



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION
No. 22-045

The **Department of Budget and Management (DBM)** through its **Administrative Service (AS)**, intends to procure "**Short-Term Lease of Five (5) Motor Vehicles for the Exercise of the Executive Functions**" for FY 2022 in accordance with Section 53.9 (Negotiated Procurement– Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Nine Hundred Fifty Thousand Pesos (P950,000.00)**. The period for the performance of the obligations shall not go beyond the validity of the appropriations for this Project.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than** AUG 25 2022 **2:00 PM**, at the AS – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through facsimile or email at the address and contact numbers indicated below.

A copy of your Latest **Business/Mayor's Permit¹** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

The **Omnibus Sworn Statement² (GPPB-prescribed forms)**, **Income/Business Tax Return³ (for ABC's above Php 500k)** will also be required to be submitted *prior to award*.

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at **mdavid@dbm.gov.ph**.


AARON ALBERTO A. ESCALONA
Chief Administrative Officer, AS-PMD

¹ In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

² In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

³ Manually filed tax returns or filed through the EFPS

Date: _____

Name of Company:	
Address:	
Name of Store/Shop (if applicable):	
TIN:	
PhilGEPS Registration Number:	

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly, accurately and completely.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATION

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.
2. Bidders must state "**Comply**" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
A	<p><u>Short-Term Lease of Five (5) Motor Vehicles for the Exercise of the Executive Functions</u></p> <p>➤ Please see "Annex A" for the Technical Specifications and Schedule of Requirements</p>	1 lot			
B	<p><u>Acceptance and Terms of Payment</u></p> <p>- One-time payment shall be made upon delivery of the Motor Vehicles (MV) to the DBM, subject to the submission of the</p>				

	<p>following documentary requirements, and in accordance with budgeting, accounting, and auditing laws, rules, and regulations:</p> <ul style="list-style-type: none"> - List of Point Persons and support team - Certificate of Public Convenience (CPC) as Tourist Transport Service or Vehicle for Hire or Car Rental Services issued by LTRFB - Sales Invoice / Billing Statement - Certificate of Acceptance issued by the DBM 				
TOTAL COST:					

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

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Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

SCHEDULE OF REQUIREMENTS

The delivery schedule stipulates hereafter the date of delivery to project site.

Item	Description	Total Quantity	Delivery
I	Short-Term Lease of Five (5) Motor Vehicles for the Exercise of the Executive Functions ➤ <i>Please see "Annex A" for the Technical Specifications and Schedule of Requirements</i>	1 lot	Within Ten (10) calendar days from receipt of Notice to Proceed (NTP) to be delivered to the DBM – Administrative Service
	Delivery of the Multi-purpose Vehicle (MPV)	5 units	
II	Response time to repair the motor vehicles or provision of service/replacement unit, if not repairable	5 units	Within Two (2) hours upon receipt of written or verbal notice from the AS, if within the National Capital Region (NCR) Within Twenty-Four (24) hours upon receipt of written or verbal notice from the AS, if outside NCR
III	Submission of the following: ➤ List of Point Persons and support team ➤ Certificate of Public Convenience (CPC) as Tourist Transport Service or Vehicle for Hire or Car Rental Services issued by LTRFB		Upon the date of the delivery of the vehicles

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I hereby certify to comply and deliver all the above requirements.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

FINANCIAL OFFER:	
Approved Budget for the Contract	Your Total Offered Quotation
Nine Hundred Fifty Thousand Pesos (P950,000.00)	In words:
	In figures:

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<i>Payment Details:</i>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
Banking Institution	
Account Number	
Account Name	
Branch	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *sixty (60) calendar days* from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. 2020, the DBM shall publish in its official website and social media platform the following post-award information:
 - a) Project name;
 - b) Approved budget for the contract;
 - c) Contract period;
 - d) Name of the winning bidder and its official business address;
 - e) Amount of contract awarded;
 - f) Date of award and acceptance; and
 - g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

Detailed Technical Specifications

1.0 Project Title

Lease of Motor Vehicles

2.0 Vehicle Requirements

2.1 Five (5) Units of Multi-Purpose Vehicles (MPV) for Five (5) Months

2.1.1 Description

- 2.1.1.1 Four-wheel enclosed vehicle with dual side doors and a fifth rear door of lift-up tailgate
- 2.1.1.2 Minimum seating capacity of 8 passengers, including the driver, with two (2) rows of rear seats. The back rear seats should be foldable, which can be used for luggage

2.1.2 Engine

- 2.1.2.1 Diesel Engine displacement not exceeding 2800 cc
- 2.1.2.2 4 Cylinder, In-Line, 16 Valve Type of Engine DOHC
- 2.1.2.3 Max Output or Power 160-175/3400-3600
- 2.1.2.4 Max Torque 340-360/1200-3500
- 2.1.2.5 Automatic Transmission
- 2.1.2.6 40 to 60 Liters Fuel Tank Capacity

2.1.3 Chassis

- 2.1.3.1 Ventilated discs brake for front and drum brake for rear
- 2.1.3.2 Independent, Double Wishbone with Coil Spring and 4-link with Coil Spring
- 2.1.3.3 205/65 R16 Tire size
- 2.1.3.4 16" alloy rim
- 2.1.3.5 Power Steering

2.1.4 Functions/Features

- 2.1.4.1 Dual Air-conditioning System
- 2.1.4.2 Manufacturer's standard automatic/powered features/ functionalities
- 2.1.4.3 Keyless entry
- 2.1.4.4 Drive Mode: Eco + Power mode
- 2.1.4.5 Power window: (Driver) Auto Up/Down + Jam protect

2.1.5 Safety

- 2.1.5.1 Compliant with safety standards under existing law, rules and regulations
- 2.1.5.2 Manufacturer's standard safety features and accessories
- 2.1.5.3 SRS Airbag: Driver + Front passenger + Knee (driver)
- 2.1.5.4 Anti-lock Brake System
- 2.1.5.5 Hill-start Assist Control
- 2.1.5.6 Seatbelts for all seats

2.1.6 Other Accessories

- 2.1.6.1 Factory Rust Proofing, Tint (windows and upper portion visor), Carpet Matting, Seat Cover, Warranty Booklet Case, Manual, Carwash with Body Wax, Complete Set of Tools, Jack with Handle, Early Warning Devices, Side Visor and Brand-New Step Board

2.1.7 Color

- 2.1.7.1 Black/Silver/Gray/Brown

3.0 Qualifications of the Service Provider

On the date of delivery of the motor vehicles, the Service Provider shall submit the following to the Administrative Service (AS):

- 3.1 A list of point persons and/or support team, with their resume and contact details, for the motor vehicles.
- 3.2 A copy of a current and valid Certificate of Public Convenience (CPC) as Tourist Transport Service or Certificate of Vehicle for Hire or Car Rental Services issued by the Land Transportation Franchising and Regulatory Board (LTFRB).

4.0 Service Level Agreement

- 4.1 The Service Provider shall secure all necessary and applicable permits for the operation of the vehicles, at no additional cost to the DBM.
- 4.2 The assigned vehicles shall be covered by a comprehensive car insurance policy from a reputable company, covering accidental death or injury of drivers and all passengers, at no additional cost to the DBM.
- 4.3 The Service Provider shall be in-charge of the preventive maintenance of the motor vehicles, at no additional cost to the DBM.
- 4.4 The Service Provider shall undertake the repair of defective or unserviceable vehicle within two (2) hours from receipt of the written or verbal notice from the AS if within NCR. Response time for breakdown of vehicle outside NCR shall be within twenty-four (24) hours upon receipt of written or verbal notice from AS, at no additional cost to the DBM.
- 4.5 In case of breakdown, coding schedule, or other vehicle reduction program, a service unit of the same type or of better specifications shall be provided by the Service Provider within two (2) hours within NCR and twenty-four (24) hours outside NCR from receipt of written or verbal notice from the AS or as scheduled, at no additional cost to the DBM.
- 4.6 The DBM, together with a representative of the Service Provider, shall conduct testing and inspection upon the delivery of the vehicles, which includes but not limited to:
 - Functionality test (i.e. doors, fan blowers, air con, wiper, lights, etc.)
 - Drive test (i.e. ignition key switch, brake, pedal, etc.)
 - Cleanliness (interior and exterior)

The same shall be applicable to service units or vehicle replacements. The DBM reserves the right not to accept the provided vehicle if found with defect or are not complying with the above specifications and standards.

- 4.7 The Service Provider shall have a capacity to provide a 24/7 roadside assistance to its motor vehicles, in case of occurrence of mechanical problems.

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