

DEPARTMENT OF TOURISM - MIMAROPA

PROCUREMENT OF CLOSED VAN RENTAL SERVICE PROVIDER:

Rental of Two (2) Closed Van Service for the official use of DOT-MIMAROPA during the transfer to new office

I. BACKGROUND/ PURPOSE

The Department of Tourism (DOT) MIMAROPA needs to procure a Closed Van Rental Service Provider involving the rental of two closed vans for official use during the office transfer to a new location. The objective is to safely and efficiently transport the DOT-MIMAROPA's office equipment, furniture, and supplies from Department of Tourism Central Office to the new office, NEX54 in Boni Ave., Mandaluyong City ensuring security, smooth transition and minimal disruption to business operations.

II. SCOPE OF SERVICE

The service provider should be able to provide the transportations with the following specifications:

A. General Requirements:

a. 4-wheeler closed van with minimum specification:

Dimension: 11 ft x 7 ft x 6 ft

Load capacity: 2 tons

No. of Units: Two (2)

b. Location:

- Pick up Location: Department of Tourism, 351 Sen. Gil Puyat Ave. Bel Air, Makati City
- Drop off Location: NEX54, 778 Edsa Cor. Boni Avenue, Brgy. Barangka Ilaya, Mandaluyong City

c. Rental duration: February 26 to March 01, 2024-Five (5) Days

- At least two batches of trip per day per Van

d. Service Inclusions:

- One (1) Driver with two (2) Helpers
- Fuel
- Manual lifting for loading and unloading of items

B. Documentary Requirements

1. Copy of Mayor's/Business Permit
2. Copy of PhilGEPS Registration
3. Original or certified true copy of duly notarized Omnibus Sworn Statement

4. Copy of SEC and/ or DTI Registration
5. Copy of BIR Certification and updated Annual ITR

Note: Complete copy of the requirements and proposal **shall be sent through email** dot4b.bacsecretariat@gmail.com/ sheilapineda.ocasla@gmail.com on or before **February 13, 2024**

Furthermore, the winning bidder shall provide all certified true copies of the documentary requirements and proposal and **must be submitted to MS. SHEILA O. PINEDA, BAC Secretariat Head** three (3) days upon signing the Purchase Order.

III. BUDGET:

The Approved Budget for the Contract is **Ninety- Two Thousand Four Hundred Pesos (PHP 92, 400.00)**, inclusive of all government taxes and charges.

The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

IV. PAYMENT PROCEDURE:

- Terms of payment to the winning bidder shall be in accordance with the government procedure (**send bill arrangement**). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.
- Full payment shall be made within thirty (30) working days upon delivery and acceptance of services provided.

V. PROJECT OFFICER/CONTACT PERSON

Name: **MS. SHEILA PINEDA**
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