation/s,** to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable subjected to deduction of applicable Government Tax
4. DENR shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
5. **Replacement of Defective Items:** Within ten (10) Calendar Days upon receipt of Notice of Defects from DENR.
6. **Warranty:** Three (3) months in case of Expendable Supplies and One (1) Year in the case of Non-expendable Supplies from issuance of Certificate of Inspection and Acceptance. Warranty Certificate must be submitted during delivery.
7. **Amendment to Order** may be issued subject to the conditions set forth under Annex D of the 2016 Revised IRR of RA 9184.
8. **Payment** shall be made in accordance with the Government Terms
9. **Liquidated Damages (LD)** equivalent to one tenth of one percent (0.1%) of the value of contract not delivered within the prescribed period shall be imposed per day of delay. The DENR may rescind the Contract once the cumulative amount of LD reaches 10% of the amount of the Contract, without prejudice to other courses of action and remedies open to it.
10. Bidder has no overdue deliveries or unperformed services intended for DENR-CO.

**FINANCIAL QUOTATION FORM
(PRICE MUST BE VAT INCLUSIVE)**

Item No.	DESCRIPTION	QTY	UNIT	TOTAL ABC (P)	BIDDER'S PRICE QUOTATION (P)
					TOTAL
1	Bus Rental				
	Batch 1 (October 2 and 4, 2024)	1	lot	60,000.00	
	Batch 2 (October 9 and 11, 2024)	1	lot	60,000.00	

Note: The ABC is inclusive of VAT. Proposals exceeding the ABC will not be accepted. Each line item's ABC must also not be exceeded, if any.

BIDDER'S UNDERTAKING

I/We, the undersigned Supplier, after having examined the Technical Specifications/ Project Requirements, hereby OFFER to supply/deliver/perform the above-described items.

I/We undertake, if our proposal is accepted, to deliver the items/services in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal PO/ Contract is prepared and signed, this quotation is binding on us.

NAME OF COMPANY (IN PRINT)

SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE

ADDRESS: _____

Designation: _____
 Date: _____
 Email Address: _____
 Telefax No.: _____
 Mobile Number: _____