

**BIDS AND AWARDS COMMITTEE (BAC)**  
Resolution No. 20-07-161

**RUSH**

**RECOMMENDING THE USE OF NEGOTIATED PROCUREMENT THROUGH  
EMERGENCY CASES AND AWARD FOR CONTRACT FOR THE LEASE OF FOUR (4)  
UNITS OF COMMUTER VAN FOR SHUTTLE SERVICE OF DSWD – CENTRAL OFFICE  
EMPLOYEES**

(PR. NO. 01-20001-PR-2020-07-00014)

**WHEREAS**, on 29 July 2020, the Procurement Management Service (PMS) - Procurement Planning and Management Division (PPMD), submitted an endorsement memorandum to the Bids and Awards Committee (BAC), requesting the use of Negotiated Procurement – Emergency Cases for the Rental of Four (4) Units 18-Seater Commuter Van for Shuttle Service of DSWD – Central Office Employees, classified according to the following:

<b>Particulars</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Approved Budget for the Contract</b>
Van Rental for Shuttle Service of DSWD Central Office Employee	<b>4</b>	<b>Unit</b>	<b>140,000.00</b>	<b>560,000.00</b>
Type of Vehicle: 18-seater commuter van (Hi-Ace, Grandia, Commuter Vehicle, Urvan)				
Engine Displacement: 2.4cc to 3.00cc engine (Gasoline/Diesel)				
Shuttle service or Coverage Area: within Metro Manila, Rizal, (San Mateo, Montalban, Antipolo) and Bulacan (San Jose Del Monte, Meycauayan, Sta Maria)				
Inclusion:				
The service provider shall provide driver for every vehicle which includes meal allowance, salaries and benefits, fuels, and toll fee if necessary				
The service maintenance of the vehicle shall be shouldered by the service provider				
Further, the end-user may request replacement of the driver anytime during the contract period due to misconduct and complaints received				
In case of the vehicle breakdown, the service provider shall immediately provide replacement vehicle				
Schedule of Service: 5:00 AM to 7:00 PM (except weekends)				
Dispatcher: General Support Service (GSD) – Transport Management Section (TMS) Personnel				

Total Number of days: 14 Working Days				
Date needed:				
August 3, 4, 5, 6, 7, 10, 11, 12, 13, and 14, 2020				
<b>TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)</b>				<b>560,000.00</b>

Copies of the endorsement memorandum and **Purchase Request (PR) No. 01-20001-PR-2020-07-00014** from the Administrative Service (AS) are hereto attached, marked as **Annexes "A"**, and **"B"** respectively, and are made integral parts hereof;

**WHEREAS**, Section 53.2<sup>1</sup> of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA No. 9184) otherwise known as the Government Procurement Reform Act, allows the use of Negotiated Procurement-Emergency Cases whereby the Procuring Entity can directly negotiate a contract with a technically, legally and financially capable supplier. Negotiated Procurement-Emergency Cases may be resorted on the following instances;

- i. *In case of imminent danger to life or property during a state of calamity, or*
- ii. *When time is of the essence arising from natural or man-made calamities or*
- iii. *Other causes where immediate action is necessary:*
  - a) *To prevent damage to or loss of life or property, or*

*To restore vital public services, infrastructure facilities and other public utilities.*

**WHEREAS**, the AS, through Officer-In-Charge, Director Atty Karina Antonette A. Agudo, submitted a justification requesting for the emergency procurement of van rental for shuttle service of DSWD Central Office Employees. We all know that National Capital Region is under General Community Quarantine, thus, temporary measures are being implemented such as limitation of movement of people and transportation, regulation of operating industries, and presence of personnel to enforce community quarantine protocols. Despite of that, Civil Service Commission declared a new normal work schedule and implementation of skeleton workforce in all Government Offices including the Department of Social Welfare and Development. Due to lacking mobility vehicle to serve the skeletal workforce reporting to duty in the DSWD Central Office, the AS-General Services Division requested for the provision of commissioned shuttle service and point-to-point transportation services. This is to address the immediate need of DSWD personnel reporting for work as skeleton workforce. A copy of the **Justification** from AS is hereto attached, marked as **Annexes "C"**, and made an integral part hereof;

**WHEREAS**, to further justify the use of Negotiated Procurement – Emergency Cases, on 16 March 2020, the President of the Philippines declare a state of calamity throughout the Philippines due to Corona Virus Disease 2019 through Proclamation No.

<sup>1</sup> In case of imminent danger to life or property during a state of calamity, or when time is of the essence arising from natural or man-made calamities or other causes where immediate action is necessary to prevent damage to or loss of life or property, or to restore vital public services, infrastructure facilities and other public utilities. In case of Infrastructure Projects, the Procuring Entity has the option to undertake the project through negotiated procurement or by administration or, in high security risk areas, through the AFP.

929 series of 2020. Section 1 of the said proclamation states that “[t]here is hereby a State of Calamity throughout the Philippines for a period of Six (6) months, unless earlier lifted or extended as circumstances may warrant”. Further, Section 3 of the same proclamation states that “[a]ll government agencies and LGU’s are enjoined to render full assistance to an cooperation with each other and mobilize the necessary resources to undertake critical, urgent, and appropriate disaster response aid and measures in a timely manner to curtail and eliminate the threat of Covid-19”. A copy of the **Presidential Proclamation No. 929** is hereto attached, marked as **Annex “D”**, and made an integral part hereof;

**WHEREAS**, considering the urgency of the aforesaid request and following the market research conducted by AS. The Procurement Management Service (PMS), through the Procurement Planning and Management Division (PPMD), immediately prepared a Request for Quotation (RFQ) No. 20-0699 NP-Emergency Cases and sent to the following service providers/suppliers:

- |  |  |
|--|--|
| 1. Smokey Transport Inc.;                      | 12. Aboex Travel and Tours;                      |
| 2. Alpha Venice Tours & Travel;                | 13. Road Travel Transport Services;              |
| 3. JNV Tours Bus Marketing;                    | 14. Superventure Tour Services;                  |
| 4. Panda Tourist Bus Marketing;                | 15. Holy Family Travel and Tours;                |
| 5. Genesis Transport Service Inc.;             | 16. Island Dragon Transport and Travel Services; |
| 6. Froelich Tours Bus Inc.;                    | 17. A Whole New World Travel Express;            |
| 7. FMR Corporation;                            | 18. FOX Travel;                                  |
| 8. Star of David Tours and Transport Services; | 19. Koi Galz;                                    |
| 9. WLM Transpacific Inc.;                      | 20. URVY Van Rental;                             |
| 10. GRC Transport Services;                    | 21. ESC Tourist Transport Inc.                   |
| 11. RSW Tours;                                 |  |

All efforts have been exerted, however, within the set deadline on 29 June 2020 at 04:00 p.m., only one (1) price quotation was received by the BAC Secretariat from **A Whole New World Travel Express**. A copy of the price quotation received is hereto attached, marked as **Annex “E”**, and made an integral part hereof;

**WHEREAS**, the BAC, with the assistance of the BAC Secretariat conducted the bid evaluation to determine the single calculated and responsive quotation (LCRQ). The summary of the evaluation is as follows;

Name of Suppliers	Compliance with Technical Specifications	Bid Price In Philippine Peso (PHP)		Remarks
		Unit Price	Total Cost	
A Whole New World Travel Express	Comply	84,000.00	336,000.00	Single Calculated and Responsive Quotation

**NOW THEREFORE**, in view of the foregoing and on the basis of the documents presented, we, the members of the Bids and Awards Committee resolves, as it is hereby resolved to recommend the following:

1. Use of **Negotiated Procurement - Emergency Cases** for the Rental of Four (4) Units 18-seater Commuter Van for Shuttle Service of DSWD Central Office Employees, pursuant to Section 53.2 of the 2016 Revised IRR of RA No. 9184; and

ka.


- Award of contract to **A WHOLE NEW WORLD TRAVEL EXPRESS**, being the technically, legally and financially capable supplier, with a total contract cost amounting to **Three Hundred Thirty Six Thousand Pesos (PhP 336,000.00)**, inclusive of applicable taxes.

**RESOLVED**, this **29<sup>th</sup>** day of **July 2020** in Quezon City.

**ON OFFICIAL BUSINESS/TRAVEL**  
**DIR. EMMANUEL P. PRIVADO<sup>2</sup>**  
 National Response and Logistics Management  
 Bureau  
 Regular Member

**ON OFFICIAL BUSINESS/TRAVEL**  
**MR. FELIX M. ARMEÑA**  
 Information and Communication Technology  
 Management Service  
 Alternate Member

**ON OFFICIAL BUSINESS/TRAVEL**  
**DIR. ERNESTINA Z. SOLLOSO**  
 Pantawid Pamilya Pilipino Program  
 Regular Member

  
**OIC-DIR. IRENE B. DUMLAO**  
 Social Marketing Service  
 Alternate Member

**ON OFFICIAL BUSINESS/TRAVEL**  
**U/SEC. RENE GLEN O. PAJE<sup>3</sup>**  
 Inclusive and Sustainable Peace  
 Regular Member


**ON OFFICIAL BUSINESS/TRAVEL**  
**A/SEC. NOEL M. MACALALAD**  
 Standards and Capacity Building  
 Alternate Member

  
**U/SEC. FELICISIMO C. BUDIONGAN**  
 Disaster Response Management  
 Chairperson

  
**ATTY. KARINA ANTONETTE A. AGUDO**  
 Administrative Service  
 Provisional Member

APPROVED

DISAPPROVED

  
**U/SEC. JOSE ERNESTO B. GAVIOLA**  
 Office of the Undersecretary for General Administration and Support Services  
 Per Special Order No. 3242 Series of 2019  
**(Head of the Procuring Entity / Authorized Representative)**

<sup>2</sup> Per Special Order No. 5106 Series of 2019

<sup>3</sup> Designated as Vice-Chairperson in absence of Chairperson

DRN: \_\_\_\_\_

**MEMORANDUM**

**RUSH**

**FOR** : **UNDERSECRETARY FELICISIMO CALACAT BUDIONGAN**  
Chairperson, Bids and Awards Committee (BAC)

**THRU** : **BIDS AND AWARDS COMMITTEE (BAC) SECRETARIAT** *Caronnel*

**FROM** : **THE OFFICER-IN-CHARGE**  
Procurement Planning and Management Division (PPMD)

**SUBJECT** : **Request for Deiberation/Evaluation of RFQ No. 20-0699 Emergency Cases**

**DATE** : **29 July 2020**

The Procurement Planning and Management Division (PPMD) received the approved **Purchase Request (PR) No. 2020-07-00014** by the **Administrative Service (AS)** a request to procure **Van Rental for Shuttle Services of DSWD Central Office Employees** with an Approved Budget for the Contract (ABC) amounting to **PhP 560,000.00**.

We wish to inform the Committee that we have invited the following service providers to submit quotation for the above-subject procurement. Please see attached proof of emailed **Request for Quotation (RFQ) No. 20-0699**.

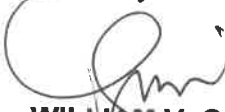
1. Smokey Transport Inc.
2. Alpha Venice Tours & Travel
3. JNV Tours Bus Marketing
4. Panda Tourist Bus Marketing
5. Genesis Transport Service Inc.
6. Froelich Tours Bus Inc
7. FMR Corporation
8. Star of David Tours and Transport Services
9. WLM Transpacific Inc
10. GRC Transport Services
11. RSW Tours
12. Aboex Travel and Tours
13. Road Travel Transport Services
14. Superventure Tour Services
15. Holy Family Travel and Tours
16. Island Dragon Transport and Travel Services
17. A Whole New World Travel Express
18. FOX Travel
19. Koi Galz
20. URVY Van Rental
21. A Whole New World Travel
22. ESC Tourist Transport Inc.

For BAC's information and reference.

Prepared by:

*for*   
**Emma L. Diaz**  
Administrative Aide IV

Noted by:

  
**WILLIAM V. GARCIA JR.**  
Supervising Administrative Officer  
PPMD



Emma L Diaz <eldiaz@dswd.gov.ph>

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**RFQ # 20 - 0699**

1 message

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**Emma L Diaz** <eldiaz@dswd.gov.ph>  
To: marketing@awnwtravel.com


Tue, Jul 28, 2020 at 6:00 PM

Sir/Ma'am,

We would like to request for your quote for the van rental for shuttle service of DSWD - CO employees.. For the details, please refer to the attached Request for Quotation. Kindly send your quote directly to quotations@dswd.gov.ph not later than 4:00 PM on July 29,2020.

EMMA L. DIAZ  
09202354208

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 **Revised RFQ.20.0699.GSD.Van.Rental.xlsx**  
64K



Emma L Diaz <eldiaz@dswd.gov.ph>

**RFQ # 20 - 0699**

6 messages

**Emma L Diaz** <eldiaz@dswd.gov.ph>

Tue, Jul 28, 2020 at 5:18 PM

To: FoxTravel <info@foxtravel.com.ph>, smokeytransport@gmail.com, jnvtour\_services@yahoo.com, mfttours@yahoo.com.ph, hayagleigh@yahoo.com, laurence.atilon@froehlichtours.com, FMR CORPORATION <fmr\_corp@yahoo.com>, danica431@hotmail.com, grctransport@yahoo.com, rswtraveltours@gmail.com, reservation@nissanrentacar.com, joseph\_aboex@yahoo.com, karen\_aboextravel@yahoo.com, roadtravelts@gmail.com, superventuretour@yahoo.com, holyfamilytravelandtours@gmail.com, island dragon <islanddragontrans@gmail.com>, marketing@travel.com, urvy.vanrental@gmail.com, arcyunterior@yahoo.com, nicobrionesjr2830@gmail.com, Koi Galz <kg21francois@gmail.com>, sales@wlmtranspacific.com, "ESC TOURIST TRANSPORT INC." <esc@esctourist.com>

Sir/Ma'am,

We would like to request for your quote for the van rental for shuttle service of DSWD - CO employees.. For the details, please refer to the attached Request for Quotation. Kindly send your quote directly to quotations@dswd.gov.ph not later than 4:00 PM on July 29,2020.

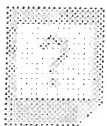
EMMA L. DIAZ

**Revised RFQ.20.0699.GSD.Van.Rental.xlsx**  
64K

**Mail Delivery Subsystem** <mailer-daemon@googlemail.com>

Tue, Jul 28, 2020 at 5:18 PM

To: eldiaz@dswd.gov.ph



**Address not found**

Your message wasn't delivered to **reservation@nissanrentacar.com** because the address couldn't be found, or is unable to receive mail.

[LEARN MORE](#)

The response was:

550 5.1.1 The email account that you tried to reach does not exist. Please try double-checking the recipient's email address for typos or unnecessary spaces. Learn more at <https://support.google.com/mail/?p=NoSuchUser> 14sor13104289qva.69 - gsmt

Final-Recipient: rfc822; reservation@nissanrentacar.com

Action: failed

Status: 5.1.1

Diagnostic-Code: smtp; 550-5.1.1 The email account that you tried to reach does not exist. Please try



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

EMERGENCY CASES

RFQ No. 20-0699  
Date: July 28, 2020

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Philgeps Reg. No.: \_\_\_\_\_  
Company TIN: \_\_\_\_\_

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

As a condition for award, you will be required to submit your **Mayor's/Business Permit within 24 hours from receipt of notice**. The Certificate of Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number. If awarded, you will be required to submit a **duly notarized Omnibus Sworn Statement**, in accordance with the attached format (Annex B) together with the signed copy of the Purchase Order (PO) within three (3) days from the date of the P.O was served thru/fax/email

Please accomplish and submit this form together with **Annex A** and all the required documents to **DSWD -BAC Secretariat** at Ground floor, DSWD-CO Building, IBP Road, Constitution Hills, Quezon City or fax it through numbers **8951-7116** or email to **quotations@dswd.gov.ph** not later than **4:00 PM of 29 July 2020**. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.

Very truly yours,

  
**WILLIAM Y. GARCIA JR**

Supervising Administrative Officer  
Procurement Planning and Management Division

**Terms and Conditions:**

- Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
- Quotation validity shall be Sixty (60) Calendar days.
- Good/s shall be delivered within Please see Annex A.
- Place of Delivery: Please see Annex A.
- Terms of Payment: within 15-30 days upon complete submission of supporting documents  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).  
Account Name : \_\_\_\_\_ Account Number : \_\_\_\_\_  
BankName : \_\_\_\_\_ Branch : \_\_\_\_\_  
**\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee.**
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
- For goods, please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty: \_\_\_\_\_
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- NOTE:** "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free."

EMMA L. DIAZ

Procurement Officer

Tel. Nos. 931-6139/ 931-8101 to 07 local 122/124

(Signature over Printed Name)

Supplier

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

EMERGENCY CASES

Company Name :  
 Company Address :  
 Contact Person :  
 Contact No. :  
 Philgeps Reg. No. :  
 TIN No. :

RFQ No.: **20-0699**  
 Date: **July 28, 2020**

Unit Cost	Qty.	Unit	Purchaser's Specifications	(Please indicate the detailed specification in the space provided or write "COMPLY" if your total is compliant to the details)	Bidder's Specifications	Quantity	Unit Cost	Total Cost
			<b>Van Rental for Shuttle Service of DSWD Central Office Employee</b>					
			Type of Vehicle: 18-Seater commuter van (Hi-Ace, Grandia, Commuter Vehicle, Unvan)					
			Number of Vehicle: 4 Passenger Vans					
			Engine Displacement: 2.4cc to 3.0cc engine (Gasoline/Diesel)					
			Shuttle service or Coverage area: Within Metro Manila, Rizal (San Mateo, Matalban, Antipolo) and Bulacan (San Jose Del Monte, Meycauayan, Sta. Maria)					
			Inclusion: The service provider shall provide driver for every vehicle which includes meal allowance, salaries and benefits, fuels and tool fee if necessary					
			The service maintenance of the vehicle shall be shouldered by the service provider					
			Further, the end-user may request replacement of the driver anytime during the contract period due to misconduct and complaints received					
			<b>x-x-x page 1 of 2 x-x-x</b>					

**PURPOSE :** Van Rental for Shuttle Service of DSWD Central Office Employee  
**PR No.:** 01-20001-PR-2020-07-00014

**IMPORTANT:** The winning bidder **MUST** pick-up duplicate copy and **SIGN** the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement and Supply Division within three (3) days from the date advance copy was served to thru fax. **FAILURE** to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension/blacklisting in DSWD's future biddings.

**EMMA L. DIAZ**  
 Procurement Officer  
 Tel no. 951-7116 / Fax No. 931-6139

\_\_\_\_\_  
 (Signature over printed name)  
 Supplier

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

Company Name :  
 Company Address :  
 Contact Person :  
 Contact No. :  
 Philgeps Reg. No. :  
 TIN No. :

RFQ No.: 20 - 0699  
 Date: July 28, 2020

Unit Cost	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please indicate the detailed specification in the space provided or write "COMPLY" if your hotel is compliant to the details)	Quantity	Unit Cost	Total Cost
			In case of the vehicle breakdown, the service provider shall immediately provide replacement vehicle. Schedule of service: 5:00 AM to 7:00 PM daily (except weekends) Dispatcher: GSD- Transport Management Section Personnel Total number of days: 14 Working Days Date Needed: August: 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 2020				
			APPROVED BUDGET FOR THE CONTRACT (ABC) 560,000.00				
			<b>x-x-x page 2 of 2 x-x-x</b>				

**PURPOSE :** Van Rental for Shuttle Service of DSWD Central Office Employee  
**PR No:** 01-20001-PR-2020-07-00014

**IMPORTANT:** The winning bidder **MUST** pick-up duplicate copy and **SIGN** the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement and Supply Division within three (3) days from the date advance copy was served to thru fax. **FAILURE** to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension/blacklisting in DSWD's future biddings.

**EMMA L. DIAZ**  
 Procurement Officer  
 Tel no. 951-7116 / Fax No. 931-6139

\_\_\_\_\_  
 (Signature over printed name)  
 Supplier

DRN: \_\_\_\_\_

**MEMORANDUM**

**FOR** : **MR. WILLIAM V. GARCIA, JR.**  
The Division Chief, Procurement Planning and Management Division

**ATTENTION** : **MS. EMMA L. DIAZ**  
Procurement Officer-in-Charge

**FROM** : **THE OFFICER-IN-CHARGE**  
Bids and Awards Committee Secretariat

**SUBJECT** : **REQUEST FOR QUOTATION NO. 20-0677 NP-Emergency Cases**


**DATE** : **28 JULY 2020**

This refers to the request for the **“Lease of Four (4) Units of Commuter Van for Shuttle Service of DSWD – Central Office Employees”** under Request for Quotation (RFQ) No. **20-0677 NP-SVP**.


Please be informed that no suppliers/service providers submitted price quotation within the deadline of submission and receipt of quotations, which was set not later than **12:00 p.m. of 23 July 2020**.

Therefore, we are returning the RFQ together with its supporting documents to review technical specification, delivery terms and approve budget for the contract prior to conduct of another round of procurement.

Thank you.

  
**LOURENCE C. BUENAVENTURA**  
Administrative Officer II  
Bids and Awards Committee Secretariat

Noted by:

  
**OLIVA C. ARCAINA**  
Supervising Administrative Officer  
Officer-In-Charge, Bids and Awards Committee Secretariat

DRN: \_\_\_\_\_

**MEMORANDUM****RUSH**

**FOR** : **UNDERSECRETARY FELICISIMO CALACAT BUDIONGAN**  
Chairperson, Bids and Awards Committee (BAC)

**THRU** : **BIDS AND AWARDS COMMITTEE (BAC) SECRETARIAT**

**FROM** : **THE OFFICER-IN-CHARGE**  
Procurement Planning and Management Division (PPMD)

**SUBJECT** : **Request for Deliberation/Evaluation of RFQ No. 20-0677 Emergency Cases**

**DATE** : **23 July 2020**

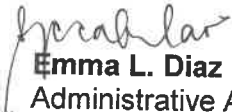
The Procurement Planning and Management Division (PPMD) received the approved **Purchase Request (PR) No. 2020-07-00014** by the **Administrative Service (AS)** a request to procure **Van Rental for Shuttle Services of DSWD Central Office Employees** with an Approved Budget for the Contract (ABC) amounting to **PhP 560,000.00**.

We wish to inform the Committee that we have invited the following service providers to submit quotation for the above-subject procurement. Please see attached proof of emailed **Request for Quotation (RFQ) No. 20-0607**.


1. Smokey Transport Inc.
2. Alpha Venice Tours & Travel
3. JNV Tours Bus Marketing
4. Panda Tourist Bus Marketing
5. Genesis Transport Service Inc.
6. Froelich Tours Bus Inc
7. FMR Corporation
8. Star of David Tours and Transport Services
9. WLM Transpacific Inc
10. GRC Transport Services
11. RSW Tours
12. Aboex Travel and Tours
13. Road Travel Transport Services
14. Superventure Tour Services
15. Holy Family Travel and Tours
16. Island Dragon Transport and Travel Services
17. A Whole New World Travel Express
18. FOX Travel
19. Koi Galz
20. URVY Van Rental

For BAC's information and reference.

Prepared by:

*for*   
**Emma L. Diaz**  
Administrative Aide IV

Noted by:

  
**WILLIAM V. GARCIA JR.**  
Supervising Administrative Officer  
PPMD



Emma L Diaz &lt;eldiaz@dswd.gov.ph&gt;

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**RFQ # 20 - 0607**

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Emma L Diaz &lt;eldiaz@dswd.gov.ph&gt;

Tue, Jun 30, 2020 at 9:30 AM

To: smokeytransport@gmail.com, AVTT <avt\_tours@yahoo.com>, jnvtour\_services@yahoo.com, mfftours@yahoo.com.ph, hayagleigh@yahoo.com, laurence.atilon@froehlichtours.com, FMR CORPORATION <fmr\_corp@yahoo.com>, danica431@hotmail.com, sales@wlmtranspacific.com, grctransport@yahoo.com, rswtraveltours@gmail.com, reservation@nissanrentacar.com, joseph\_aboex@yahoo.com, karen\_aboextravel@yahoo.com, roadtravelts@gmail.com, superventuretour@yahoo.com, holyfamilytravelandtours@gmail.com, island dragon <islanddragontrans@gmail.com>, marketing@travel.com, urvy.vanrental@gmail.com, arcyunterior@yahoo.com, nicobrionesjr2830@gmail.com, info@foxtravel.com.ph, Koi Galz <kg21francois@gmail.com>

Sir/Ma'am,

We would like to request for your quote for the DSWD requirement for van rental. For the details, please refer to the attached Request for Quotation. Kindly send your quote directly to [quotations@dswd.gov.ph](mailto:quotations@dswd.gov.ph) not later than 1:00 PM today.

EMMA L. DIAZ

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 **doc28360120200630093932.pdf**  
1286K

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

EMERGENCY CASES

RFQ No. 20-0677  
Date: July 20, 2020

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Philgeps Reg. No.: \_\_\_\_\_  
Company TIN: \_\_\_\_\_

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

As a condition for award, you will be required to submit your **Mayor's/Business Permit within 24 hours from receipt of notice**. The Certificate of Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPs Registration Number. If awarded, you will be required to submit a **duly notarized Omnibus Sworn Statement**, in accordance with the attached format (Annex B) together with the signed copy of the Purchase Order (PO) within three (3) days from the date of the P.O was served thru/fax/email

Please accomplish and submit this form together with **Annex A** and all the required documents to **DSWD -BAC Secretariat** at Ground floor, DSWD-CO Building, IBP Road, Constitution Hills, Quezon City or fax it through numbers **8951-7116** or email to **quotations@dswd.gov.ph** not later than 12:00 PM of **23 July 2020**. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.

Very truly yours,

  
**WILLIAM V. GARCIA JR**

Supervising Administrative Officer  
Procurement Planning and Management Division

Terms and Conditions:

- Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
- Quotation validity shall be Sixty (60) Calendar days.
- Good/s shall be delivered within Please see Annex A.
- Place of Delivery: Please see Annex A.
- Terms of Payment: within 15-30 days upon complete submission of supporting documents  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).  
Account Name : \_\_\_\_\_ Account Number : \_\_\_\_\_  
BankName : \_\_\_\_\_ Branch : \_\_\_\_\_  
**\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee.**
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
- For goods, please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty: \_\_\_\_\_
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- NOTE:** "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPs). You may visit the PhilGEPs website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free."

  
**EMMA L. DIAZ**

Procurement Officer

Tel. Nos. 931-6139/ 931-8101 to 07 local 122/124

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier



**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

EMERGENCY CASES

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Philgeps Reg. No : \_\_\_\_\_  
 TIN No. : \_\_\_\_\_

RFQ No.: **20-0677**  
 Date: **JUL 20**

Unit Cost	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please indicate the detailed specification in the space provided or write "COMPLY" if your hotel is compliant to the details)	Quantity	Unit Cost	Total Cost	
			<p align="center"><b>Van Rental for Shuttle Service of DSWD Central Office Employee</b></p> <p>Type of Vehicle: 18-Seater commuter van (Hi-Ace, Grandia, Commuter Vehicle, Urvan)                      Number of Vehicle: 4 Passenger Vans                      Engine Displacement: 2.4cc to 3.0cc engine (Gasoline/Diesel)                      Shuttle service or Coverage area: Within Metro Manila, Rizal (San Mateo, Motalban, Antipolo) and Bulacan (San Jose Del Monte, Meycauayan, Sta. Maria)                      Inclusion: The service provider shall provide driver for every vehicle which includes meal allowance, salaries and benefits, fuels and tool fee if necessary                      The service maintenance of the vehicle shall be shouldered by the service provider                      Further, the end-user may request replacement of the driver anytime during the contract period due to misconduct and complaints received</p>					
			<b>x-x-x page 1 of 2 x-x-x</b>					

**PURPOSE :** Van Rental for Shuttle Service of DSWD Central Office Employee  
**PR No:** 01-20001-PR-2020-07-00014

**IMPORTANT:** The winning bidder **MUST** pick-up duplicate copy and **SIGN** the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement and Supply Division within three (3) days from the date advance copy was served to thru fax. **FAILURE** to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension/blacklisting in DSWD's future biddings.

  
**EMMA L. DIAZ**  
 Procurement Officer  
 Tel no. 951-7116 / Fax No. 931-6139

\_\_\_\_\_  
 (Signature over printed name)  
 Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Company Name :  
 Company Address :  
 Contact Person :  
 Contact No. :  
 Philgeps Reg. No. :  
 TIN No. :

RFQ No.: 20-0534 NP-SV  
 Date: 05 JUNE 2020

Unit Cost	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please indicate the detailed specification in the space provided or write "COMPL.Y" if your hotel is compliant to the details)	Quantity	Unit Cost	Total Cost
			In case of the vehicle breakdown, the service provider shall immediately provide replacement vehicle. Schedule of service: 5:00 AM to 7:00 PM daily (except weekends) Dispatcher: GSD- Transport Management Section Personnel Total number of days: 14 Working Days Date Needed: July: 28, 29, 30 and 31, 2020 August: 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 2020				
			APPROVED BUDGET FOR THE CONTRACT (ABC) 560,000.00				
			<b>x-x-x page 2 of 2 x-x-x</b>				
<b>PURPOSE :</b> Van Rental for Shuttle Service of DSWD Central Office Employee <b>PR No:</b> 01-20001-PR-2020-07-00014							

**IMPORTANT:** The winning bidder MUST pick-up duplicate copy and SIGN the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement and Supply Division within three (3) days from the date advance copy was served to thru fax. FAILURE to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension/blacklisting in DSWD's future biddings.

EMMA L. DIAZ  
 Procurement Officer  
 Tel no. 951-7116 / Fax No. 931-6139

(Signature over printed name)  
 Supplier

**EMERGENCY PROCUREMENT**

DRN: PPMS-BACSEX-A-00MM-20-07-234145  
ACTION FORM

<b>OFFICE/ BUREAU/ SERVICE/ UNIT (OBSU)</b> Administrative Service – General Services Division (AS-GSD)	<b>DATE</b> July 8, 2020
<input type="checkbox"/> <b>REQUISITION AND ISSUE SLIP (RIS) NO.</b>	<input checked="" type="checkbox"/> <b>PURCHASE REQUEST (PR) NO.</b> 01-20001-PR-2020-07-00014
<b>PARTICULARS/ TITLE</b> Van Rental for Shuttle Service of DSWD Central Office Employee	

To the Designated Procurement Officer, the attached RIS/PR is hereby returned for compliance to the following:

**A. IF INCLUDED IN PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)/ DSWD – CENTRAL OFFICE ANNUAL PROCUREMENT PLAN:**

- Submit an updated/supplemental PPMP and submit to the Financial Management Service - Budget Division
- Use the appropriate PPMP template/form
- Others: Please attach the basis of ABC (Market Research) and Justification for the use of NP-Emergency Procurement.

Remarks:

DSWD-Central Office  
**PROCUREMENT SERVICE**  
Received by: Enka  
Date: 7/10/2020 Time: 4:00 PM  
7/10 - recorded 2 min w


**B. BASED ON THE REVIEW/ EVALUATION OF THE PROCUREMENT OFFICER-IN-CHARGE**

- Provide details of the following:  
\_\_\_\_\_
- Submit complete supporting documents (Certified True Copy [did not submit the original]):
  - Approved PPMP
  - Inventory of Supplies and Materials
  - Approved Project/Activity Proposal
  - ICTMS Technical Assistance (TA) Report
  - Justification
  - AS-GSD TA Report
  - Rating Factors/Criteria for Selection
  - Pre-Repair Inspection Report
  - Non-Availability/ Suitability (SWADCAP Certificate)
  - Approved Drawing/Design

Others: \_\_\_\_\_

Remarks: \_\_\_\_\_

PREPARED BY:

  
**GLENN PATRICK A. LEYNES**  
Administrative Officer V

APPROVED BY:

  
**OLIVA C. ARCAINA**  
Officer-in-Charge, BAC Secretariat



**EMERGENCY PURCHASE REQUEST (PR) TRACKING SLIP**

KEEP THIS FORM ON TOP OF PR DOCUMENTS

**RUSH**

DRN: 81889	PR No. 01-20001-PR-2020-07-00014
Date Created: JULY 07, 2020	Deadline: OBSU: AS-GSD

DATE/TIME	ACTION TAKEN / NOTES / INSTRUCTION	BY
07/08/20	Received and Recorded in the PMR	<i>[Signature]</i>
17 JUL 2020	Included in the Supplemental PRMP	<i>[Signature]</i>
7.17.2020	endorse to procurement officer (Michael Montano)	<i>[Signature]</i>
7/17	POSTED AS PURCHASE 3:00 PM FOR POST	<i>[Signature]</i>

81889-5



Republic of the Philippines  
Department of Social Welfare and Development  
Office of the Secretary, Central Office  
**PURCHASE REQUEST**

Fund Cluster: 01 - Regular Agency Fund

Funding Source: 01101101 - Specific Budgets of National Government Agencies

PR: 01-20001-PR-2020-07-00014

Date: July 07, 2020

Month July

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Unit	611	DSWD - Administrative Service	- Type of Vehicle: 18-Seater Commuter van (Hi-ace, Grandia, Commuter Vehicle, Urvan) - Number of Vehicle: 4 passenger vans - Engine Displacement: 2.4cc to 3.0cc engine (gasoline/diesel) - Shuttle Service or Coverage Area: Within Metro Manila, Rizal (San Mateo, Montalban, Antipolo) and Bulacan (San Jose del Monte, Meycauayan, Sta. Maria) - Inclusion: The Service provider shall provide Driver for every vehicle which includes meal allowance, salaries and benefits, fuels and toll fee if necessary. The service maintenance of the vehicle shall be shouldered by the service provider. Further, the AS may request replacement of the driver anytime during the contract period due to misconduct and complaints received. In case of the vehicle breakdown, the service provider shall immediately provide replacement vehicle. - Schedule of Service: 5:00 am to 7:00 pm daily (except week ends) - Dispatcher: GSD - Transport Management Section Personnel - Total of 14 working days	4.00	140,000.00	560,000.00

DSWD-Central Office  
**PROCUREMENT SERVICE**  
Received by: [Signature]  
Date: 08 JUL 2020 Time: 10:50

Certified as to Fund S... in accordance with the approved Work...  
Appropriation: 01101101  
Fund: GASS  
Allotment Class: MWE  
P/A/P: 100000 100000 1000  
Division Chief, FMS-Budget Division [Signature]

July: 28, 29, 30 and 31, 2020  
Aug: 3, 4, 5, 6, 7, 10, 11, 12, 13 and 14

Amount In Words: \*\*FIVE HUNDRED SIXTY THOUSAND PESOS AND 00/100\*\* Total: 560,000.00

Description: Van Rental for Shuttle Service of DSWD Central Office Employee

Requested By: [Signature] JUL 07 2020

Approved By: [Signature]  
**JOSE ERNESTO B. GAVIOLA**  
Undersecretary, GASSG

Signature: \_\_\_\_\_  
Printed Name: **Atty. Karina Antonette A. Agudo**  
Designation: **OIC-Administrative Service**

Certified that the above request is/are included in the Annual Procurement Plan (APP) & with complete supporting documents  
[Signature] 7-20-2020  
**WILLIAM V. GARCIA, JR.**  
Division Chief PS PPMO



Republic of the Philippines

Department of Social Welfare and Development
Office of the Secretary, Central Office
PURCHASE REQUEST

Fund Cluster: 01 - Regular Agency Fund

Funding Source: 01101101 - Specific Budgets of National Government Agencies

PR 01-20001-PR-2020-07-00014

Date: July 07, 2020

Month July

Table with columns: No., Unit, Responsibility Center (Code, Description), Item Description, Quantity, Unit Cost, Total Cost. Row 1: 1, Unit, 611, DSWD - Administrative Service, 4.00, 140,000.00, 560,000.00.

DSWD Central Office
PROCUREMENT SERVICE
Received by: [Signature]
Date: JUL 2020 Time: 0:50

July: 28, 29, 30 and 31
Aug: 3, 4, 5, 6, 7, 10, 11, 12, 13 and 14

Total 560,000.00

Amount In Words \*\*FIVE HUNDRED SIXTY THOUSAND PESOS AND 00/100\*\*

Description Van Rental for Shuttle Service of DSWD Central Office Employee

Requested By: [Signature] JUL 07 2020

Approved By: [Signature]
JOSE ERNESTO B. GAVIOLA
Undersecretary, GASS

Printed Name: Atty. Karina Antonette A. Agudo
Designation: OIC-Administrative Service

Certified that the above request is/are included in the Annual Procurement Plan (APP) 3 with complete supporting documents.
WILLIAM V. GARUDA, JR.
Division Chief PS PPMD

DRN: AS-GSD-A-COMM-20-06-74024-S

**MEMORANDUM FOR THE SECRETARY**

**THROUGH** : **UNDERSECRETARY JOSE ERNESTO B. GAVIOLA**  
Undersecretary for General Administration and Support Services Group

: **ASSISTANT SECRETARY RODOLFO M. SANTOS, CESO II**  
Assistant Secretary for Administration

**FROM** : **THE OFFICER-IN-CHARGE**  
Administrative Service

**SUBJECT** : **PROJECT PROPOSAL FOR VEHICLE RENTAL**

**DATE** : **22 JUNE 2020**

This refers to the Memorandum from the Secretary dated 15 May 2020 on the internal guidelines for the adoption of work arrangements and provision of support mechanism for DSWD personnel during the Period of State of National Emergency due to the COVID-19 Pandemic.

Considering that alternative work arrangements shall be implemented such as work-from-home, skeleton (skeletal) workforce, four-day (compressed) workweek, staggered working hours and other alternative work arrangements, there is a need to provide transportation services for DSWD personnel reporting for work during said pandemic.

It is worth to mention that the passenger capacities of our fleet could not fully serve the number of reporting personnel due to social distancing protocol being implemented so as to prevent the spread of COVID-19. Moreover, most of our vehicles are old which needs for periodic preventive maintenance and replacement of defective parts.

Further, the total budgetary allocation of Administrative Service is just enough to cover the mandatory expenses of DSWD Central Office. Hence, there is a need for fund augmentation to support the proposed vehicle rental.

Relative thereto, may we respectfully request for your concurrence to charge the said project against GASS-Secretary's Directives fund. Your approval shall greatly benefit the DSWD personnel through the provision of commissioned shuttle services and point to point transportation services.

For your consideration.

*Karina Antonette A. Agudo*  
**ATTY. KARINA ANTONETTE A. AGUDO**

*EPM/VPE/L500*

DRN: AS-GSD-A-COMM-20-06-67917-S

**MEMORANDUM FOR THE SECRETARY**

**FROM : UNDERSECRETARY JOSE ERNESTO B. GAVIOLA**  
General Administration and Support Services Group

**SUBJECT : REQUEST FOR FUNDING FOR VAN RENTALS TO BE CHARGE AGAINST GASS – SECRETARY’S DIRECTIVES FUNDS**

**DATE : 17 JUNE 2020**

This refers to the project proposal for vehicle rental for the period of 23 June – 10 July 2020 (14 days) to support the provision of transportation service for DSWD personnel during the period of State of National Emergency due to Covid-19 pandemic.

May we request that the funds amounting to Five Hundred Sixty Thousand Pesos (Php 560,000.00) for said project proposal shall be charged against GASS – Secretary’s directives funds considering the insufficient funds of the Administrative Service.

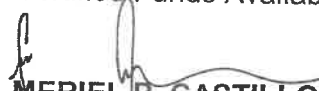
The project proposal aims to provide commissioned shuttle services and point-to-point transportation services for DSWD personnel

For your consideration and approval.

Requested by:

  
**JOSE ERNESTO B. GAVIOLA**

Certified Funds Available:

  
**MERIEL P. CASTILLO**  
Chief, Budget Division

A. 615

Off. Gfx

APPROVED/DISAPPROVED:

  
**ROLANDO JOSELITO D. BAUTISTA**  
Secretary

Certified True Copy  
Rolando Josecito D. Bautista  
Secretary



DRN: AS-GSD-A-COMM-20-06-67917-S

**MEMORANDUM FOR THE SECRETARY**

**FROM :** UNDERSECRETARY JOSE ERNESTO B. GAVIOLA  
General Administration and Support Services Group

**SUBJECT :** REQUEST FOR FUNDING FOR VAN RENTALS TO BE  
CHARGE AGAINST GASS – SECRETARY’S DIRECTIVES  
FUNDS

**DATE :** 17 JUNE 2020

This refers to the project proposal for vehicle rental for the period of 23 June – 10 July 2020 (14 days) to support the provision of transportation service for DSWD personnel during the period of State of National Emergency due to Covid-19 pandemic.

May we request that the funds amounting to Five Hundred Sixty Thousand Pesos (Php 560,000.00) for said project proposal shall be charged against GASS – Secretary’s directives funds considering the insufficient funds of the Administrative Service.

The project proposal aims to provide commissioned shuttle services and point-to-point transportation services for DSWD personnel

For your consideration and approval.

Requested by:

**JOSE ERNESTO B. GAVIOLA**

RAM/KAG/EPM/MPE/500

Certified Funds Available:

**MERIEL P. CASTILLO**

Chief, Budget Division

APPROVED/DISAPPROVED:

**ROLANDO JOSELITO D. BAUTISTA**  
Secretary

DRN: A-PP-20-05-62106-S

## PROJECT PROPOSAL

### I. Project Information

Project Title : **VEHICLE RENTAL FOR DSWD PERSONNEL**  
Duration : June 23 - July 10, 2020  
14 working days  
Hours – 14 hours/day

### II. Rationale

On 07 May 2020, the Civil Service Commission issued Memorandum Circular no. 10 series of 2020 or the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of National Emergency due to the COVID-19 Pandemic.

Subsequently, Memorandum from the Secretary dated 15 May 2020 provides the internal guidelines for the adoption of work arrangements and provision of support mechanism for DSWD personnel during the Period of State of National Emergency due to the COVID-19 Pandemic. Alternative work arrangements shall be implemented such as work-from-home, skeleton (skeletal) workforce, four-day (compressed) workweek, staggered working hours and other alternative work arrangements to reduce the number of personnel in the workstations and reduce the need to travel.

Given this, workforce requirements shall be adopted including provisions of commissioned shuttle services and point-to-point transportation services for DSWD personnel reporting for work.

As of the moment, the following are the shuttle services of AS-GSD assigned at the designated pick-up and drop points:

Route	Vehicle Type	Number of Trips per route (AM & PM)	Number of Employees served with Social Distancing during COVID-19 Pandemic	Expected Number of Employees to be served during General Community Quarantine
Legarda	Mitsubishi Rosa	2	14	28
Sta Lucia	Isuzu Passenger Bus	2	17	32
Montalban	Mitsubishi Rosa	2	14	28
Camarin, Caloocan	Isuzu Passenger Bus	2	17	32
Monumento	Nissan Urvan	2	10	18
NROC-SWADCAP via Mandaluyong	Hino Bus	2	20	45
San Jose Del Monte-Bulacan	Hyundai Aero Bus	2	32	60

PAGE 1 of 3



The Administrative Service – General Services Division is lacking mobility vehicle to serve the skeleton force and/or for reporting to duty personnel in the DSWD Central Office. **Thus, this project proposal aims to efficiently ferry the affected commuting employees.**

Considering the social/physical distancing protocol, the passenger capacities of our fleet could not fully serve the reporting personnel. Moreover, most of our vehicles are old which needs for periodic preventive maintenance and replacement of defective parts.

### III. Objective

The Van rental project aims to immediately deliver support services to the personnel of the DSWD Central Office to be used for shuttle services and official businesses in the exigency of the service.

### IV. Requirements

- A. **Type of Vehicle :** 18-Seater Commuter van (Hi-ace, Grandia, Commuter Vehicle, Urvan)
- B. **No. of Vehicle:** 4 passenger vans
- C. **Engine Displacement :** 2.4cc to 3.0cc engine (gasoline/diesel)
- D. **Shuttle Service or coverage area:** Within Metro Manila, Rizal (San Mateo, Montalban, Antipolo) and Bulacan (San Jose Del Monte, Meycauayan, Sta Maria)
- E. **Inclusion :** The service provider shall provide **Driver** for every vehicle which includes meal allowance, salaries and benefits, fuels and toll fee if necessary. The service maintenance of the vehicle shall be shouldered by the service provider. Further, the AS may request replacement of the driver any time during the contract period due to misconduct and complaints received. In case of vehicle breakdown, the service provider shall immediately provide a replacement vehicle.
- F. **Schedule of Services :** 5:00am to 7:00pm daily
- G. **Dispatcher :** GSD – Transportation Management Section personnel

### V. Budgetary Requirements

The total budget of Five Hundred Sixty Thousand pesos (P 560,000.00) is allocated for the rental of vans for **14** days.

Days : 14 days  
Hours : 14 Hours/Day

$$4 \text{ Vans} \times \text{P } 10,000.00/\text{van} = \text{P } 40,000 \times 14 \text{ days} = \text{P } 560,000.00$$

### VI. Recommendation

We recommend for the allocation and approval of Five Hundred Sixty Thousand pesos (P 560,000.00) for car rental to be used during the COVID-19 pandemic.

*(Handwritten Signature)*  
Certified True Copy  
Ramon R. Laya III  
IA Admin Aide V, GSD-1412



Submitted by:

*[Signature]*  
**EMYLOU P. MIRAVALLES**  
OIC-Chief, GSD

Noted by:

*[Signature]*  
**ATTY. KARINA ANTONETTE A. AGUDO**  
Officer-in-Charge, Administrative Service

Certified as to Availability of Funds:

*[Signature]*  
**MERIEL B. CASTILLO**  
Chief, Budget Division

Recommending Approval:

*[Signature]*  
**RODOLFO M. SANTOS, CESO II**  
Assistant Secretary for Administration

Approved:

*[Signature]*  
**Undersecretary JOSE ERNESTO B. GAVIOLA**  
Office of the Undersecretary for General  
Administration and Support Services Group  
*subject to availability of funds*

*[Signature]*  
Certified True Copy  
Ferrer, E. Louie III  
Administrative V. GSD-TL

DRN: A-PP-20-05-62106-S

## PROJECT PROPOSAL

### I. Project Information

Project Title : **VEHICLE RENTAL FOR DSWD PERSONNEL**  
 Duration : June 23 - July 10, 2020  
           14 working days  
           Hours – 14 hours/day

### II. Rationale

On 07 May 2020, the Civil Service Commission issued Memorandum Circular no. 10 series of 2020 or the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of National Emergency due to the COVID-19 Pandemic.

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Given this, workforce requirements shall be adopted including provisions of commissioned shuttle services and point-to-point transportation services for DSWD personnel reporting for work.

As of the moment, the following are the shuttle services of AS-GSD assigned at the designated pick-up and drop points:

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<b>Montalban</b>	Mitsubishi Rosa	2	14	28
<b>Camarin, Caloocan</b>	Isuzu Passenger Bus	2	17	32
<b>Monumento</b>	Nissan Urvan	2	10	18
<b>NROC-SWADCAP via Mandaluyong</b>	Hino Bus	2	20	45
<b>San Jose Del Monte Bulacan</b>	Hyundai Aero Bus	2	32	60

PAGE 1 of 3



The Administrative Service – General Services Division is lacking mobility vehicle to serve the skeleton force and/or for reporting to duty personnel in the DSWD Central Office. **Thus, this project proposal aims to efficiently ferry the affected commuting employees.**

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### III. Objective

The Van rental project aims to immediately deliver support services to the personnel of the DSWD Central Office to be used for shuttle services and official businesses in the exigency of the service.

### IV. Requirements

- A. **Type of Vehicle :** 18-Seater Commuter van (Hi-ace, Grandia, Commuter Vehicle, Urvan)
- B. **No. of Vehicle:** 4 passenger vans
- C. **Engine Displacement :** 2.4cc to 3.0cc engine (gasoline/diesel)
- D. **Shuttle Service or coverage area:** Within Metro Manila, Rizal (San Mateo, Montalban, Antipolo) and Bulacan (San Jose Del Monte, Meycauayan, Sta Maria)
- E. **Inclusion :** The service provider shall provide **Driver** for every vehicle which includes meal allowance, salaries and benefits, fuels and toll fee if necessary. The service maintenance of the vehicle shall be shouldered by the service provider. Further, the AS may request replacement of the driver any time during the contract period due to misconduct and complaints received. In case of vehicle breakdown, the service provider shall immediately provide a replacement vehicle.
- F. **Schedule of Services :** 5:00am to 7:00pm daily
- G. **Dispatcher :** GSD – Transportation Management Section personnel

### V. Budgetary Requirements

The total budget of Five Hundred Sixty Thousand pesos (P 560,000.00) is allocated for the rental of vans for **14** days.

Days : 14 days

Hours : 14 Hours/Day

4 Vans x P 10,000.00/van = P 40,000 x 14 days = **P 560,000.00**

### VI. Recommendation

We recommend for the allocation and approval of Five Hundred Sixty Thousand pesos (P 560,000.00) for car rental to be used during the COVID-19 pandemic.



Submitted by:

*[Signature]*  
**EMYLOU P. MIRAVALLAS**  
OIC-Chief, GSD

Noted by:

*[Signature]*  
**ATTY. KARINA ANTONETTE A. AGUDO**  
Officer-in-Charge, Administrative Service

Certified as to Availability of Funds:

*[Signature]*  
**MERIEL P. CASTILLO**  
Chief, Budget Division *cap. u/x*

Recommending Approval:

*[Signature]*  
**RODOLFO M. SANTOS, CESO II**  
Assistant Secretary for Administration

Approved:

*[Signature]*  
**Undersecretary JOSE ERNESTO B. GAVIOLA**  
Office of the Undersecretary for General  
Administration and Support Services Group  
*subject to availability of funds*

## VAN RENTAL BUDGET

Supplier	Daily Charge (14 hours/Day)
Foxtravel	₱8,000.00
Shosha Vehicle Trading	₱9,000.00
CF Rental Services P6,460 (10hours) + P800 (excess 4hours)	₱7,260.00
<b>TOTAL:</b>	<b>₱24,260.00</b>

Average = P 24,260.00 / 3 ₱8,086.67

plus 5% ₱8,491.00

4 Vans x P8,491.00/van = P33,964.00 x 14 days = **P 475,496.00**

**TOTAL BUDGET**

**₱475,496.00**

Prepared by:

  
**Ramon F. Laygo III**  
 Administrative Aide V, GSD

Noted by:

  
**Emylou P. Miravalles**  
 OIC-Chief, General Services Division



**Inbox** 1,787

Starred

Snoozed

Sent

Drafts 13

Meet

Start a meeting

Join a meeting

Chat

Jimson M

11 Invites

Kenneth Bryan Melatado, Mich...

Juvy Mae Navarro

**Jimson M Navarro**

Good morning maam i am from DSWD C.O. mag inquire lang po kami for rental of van for our shuttle to our employee for 14 days and 14 hours every duty, 4 vans po

Jul 10, 2020, 9:18 AM (4 days ago)

Hi sir, our rate is P8,000.00 per van, 14 hours per day. Would you like us to make a Format Quotation on this rate sir? Thank You

MRK VELAYO FUCANAN

**Field and Outdoor Explore Travel Services**

Tel: +632 8556 1624 / +632 8815 8401

Mobile: +63922 843 3489 | +63917 779 8785

Email: [info@foxtravel.com.ph](mailto:info@foxtravel.com.ph) / Web: [www.foxtravel.com.ph](http://www.foxtravel.com.ph)

DOT Accreditation No. TOP-R04A-0000465-2018(M)



Jul 13, 2020, 3:13 PM (18 hours ago)

FoxTravel to me

Hi sir, our rate is P8,000.00 per van, 14 hours per day. Would you like us to make a Format Quotation on this rate sir? Thank You

MRK VELAYO FUCANAN

**Field and Outdoor Explore Travel Services**

Tel: +632 8556 1624 / +632 8815 8401

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DOT Accreditation No. TOP-R04A-0000465-2018(M)





SHOSHA VEHICLE TRADING

SHOSHA VEHICLE TRADING  
888 Yrreverre Square Bldg.,  
Brgy. Talipapa, Quezon City  
0917-134-6340  
mtjdtrading@yahoo.com

## VAN RENTAL QUOTATION

Good Day,

We are pleased to present our quotation for the items below:

ITEM	DESCRIPTION	INCLUSION	PRICE
4 UNITS 13-15 SEATER VANS  (2 FOTON TRANSVAN  1 TOYOTA HI-ACE  1 NISSAN NV350)	14HRS/DAY  FOR 14 DAYS  (RATE:METRO MANILA ONLY)	GAS  DRIVER  TOLL/PARKING FEE  MEAL OF DRIVER	P9,000/PER DAY/UNIT
<b>TOTAL</b>			<b>P504,000</b>

Should you have any concern, please feel free to contact me.

Thank you very much and we look forward to do business with you.

Regards,

Ma. Theresa Jean Dalag

0917-134-6340



Voyagez Professionnel Inc.  
 Unit C and D 4/F Commerce & Industry Plaza Bldg.  
 Campus Avenue McKinley Town Center  
 Taguig 1630 Metro Manila  
[www.cfrentacar.com](http://www.cfrentacar.com) | (02) 8683 6263

**SERVICE AGREEMENT**

To: Ramon F. Laygo III  
 Date prepared: Jun 3, 2020

**I. PACKAGE COMPUTATION**

WITH DRIVER RENTAL DAY TRIP ONLY					
PARTICULARS		COST	DAY(S)		AMOUNT
Toyota GL Grandia or similar	₱	5,500.00	1.00	₱	5,500.00
			Rental Total	₱	5,500.00
			12% VAT	₱	660.00
			Driver's Meal	₱	300.00
			<b>AMOUNT DUE</b>	₱	<b>6,460.00</b>

**II. INCLUSIONS**

- A. Professional driver for 10 hours per day within Metro Manila only
- B. Fuel

**III. ADDITIONAL CHARGES (Exclusions)**

- A. Toll fees
- B. Parking fees
- C. Additional driver's working hours – PHP 200 per hour (or fraction thereof)

**IV. PAYMENT TERMS**

- A. Full payment of rental fee upon confirmation of booking
- B. Additional charges must be paid for directly by the renter during the trip
- C. Payments are strictly non-refundable and cancellation or rescheduling of booking will not be credited

**In order to confirm this booking:** kindly return a signed copy of this agreement together with a government issued I.D.

**Renter Signature**

**Full Name**

In instances where the Renter is a corporate entity or the authorized representative of another individual Renter, the signatory warrants the requisite capacity and authority to bind the Renter to this Agreement

Signature    

Date

  
 Certified True  
 Copy  
 of  
 this document  
 on  
 06/03/2020

**Checklist No. 3**

Project/Activity Proposal for Communication, Consultancy, Cost of Goods/Services

Date/Time : 27 May 2020  
 From : AS - GSD  
 Subject : Project Proposal for Vehicle Rental  
 Amount : ₱ 840,000.00

Particulars	Available		Remarks
	Yes	No	
<b>Common to All CAF</b>			
1. Activity/Training must be included in the WFP			
2. If fund source is SARO, review/check specific requirements/purpose per SARO			Please be informed that per NBC 446 Series of 1997, rental of motor vehicle for a continuous period of more than 15-days may be allowed subject to approval of the DPM. For not more than 15 days shall be approved by the Head of Agency.
<b>Required documents:</b>			
<b>Consultancy</b>			
1. Market Study			
2. Approved Project / Activity Proposal			
3. Terms of Reference (TOR)			
<b>Communication allowance</b>			
1. Approved Distribution List			
<b>Cost of Goods/Services, specifically for Welfare Goods</b>			
1. Market study	✓		Plec
	✓		Plec - provide TA, as needed. - approved by
	✓		For compliance as stated above.
			Thank you.
			MERIEL P. CASTILLO Chief, Budget Division for Regular Programs

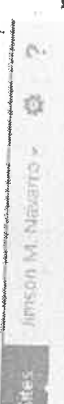
*Meriel/Steuer,  
Let's escalate  
to Bee Glenda if  
no response is  
obtained this month.*

*may be taken from  
PMS funds, PMS  
or Sec. Directives,  
not subject  
to approval.  
4/6/5*

DSWD - CENTRAL OFFICE  
BUDGET DIVISION RECEIVED

JUN 08 2020

RECEIVED BY:  
RECORD NO:



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Agency Code: CAP

**Document Information 2020 - PR FOR VAN RENTAL FOR SHUT...**

**NEW**

Version History | Alert Me | Workflows

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**Edit Item**

Name of Receiver: EDNA NOCON

Document Category: A-PR

Sender office: AS-GSD

Name of Sender: USEC. JOSE ERNESTO B. GAYCOLA

Document Signatory: WITH ATTACHMENT

Remarks: WITH ATTACHMENT

Document Duration (EODB): 5 - 3 Days

Document Reference Number: AS-GSD-A-PR-20-07-81889-S

Attachments: PR - VAN RENTAL FOR SHUTTLE OF DSWD CENTRAL OFFICE EMPLOYEE - 500,000 - 070720.pdf

Content Type: Text

Created at: 7/7/2020 10:43 AM By: Jimson M. Navarric

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7/7/2020

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Agency Code: CAP

FY 2020 Supplemental Project Procurement Management Plan (NonCSE) No.004  
as of July,2020

Line Item No.	Fund Code	Procurement Program/Project	Mode of Procurement	Schedule of Requirements												Source of Funds	Total	Estimated Budget (Php)		
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			MOOE	CO	
1		VEHICLE RENTAL-to support the provision of Transportation service for DSWD personnel during the period of State of National Emergency due to COVID-19 pandemic	Emergency Procurement							1							560,000.00	560,000.00		
2																	-			
3																	-			
4																	-			
6																	-			
7																	-			
8																	-			
9																	-			
10																	-			
<b>GRAND TOTAL</b>													560,000.00	560,000.00						

Prepared by:

**Rene G. Balanza**  
Administrative Service-General Services Division

Certified Funds Available/Certified  
Appropriate Funds Available:

**Mariel D. Castillo**  
Financial Management Service, Budget Division

Approved By:

**Karina Antonette A. Agudo**  
Officer-In-Charge, Administrative Service

Certified True Copy

Certified True Copy  
**Vincent S. Eltagon**  
AO-II, GSD-TMS



MALACAÑAN PALACE  
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

PROCLAMATION NO. 929

**DECLARING A STATE OF CALAMITY THROUGHOUT THE PHILIPPINES  
DUE TO CORONA VIRUS DISEASE 2019**

**WHEREAS**, Under Section 15, Article II of the Philippine Constitution, it is the State's Policy to protect and promote the right to health of the people;

**WHEREAS**, Proclamation No. 922, s. 2020, was issued declaring a State of Public Health Emergency throughout the Philippines due to Corona Virus Disease 2019 (Covid-19), enjoining all government agencies and local government units (LGUs) to render full assistance and cooperation and mobilize the necessary resources to undertake critical, urgent, and appropriate response and measures in a timely manner to curtail and eliminate the threat of Covid-19;

**WHEREAS**, the Code Alert System for COVID-19 was raised to Code Red Sublevel Two (2) in accordance with the recommendation of the Department of Health (DOH) and the Inter-Agency Task Force for Emerging Infectious Diseases (IATF);

**WHEREAS**, despite government interventions, the number of confirmed cases of Covid-19 continues to rise;

**WHEREAS**, pursuant to Republic Act No. 10121, or the "Philippine Disaster Risk Reduction and Management Act of 2010," the National Disaster Risk Reduction and Management Council has recommended the declaration of a State of Calamity throughout the Philippines; and

**WHEREAS**, such declaration will, among others, afford the National Government, as well as LGUs, ample latitude to utilize appropriate funds, including the Quick Response Fund, in their disaster preparedness and response efforts to contain the spread of Covid-19 and to continue to provide basic services to the affected population;

**NOW, THEREFORE, I, RODRIGO ROA DUTERTE**, President of the Philippines, by virtue of the powers vested in me by the Constitution and existing laws, do hereby proclaim as follows:

**SECTION 1:** There is hereby declared a State of Calamity throughout the Philippines for a period of six (6) months, unless earlier lifted or extended as circumstances may warrant.

**SECTION 2:** There is hereby imposed an Enhanced Community Quarantine throughout Luzon beginning 12 midnight tonight until 12 April 2020, unless earlier lifted or extended as circumstances may warrant.

**SECTION 3:** All government agencies and LGUs are enjoined to render full assistance to and cooperation with each other and mobilize the necessary resources to undertake critical, urgent, and appropriate disaster response aid and measures in a timely manner to curtail and eliminate the threat of Covid-19.


**SECTION 4:** All law enforcement agencies, with the support from the Armed Forces of the Philippines, are hereby directed to undertake all necessary measures to ensure peace and order in affected areas, as may be necessary.

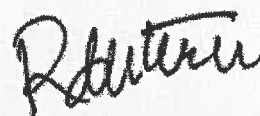
**SECTION 5:** The Executive Secretary, the Secretary of Health, and all other concerned heads of departments, are directed to issue guidelines governing the implementation of the Enhanced Community Quarantine throughout Luzon.

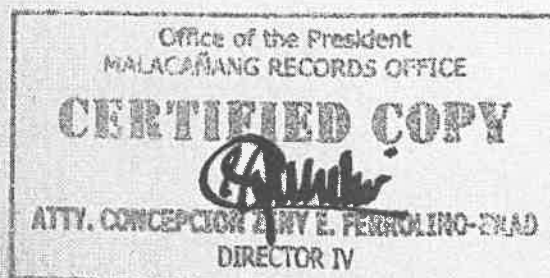
**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the seal of the Republic of the Philippines to be affixed.

Done in the city of Manila, this 16th day of March in the year of Our Lord, Two Thousand and Twenty.

By the President:

  
**SALVADOR C. MEDIALDEA**  
Executive Secretary







10 July 2020

## JUSTIFICATION FOR EMERGENCY PROCUREMENT

Executive Order No. 112 series of 2020 which was signed by President Rodrigo R. Duterte on 30 April 2020, imposing the National Capital Region or Metro Manila and other parts of Luzon in the state of General Community Quarantine due to the COVID-19 pandemic.

Moreover, Inter-Agency Task Force for the Management of Emerging Infectious Diseases recommended and approved the IATF Resolution No. 30, an Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines.

Under the General Community Quarantine, temporary measures are being implemented such as **limitation of movement of people and transportation**, regulation of operating industries, and presence of personnel to enforce community quarantine protocols.


Some of the public transportation is being suspended despite the declaration of new normal work schedule and implementation of skeleton workforce in all Government offices by the Civil Service Commission.

Given this, workforce requirements shall be adopted including provisions of commissioned shuttle services and point-to-point transportation services for DSWD personnel reporting for work.

The Administrative Service – General Services Division is lacking mobility vehicle to serve the skeleton force and/or for reporting to duty personnel in the DSWD Central Office. Considering the social/physical distancing protocol, the passenger capacities of our fleet could not fully serve the reporting personnel. Moreover, most of our vehicles are old which needs for periodic preventive maintenance and replacement of defective parts.

On this, may we request to facilitate the van rental in an emergency procurement method to immediately respond to the needs to provide commissioned service vehicle for the DSWD personnel reporting for work.

For consideration

  
**ATTY. KARINA ANTONETTE A. AGUDO**  
Officer-in-Charge, Administrative Service



Procurement Quotations <quotations@dswd.gov.ph>

# Quotation for RFQ 20-0699 GSD Van Rental | A Whole New World Travel Express

1 message

**AWNW Travel Marketing** <marketing@awnwtravel.com> Wed, Jul 29, 2020 at 12:50 PM  
To: BAC Secretariat Quotations <quotations@dswd.gov.ph>

Good day!

Please see below quotation for **RFQ 20-0699** for "**Van Rental for Shuttle Service of DSWD Central Office Employee**"

--

Best Regards,

**Liezl Joya**

**General Manager**

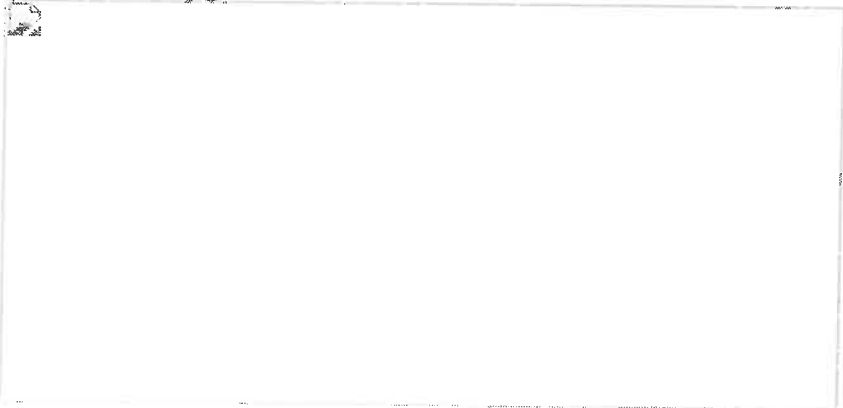
*A Whole New World Travel Express*

*Sales & Marketing Dept*

Mobile: 09395218073

Website: [www.awnwtravel.com](http://www.awnwtravel.com)

Email: [marketing@awnwtravel.com](mailto:marketing@awnwtravel.com)



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4 attachments

7/29/2020

Department of Social Welfare and Development Mail - Quotation for RFQ 20-0699 GSD Van Rental | A Whole New World Travel Ex...

**business permit 2020 (1).jpeg**  
399K

 **RFQ.20.0699.GSD.Van.Rental (AWNW TRAVEL).pdf**  
42K

 **RFQ.20.0699.GSD.Van.Rental (PAGE 1).pdf**  
127K

 **Revised RFQ.20.0699.GSD.Van.Rental (PAGE 2).pdf**  
136K

TAXPAYER'S COPY



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF CAVITE  
CITY OF BACOOR

MAYOR'S PERMIT & BUSINESS LICENSE

DATE: \_\_\_\_\_  
ISSUE NO: \_\_\_\_\_  
BACOR CITY: \_\_\_\_\_

ISSUED TO: \_\_\_\_\_  
IN COMPLIANCE WITH ORDINANCE NO. 10000 OF BACOOR CITY AFTER PAYMENT OF TAXES, FEES AND CHARGES, ETC.  
AND COMPLIANCE WITH ALL OTHERS REQUIREMENTS, PERMIT IS HEREBY GRANTED TO THE TAXPAYER.

NO.	DESCRIPTION	TAX RATE	AMOUNT	SUB. IN	TOTAL	ISSUE
1	Business License	12%	12000		12000	
2	Mayor's Permit	12%	12000		12000	
TOTALS			24000		24000	

MR. FRANCISCO J. UCAMPO  
  
 HON. LAMAR M. CADANO REVILLA

SUBJECT TO FIRE, HEALTH & BOBOYENGO INSPECTIONS



NOTICE TO TAXPAYER: THIS PERMIT IS VALID FOR ONE YEAR FROM THE DATE OF ISSUANCE. THE TAXPAYER SHALL BE RESPONSIBLE FOR THE PAYMENT OF TAXES, FEES AND CHARGES, ETC. IN ACCORDANCE WITH THE CITY ORDINANCES. THE PERMIT IS SUBJECT TO THE INSPECTIONS OF THE FIRE, HEALTH AND BOBOYENGO DEPARTMENTS. THE TAXPAYER SHALL BE RESPONSIBLE FOR THE COMPLIANCE WITH ALL THE REQUIREMENTS OF THE SAID DEPARTMENTS.

TREASURY DEPARTMENT

APPROVED: \_\_\_\_\_  
 CHECK  CASH   
 CHECK NO. \_\_\_\_\_  
 BANK \_\_\_\_\_  
 RECEIVED BY \_\_\_\_\_  
 TELLER NO. \_\_\_\_\_ TREASURER

ENCLOSURE'S D NO. \_\_\_\_\_ TOTALS  
 RECEIVED BY: \_\_\_\_\_  
 RECEIVED MAYOR'S PERMIT AND OFFICIAL RECEIPT WHEN MACHINE  
 AUDITED BY THE TREASURY DEPARTMENT CASH REGISTER MACHINE.

MACHINE VALIDATION

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
IBP Road, Constitution Hills, Quezon City

**REQUEST FOR QUOTATION**

**EMERGENCY CASES**

**Company Name :** A WHOLE NEW WORLD TRAVEL EXPRESS  
**Company Address :** B9L6 PERPETUAL 8 BACOR CAVITE  
**Contact Person :** LIEZL Q. JOYA  
**Contact No. :** 9395218073  
**Philgeps Reg. No.:** 161289  
**Company TIN:** 919-588-359-000

**RFQ No.** 20-0699  
**Date:** July 28, 2020

**Sir/Madam:**

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non - compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

As a condition for award, you will be required to submit your **Mayor's/Business Permit within 24 hours from receipt of notice**. The Certificate of Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number. If awarded, you will be required to submit a **duly notarized Omnibus Sworn Statement**, in accordance with the attached format (Annex B) together with the signed copy of the Purchase Order (PO) within three (3) days from the date of the P.O was served thru/fax/email

Please accomplish and submit this form together with **Annex A** and all the required documents to **DSWD -BAC Secretariat** at Ground floor, DSWD-CO Building, IBP Road, Constitution Hills, Quezon City or fax it through numbers **8951-7116** or email to **quotations@dswd.gov.ph** not later than **4:00 PM of 29 July 2020**. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.

Very truly yours,

Signed

**WILLIAM V. GARCIA JR**  
Supervising Administrative Officer  
Procurement Planning and Management Division

**Terms and Conditions:**

1. Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
2. Quotation validity shall be Sixty (60) Calendar days.
3. Good/s shall be delivered within Please see Annex A.
4. Place of Delivery: Please see Annex A.
5. Terms of Payment: within 15-30 days upon complete submission of supporting documents  
Payment through LLDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).  
**Account Name :** LIEZL JOYA - A WHOLE NEW WORLD TRAVEL EXPRESS **Account Number :** 1421-1127-85  
**BankName :** LANDBANK **Branch :** IMUS CAVITE
6. **\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee.**  
Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
7. For goods, please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate Warranty: \_\_\_\_\_
10. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
11. **NOTE:** "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free."

**EMMA L. DIAZ**

Procurement Officer

Tel. Nos. 931-6139/ 931-8101 to 07 local 122/124

  
**LIEZL JOYA**

(Signature over Printed Name)  
Supplier



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Company Name : A WHOLE NEW WORLD TRAVEL EXPRESS  
 Company Address : 89L6 PERPETUAL 8 BACOR CAVITE  
 Contact Person : LIEZL Q. JOYA  
 Contact No. : 9389218073  
 Philgeps Reg. No. : 161289  
 TIN No. : 915-588-359-000

RFQ No.: 20-0699  
 Date: July 28, 2020

Unit Cost	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please indicate the detailed specification in the space provided or write "COMPLY" if your bid is compliant to the details)	Quantity	Unit Cost	Total Cost
			In case of the vehicle breakdown, the service provider shall immediately provide replacement vehicle. Schedule of service: 5:00 AM to 7:00 PM daily (except weekends) Dispatcher: GSD- Transport Management Section Personnel Total number of days: 14 Working Days Date Needed: August 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 2020				
			APPROVED BUDGET FOR THE CONTRACT (ABC) 560,000.00				
			x-x-x page 2 of 2 x-x-x				

PURPOSE : Van Rental for Shuttle Service of DSWD Central Office Employee  
 PR No: 01-20001-PR-2020-07-00014

IMPORTANT: The winning bidder MUST pick-up duplicate copy and SIGN the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement and Supply Division within three (3) days from the date advance copy was served to thru fax. FAILURE to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension/blacklisting in DSWD's future biddings.

EMMA L. DIAZ  
 Procurement Officer  
 Tel no. 951-7116 / Fax No. 931-6139

  
 LIEZL Q. JOYA  
 (Signature over printed name)  
 Supplier





REPUBLIC OF THE PHILIPPINES  
PROVINCE OF CAVITE  
CITY OF BACOR

MAYOR'S PERMIT & BUSINESS LICENSE

TAXPAYER'S COPY

EDUARD

PHOTOKOPY  
REPUBLIC OF THE PHILIPPINES

ALL TAXPAYER'S SHALL BE SUBJECT TO THE PAYMENT OF TAXES, FEES AND CHARGES, ETC. AND COMPLIANCE WITH ALL LAWS, ORDINANCES, REGULATIONS AND DECREES APPLICABLE TO THESE TAXPAYER'S.

Barcode

0666 00

010674

010674

STATUS

NO OF EMPLOYEES

ENROLLMENT

PAYMENT OF TAXES

STAMP

HOW MANY BUSINESS PERMITS

UNIT	K	D	C	M	STATUS	NO OF EMPLOYEES	ENROLLMENT	PAYMENT OF TAXES	STAMP

MR. FRANCISCO LOZARDO

HON. RAMON EGAS REVELLA

SUBJECT TO FIRE, HEALTH, & D.S.O. ENACTED ORDINANCES

620

TREASURY DEPARTMENT

CHECK

CHECKS

PAID

RELEASED BY

OFFICER

TREASURER

ENCODER S/D No

REMARKS

THIS PERMIT MUST BE DISPLAYED IN A PROMINENT PLACE AND THE TAXPAYER SHALL BE SUBJECT TO THE PAYMENT OF TAXES, FEES AND CHARGES, ETC. AND COMPLIANCE WITH ALL LAWS, ORDINANCES, REGULATIONS AND DECREES APPLICABLE TO THESE TAXPAYER'S.

MAYOR'S VALUATION

5/28/2020

JOYA(ITR1).jpg

Form No. 1041-2018

Page 1 of 2

Department of the Treasury  
 Internal Revenue Service

**Annual Income Tax Return**

Indicate the filing status (see instructions) **99**

**2020**

**JOYA, LIEZL QUINIBANI**

---

**PART I - BACKGROUND INFORMATION OF TAXPAYER(S)**

1. Social Security Number: **9A 99999 9999**

2. Date of birth: **11/25/1984**

3. Date of preparation: **05/14/2020**

4. Filing status: **99**

5. Marital status: **9**

6. Dependents: **0**

7. Signature: **LIEZL JOYA**

8. Date: **05/14/2020**

---

**PART II - TAXES PAYABLE**

9. Total Federal Income Tax: **0.00**

10. Total Federal Tax Credits: **0.00**

11. Total Federal Tax: **0.00**

12. Total Federal Tax Paid: **0.00**

13. Total Federal Tax Due: **0.00**

14. Total Federal Tax Refund: **0.00**

15. Total Federal Tax Overpaid: **0.00**

16. Total Federal Tax Underpaid: **0.00**

---

**PART III - OTHER TAXES**

17. State Income Tax: **0.00**

18. Local Income Tax: **0.00**

---

**PART IV - PAYMENTS**

19. Total Payments: **0.00**

20. Total Tax Due: **0.00**

21. Total Tax Refund: **0.00**

---

**PART V - SIGNATURES**

22. Taxpayer: **LIEZL JOYA**

---

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIJAN NG RENTAS INTERNAS  
REVENUE REGION NO. 09A  
REVENUE DISTRICT NO. 54B

BIR Form No. **2303**  
Revised July 1997.

OCN 1RC0001232441

**CERTIFICATE OF REGISTRATION**

BUS. REG. UPDATE DATE: **MAY 08 2019**

TIN 919-588-359-000	NAME JOYA, LIEZL QUINIQUINI	REGISTRATION DATE 11/23/2000
------------------------	--------------------------------	---------------------------------

REGISTERED ADDRESS: BLK 9 LOT 6 PERPETUAL VILLAGE VIII  
HABAY I BACOR  
CAVITE 4102

REGISTERED ACTIVITY(IES)  
TAX TYPE  
INCOME TAX  
REGISTRATION FEE  
PERCENTAGE TAX - QUARTERLY

TRADE NAME: A WHOLE NEW WORLD TRAVEL EXPRESS  
SS  
LINE OF BUSINESS / INDUSTRY: 6711 ACTIVITIES OF TOUR AND TRAVEL AGENCIES

REMINDEES:  8% INCOME TAX ONLY

FILING OF REQUIRED TAX RETURNS TO CONFORM WITH THE ABOVE TAX TYPE/S WITH OR WITHOUT OPERATION TO AVOID PENALTIES & GENERATION OF OPEN CASES.

INCOME TAX			
SINGLE PROPRIETOR		CORP/PART/ASSN	
<input type="checkbox"/> 1701Q	<input type="checkbox"/> 1702Q	<input type="checkbox"/> 1701Q	<input type="checkbox"/> 1702Q
1ST QTR MAY 15	2ND QTR AUG 15	3RD QTR NOV 15	4TH QTR APR 15
<input checked="" type="checkbox"/> 1701	<input type="checkbox"/> 1702	<input type="checkbox"/> 1701	<input type="checkbox"/> 1702
<input type="checkbox"/> VALUE ADDED TAX			
2550M - 20th day of the following month			
2550Q - Every 25th day after the close of each QTR			

WITHHOLDING TAX - EXPANDED

6619E - Every 10th of the following month  
1601EQ - Last day of the month if the close of each QTR  
1604E - Annual Information Return - March 01

WITHHOLDING TAX - COMPENSATION

1501C - Every 10th day of the following month  
1604CF - Annual Information Return - Jan 31

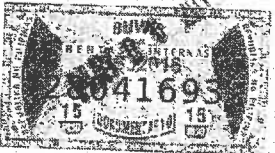
PERCENTAGE TAX - QUARTERLY

2551Q	
1ST QTR	APR 25
2ND QTR	JULY 25
3RD QTR	OCT 25
4TH QTR	JAN 25

ANNUAL REGISTRATION FEE

0805 - On or before January 31 of every year

NOTE: IMMEDIATELY INFORM THIS DISTRICT OFFICE IN CASE OF TRANSFER/CESSATION OF REGISTRATION AND OTHER CONCERNS/UPDATES BY FILING BIR FORM 1905



I HEREBY CERTIFY THAT THE ABOVE NAMED PERSON IS REGISTERED AS INDICATED ABOVE, UNDER THE PROVISIONS OF THE NATIONAL INTERNAL REVENUE CODE, AS AMENDED.

EMMANUEL S. FERRER JR.

REVENUE DISTRICT OFFICER (signature over printed name)

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS  
"If qualified and opted to avail of the 8% income tax rate, the filing of quarterly percentage tax return is not required for the current taxable year the option was made."

EN

COR Update

**A WHOLE NEW WORLD TRAVEL EXPRESS**

Blik 9 Lot 6 Perpetual VIII 8 Habay I Bacoor Cavite  
Bacoor  
Cavite  
Region IV-A  
Philippines

<b>Organization Member Type:</b>	Supplier
<b>Organization Number:</b>	161289
<b>Registration Date:</b>	17-Mar-2016
<b>Registration Type:</b>	Red
<b>Form of Organization:</b>	Single Proprietorship
<b>Organization Type:</b>	Services
<b>Business Category:</b>	Travel, Food, Lodging and Entertainment Services
<b>Business Tax Identification Number:</b>	919-588-359-000
<b>DTI Certificate Number:</b>	03805612
<b>DTI Registration Date:</b>	25-Nov-2015
<b>Capitalization:</b>	Php 500,000.00
<b>Agency Registration:</b>	No
<b>Blacklisted:</b>	No
<b>Updated By:</b>	<u>Liezl Joya</u>
<b>Date Last Updated:</b>	09-Apr-2018