



Republic of the Philippines
OFFICE OF THE SECRETARY
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TERMS OF REFERENCE

Title	:	Vehicle Rental in Support to the Implementation of KADIWA Program and Price Monitoring Activities
Component	:	Market Development Services
Implementing Unit	:	Agribusiness and Marketing Assistance Service
Total Funding	:	Php 1,578,500.00 (including 10% Contingency)
Contract Duration	:	July 1 to December 31, 2024

Rationale/Objectives

Per President Ferdinand “Bongbong” Marcos, Jr.’s directives, the Department of Agriculture through the Agribusiness and Marketing Assistance Service (DA-AMAS) will expand the KADIWA areas in the National Capital Region (NCR) to provide the consumers with more affordable and accessible agricultural commodities. The major activities of DA-AMAS include the conduct of KADIWA retail selling activities, market matching activities and price monitoring to implement the provisions of the Price Act (R.A. 7581) relating to basic necessities or prime commodities, particularly for agriculture and fishery commodities.

In the certification of DA-General Services Division (GSD) Chief dated January 17, 2024, it was stated that the Department of Agriculture is facing limitations in the availability of vehicles for the daily implementation of above mentioned activities. GSD could not guarantee the provision of vehicle for AMAS staff at all times during the implementation of the KADIWA. It is therefore, necessary to hire services of Vehicle Rental Company to ensure that there will be available service vehicles for the AMAS personnel to carry-out the mandated functions of AMAS such as conduct and facilitation of KADIWA and price monitoring activities.

Number of vehicle requirement

- 3 vehicles

Purpose: To be used as support vehicle for the Implementation of KADIWA retail selling, market-matching and price monitoring activities including other AMAS official activities, as may be needed.



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Scope of Work

- Provide 12-seater van to ferry AMAS staff to facilitate the conduct of KADIWA and Price Monitoring activities within Metro Manila (areas in Metro Manila may change), following the 10-hour daily usage of the vehicle. Attached Annex A is the rate per vehicle, seating capacity and routes.

Schedule of Implementation

- The schedule shall be for Monday – Sunday- pick up time at DA Central Office is 5:00 AM. Please note that the schedule/pick up time of 5:00 AM is subject to the actual duty of staff and the service provider will be as well notified accordingly two (2) days in advance. Attached is the vehicle rental schedule, marked as Annex “B”.

Note to bidders

- The inclusion of “All-in” rate will be the vehicle, fuel, driver, parking fees, toll fees, and driver’s meals) and 10-hour daily usage of the vehicle. Overtime rate must be specified in the Request for Quotation (RFQ) on a per hour basis.
- The service provided must assign focal person to coordinate with AMAS coordinator for the vehicle dispatch schedule.
- A ten percent contingency is allotted on the total cost to cover any changes or deviations on the schedule/route. Bidders should indicate in the RFQ, the overtime charge in excess of 10-hour contract.
- Ensure the necessary safety protocol and procedures by ensuring alcohol/sanitizers inside the vehicle, disinfecting or sanitizing the car every after use, and ensuring the health of the drivers to be dispatched.
- The service provider shall secure Certificate of Public Convenience from LTFRB to avoid delay on the trip.

Winning bidder

The winning bidder must assign focal person to coordinate with AMAS coordinator for the vehicle dispatch schedule;

Ensure the necessary safety protocol and procedures by ensuring alcohol/sanitizers inside the vehicle, disinfecting or sanitizing the car every after every use, and ensuring the health of the drivers to be dispatched.

Drivers to be dispatched must have complete Covid-19 booster shot.

The winning bidder may provide/assign other vehicles, provided that the vehicle is properly sanitized before use and shall secure Certificate of Public Convenience from LTFRB to avoid delay on the trip.



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Terms of Payment

Payment shall be processed on a monthly basis inclusive of government taxes. Service provider to issue Billing Statement as basis for the processing of payment based on the actual daily usage of vehicle and subject to the computed rental per hour.

APPROVED:

JUNIBERT A. DE SAGUN
 Director, AMAS *[Handwritten Signature]*

CONFORME:

 [Signature of the Authorized Rep.]

 [in the capacity of] (Please indicate position of Authorized Rep.)

Duly authorized to sign Bid for and on behalf of _____
 (Please indicate name of company)