



REQUEST FOR QUOTATION / INVITATION FOR NEGOTIATION **NEGOTIATED PROCUREMENT – TWO FAILED BIDDINGS**

Date: 10 January 2024

RFQ No.: 100-23-03-441

1. The **CITY GOVERNMENT OF PASIG**, through the Bids and Awards Committee (“BAC”), has a procurement project for the **Supply and Delivery of Utility Van – MISO** with an Approved Budget for the Contract (“ABC”) of One Million Five Hundred Pesos Only (**Php 1,500,000.00**).
2. A complete set of the Request for Quotation (“RFQ”) may be acquired by interested bidders upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines on issued by the GPPB, in the amount of Five Thousand Pesos (Php 5,000.00)
3. Bidders, except those who have previously participated in any of the last two (2) failed biddings, are required to pay the applicable fee for the sale of RFQ not later than the deadline for the Submission and Receipt of the Best Offers/Quotation.
4. The procurement will be conducted through **Negotiated Procurement – Two Failed Biddings** in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations (“IRR”) of Republic Act No. 9184 (“R.A. No. 9184”).
5. The project shall be awarded as one project having several items that shall be awarded as one contract. Quotations received in excess of the ABC shall be rejected.
6. Interested bidders may obtain further information from the Procurement Management Office at the address given below during office hours, Monday to Friday, from 8:00 A.M. to 5:00 P.M.
7. The schedule of activities are as follows:

ACTIVITIES	SCHEDULE
Advertisement/Posting of Request for Quotation	10 January 2024
Negotiation	15 January 2024 at 10:00 A.M.,

8. Following completion of the negotiations, the BAC shall request all suppliers, contractors or consultants in the negotiation proceeding to submit on a specified date, the following documents, in a sealed envelope addressed to the “Bids and Awards Committee, 4th Floor, Pasig City Hall” and properly marked with the project title, name of bidder, address of the bidder, and contact details of the bidder:

- Valid PhilGEPS Certificate of Registration and Platinum Membership
- Mayor’s Permit (or recently expired Mayor’s/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract
- Latest Income Tax Return for the preceding Tax Year, whether calendar or fiscal
- Omnibus Sworn Statement supported by an attached document showing proof of authorization, i.e. duly notarized Secretary’s Certificate issued by the corporation or the members of the joint venture or a Special Power of Attorney, in case of Sole Proprietorship
- Duly accomplished Request for Quotation

9. Quotations submitted after the scheduled submission of quotations shall not be accepted.

10. Award of contract shall be made to the supplier, contractor or consultant determined to have the Single or Lowest Calculated and Responsive Quotation (for goods and infrastructure projects) or Single or Highest Rated and Responsive Proposal (for consulting services).


11. To guarantee the faithful performance of the winning bidder’s obligation, it shall post a Performance Security prior to the signing of the contract, in accordance with any of the following forms prescribed in Section 39.2 of the 2016 Revised IRR of R.A. No. 9184.

12. The Performance Security shall remain valid until issuance by the City Government of Pasig of the Certificate of Final Acceptance (Certificate of Completion). The Performance Security may be released after the issuance of the Certificate of Final Acceptance (Certificate of Completion), subject to the conditions stipulated in Section 39.5 of the 2016 Revised IRR of R.A. No. 9184.

PASIG BIDS AND AWARDS COMMITTEE

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600



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13. The **CITY GOVERNMENT OF PASIG** reserves the right to reject any and all proposal/s, cancel or terminate the conduct of procurement activities, or not award the contract in accordance with Sections 35.6 and 41 of the IRR of R.A. No. 9184, without thereby incurring any liability to the affected bidder or bidders.
14. For any clarification, you may contact us at telephone no. (02) 8641-1111 loc. 1461 or send us an email at bidsandawards@pasigcity.gov.ph

SGD


ATTY. BEA THERESE P. VILLANUEVA

Officer in Charge, Procurement Management Office

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REQUEST FOR QUOTATION

Date:
RFQ No.: 100-23-03-441

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number (required prior to award): _____

Item No.	Item Description	Brand Name <i>(indicate the "BRAND" be offered, or the manufacturer's name)</i>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit Cost	Total Cost
1	UTILITY VAN (DUAL AC) COMMERCIAL VEHICLE MANUAL, ENGINE - Size: 2.5 L to 3.0 L - Displacement: 2,499 cc up to 3,000 cc - Number of Cylinders: 4 - Transmission Type 5-speed manual Performance - DrivertrainRear-		1	unit	1,500,000.00	1,500,000.00		

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<p>Wheel Drive</p> <ul style="list-style-type: none"> - Max Output: - 77hp up to 80 @ 3,900 rpm up to @ 4,500rpm - Max Torque - 177 NM up to 200Nm @ 1,800 rpm up to 2,300 rpm <p>Fuel Type: Diesel Engine Euro IV compliance Fuel Capacity 50 L</p> <p>Dimensions</p> <ul style="list-style-type: none"> - Length 4,600 mm up to 4,700 - Width 1,695 mm up to 1,700 - Height 1,955 mm up to 2,000 - Wheelbase 2,400 mm up to 2,500 mm - Number of Doors: 2 - Number of Seats: at least 17 - Wheel 14 X 5.5JJ (6 studs) - Wheels Metal Type Steel - Tires 195R 14C 8PR - Body Color: White with Logo and Vinyl Stickers <p>Safety & Security</p> <ul style="list-style-type: none"> - Airconditioning System Dual Aircon System - Entertainment 						
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<p>System 1DIN radio</p> <ul style="list-style-type: none"> - Power Steering - Front Ventilated Disc - Rear Drum, Leading and Trailing - Front Double Wishbone with Coil Spring - Rear Semi-Elliptical Leaf Spring - Brake Assis System Hydraulic - Vacuum Assisted Dual - Circuit - Brake Control Deceleration Sensing Proportioning Valve - (DSPV) <p>TERMS AND CONDITIONS:</p> <ul style="list-style-type: none"> - Delivery: Within 60 days - With Three years LTO Registration - With One year Warranty - With Standard Tools - With labor for the first 1,500 KM and 5,000 KM check up - With Tint, Matting, Seat Cover and Key Chain - With Spare Tire - Warranty: 100,000 Kilometers 						
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or 3 months whichever comes first						
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Total				1,500,000.00	
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Note: The prices per item in the total price offer (regardless if the project is considered as one contract or several lots) must not exceed the approved unit price per item.

DELIVERY TERM: within 60 calendar days upon issuance of Notice to Proceed
DELIVERY PLACE: OGS Warehouse, Sto. Tomas, Pasig City
PAYMENT TERM: Within 45 days after completion of delivery and inspection and acceptance by the Procuring Entity as evidenced by a Certificate to that effect

I hereby certify that the products to be delivered will conform to the specifications stated in the Item Description and provisions in the Terms of Reference, if any, and I hereby agree to the Terms of Delivery indicated in the submitted form.

Conforme:

Signature over Printed Name

Position

Duly authorized to sign quotation/offer for and on behalf of _____
(Please indicate Company Name)

TERMS OF REFERENCE



MANAGEMENT INFORMATION SYSTEMS OFFICE

JULY 2023

TERMS OF REFERENCE

UTILITY VAN FOR MISO

PR 100-23-03-441

The **City Government of Pasig**, through the efforts of the *Management Information Systems Office (MISO)* intends to procure for a utility van that will be used for mobility of office services in all remote areas around the city.

I. BACKGROUND

The Management Information Systems Office happens to be the prime office when it comes to information technology needs of the City Government from hardware, software, network, internet and even the needed maintenance of these as long as the staff has proper training to maintain and repair these concerns.

The first utility van of MIS Office went on board in 2017 and has been useful for the office to mobilize its staff to citywide deployments especially for offices outside the city hall.

Today, as these areas grow in numbers, concerns are also inevitable to increase, therefore there is more need to mobilize responding staff to these areas. It would be a big help to all offices who seeks help in the IT needs if there will be an additional utility van that will be on boarded for such concerns. The MIS Team could create two teams that would cater to field deployments.

Aside from this, the inevitable transfer of city operations away from the current city hall premise would also help the MIS Office deploy their field personnel to render service to different offices.


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II. TECHNICAL SPECIFICATIONS AND BILL OF MATERIALS*

Item No.	Qty	Unit of Issue	Item Description/Specification	Unit Cost	Amount
1	1	lot	<p>UTILITY VAN (DUAL AC) COMMERCIAL VEHICLE MANUAL</p> <p>ENGINE - Size: 2.5 L to 3.0 L - Displacement: 2,499 cc up to 3,000 cc - Number of cylinders: 4 - Transmission Type: 5-Speed manual</p> <p>PERFORMANCE - Drivetrain: Rear-Wheel Drive - Max Output: 77 hp up to 80 @3,900 rpm up to 4,500 rpm - Max Torque: 177 NM up to 200 Nm @ 1,800 rpm up to 2,300 rpm</p> <p>Fuel Type: Diesel Engine EURO IV Compliance Fuel Capacity: 50L</p> <p>Dimensions: - Length 4,600mm up to 4,700mm - Width 1,695 mm up to 1,700mm - Height 1,955 mm up to 2,000 mm - Wheelbase 2,400 mm up to 2,500mm - Number of Doors: 2 - Number of seats: at least for 17 persons - Wheel: 14x5.5JJ (6 studs) - Wheels Metal Type: Steel - Tires 195R 14C 8PR</p>	1,500,000.00	1,500,000.00

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			<p>Body Color: White with Logo and Vinyl Stickers</p> <p>Safety and Security: Airconditioning System: Dual Aircon System Entertainment System: 1DIN radio Power Steering Front Ventilated Disc Rear Drum, Leading and Trailing Front Double Wishbone with Coil Spring Rear Semi-Elliptical Leaf Spring Brake Assist System Hydraulic – Vacuum Assisted Dual Circuit Brake Control Deceleration Sensing Proportioning Valve (DSPV)</p> <p>Terms and Conditions: With three years LTO registration With One year warranty With standard tools With Labor for the first 1,500 km and 5,000 km check up With tint, matting, seat cover and key chain With Spare Tire Warranty: 100,000 km or 3 months whichever comes first</p>		
			TOTAL COST		Php 1,500,000.00

**Note: The Specifications are in accordance with the recommendation from the OGS-Motorpool.*


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III. CONTRACT DELIVERY PERIOD

The contract delivery period shall be sixty (60) days upon the notice to proceed (NTP).

IV. SOURCE OF FUNDING AND APPROVED BUDGET FOR THE CONTRACT

The Fund for this engagement shall be sourced from Capital Outlay Fund Account for the fiscal year 2023 of the Management Information Systems Office of Pasig City Government. The ABC is amounting to a one-time payment of one million five hundred thousand Philippine Pesos (Php 1,500,000.00).

V. MODE OF PROCUREMENT

The Procurement of Utility Van for MISO shall be undertaken through an allowable mode of procurement, as evaluated by the Bids and Awards Committee pursuant to RA No. 9184 and its latest Revised IRR.

VI. APPENDIX: DRAWING INSTALLATION OF BODY STICKERS

**** End of Terms of Reference ****

Prepared by:


ROBERTO A. OSORIO
Head, Project Management Division

Reviewed by:


JOHN CARLO F. FATALLO
OIC, MIS Office




DRAWING ILLUSTRATION:



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CIRCLE LOGO
ACTUAL SIZE
11 X 11



PASIG WORD LOGO
LEFT AND RIGHT SIDE
ACTUAL SIZE
20 X 29.75 INCHES




BACK
PASIG WORD LOGO
ACTUAL SIZE
14 X 20.5 INCHES

WINDSHIELD DECALS 3 INCHES HEIGHT

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Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a 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];

2. *[Select one, delete the other:]*

[If a 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 [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;


[If a 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 [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

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,

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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 as defined and provided for in the Uniform Guidelines on Blacklisting:**

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 rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working

Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;


[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;

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- c. Making an estimate of the facilities available and needed for the contract to be bid, if any;and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

*[Insert NAME OF BIDDER OR ITS
 AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant


[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

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