



REPUBLIC OF THE PHILIPPINES
SENATE ELECTORAL TRIBUNAL


REQUEST FOR QUOTATION

The Senate Electoral Tribunal, through its Bids and Awards Committee, will undertake the procurement for the Rental of Two (2) Units of Air-conditioned Buses in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184, as follows:

Name of Project	:	Rental of Two (2) Units of Air-conditioned Buses
Quotation Validity	:	At least thirty (30) calendar days
Delivery Schedule	:	March 5-7, 2024
Terms of Payment	:	15 to 30 calendar days upon submission of complete supporting documents
Approved Budget	:	Two Hundred Sixty Thousand Pesos (Php260,000.00)

Interested suppliers are required to submit their valid and current Mayor's Permit, PHILGEPS Registration Certificate, Omnibus Sworn Statement, and price quotation (Annex "A") not later than **February 26, 2024 at 08:00 a.m.** at the 6th Floor, Sugar Center Building, North Avenue, Diliman, Quezon City. The documents may also be sent thru fax at 8395-9329 or email at set.ppms.ps@gmail.com.

Very truly yours,


ATTY. ELEANOR S. FRANCISCO-ANUNCIACION
Deputy Secretary of the Tribunal
Chairperson, Bids and Awards Committee

SENATE ELECTORAL TRIBUNAL

Annex A

RFQ No.: 2024-02-037

Date :

Company Name: _____

Company Address: _____


Contact Person: _____

Contact Number: _____

Tax Identification Number (TIN): _____

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1	2	Unit	<p>Bus Rental</p> <p>Specifications:</p> <ul style="list-style-type: none"> a. Fully air-conditioned b. Can accommodate at least 40 pax/bus c. Fair reclining seat height (not too low and not too high) <p>Inclusions:</p> <ul style="list-style-type: none"> a. 1 driver assistant/bus b. Fuel c. LTFRB special permit, if necessary d. Toll Fees (RFID: Autosweep and Eastytrip) e. Parking Fees, if any f. Insurance coverage of passengers <p>Availability: March 5, 2024 4:00 A.M. to March 7, 2024 11:00 P.M. or until completion.</p> <p>Route:</p> <ul style="list-style-type: none"> • SET Office to Province of Ifugao and vice-versa • Pick-up and drop-off on designated areas <p>Other Conditions:</p> <ul style="list-style-type: none"> • Drivers should be familiar with the route • Has a ready replacement for the unit as the need arises • Allows prior ocular inspection of the units to be deployed • Driver's Licenses to be submitted prior to departure 			

		<ul style="list-style-type: none">• Passing Rate: 85% <p>Note: See attached rating factor</p> <p>Approved budget: Php260,000.00</p>			
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JULIUS B. REMUDARO
Procurement Officer
Landline: 8395-9329
Mobile Landline: 8463-1113
Email: set.ppms.ps@gmail.com

(Signature over Printed Name)
Supplier

RATING FACTOR
 FOR : 2024 Women's Month Celebration
 March 5-7, 2024

	RATING FACTORS	WEIGHT (%)	RATING
I.	AVAILABILITY	100	
II.	COMPANY PROFILE		
	1. With valid government licenses and permits	10	
	2. With good safety record	60	
	3. With established bus stops along the agreed route	20	
	4. In the industry for at least 5 years	10	
		100	
III.	FLEET CONDITION		
	1. With periodic maintenance	50	
	2. Units are clean (exterior and interior areas)	10	
	3. With pleasant interior smell/odor	10	
	4. With reclining seats and of fair height	10	
	5. Client's satisfactory rating	20	
		100	
IV.	PERSONNEL (Drivers/Assistants)		
	1. With professional driver's license	30	
	2. With current driving experience and familiarity on the agreed route	40	
	3. Client's satisfactory rating	30	
		100	
		TOTAL	

	RATING FACTORS	WEIGHT (%)	RATING
I.	AVAILABILITY	<u> </u> x 0.1	
II.	COMPANY PROFILE	<u> </u> x 0.1	
III.	FLEET CONDITION	<u> </u> x 0.4	
IV.	PERSONNEL (Drivers/Assistants)	<u> </u> x 0.4	
	FACTOR VALUE		

Rated by: _____

Date: _____
