

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2022-07-479

End-user: DRMD

Name of Project:

**HIRE OF VEHICLE FOR VARIOUS DISASTER RISK REDUCTION MANAGEMENT  
OPERATIONS WITHIN CAR AND OTHER NEARBY REGIONS**

RFQ No.: 2022-08-624

Date: AUG 17 2022

ABC: ₱415,000.00

Mode of Procurement: SMALL VALUE PROCUREMENT

Sir/Madam: \_\_\_\_\_

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph) on or before AUG 22 2022 12:00NN.



AMELYN P. CABRERA  
Alternate BAC Chairperson

**TERMS AND CONDITIONS:**

1. Quotations in excess of the ABC will be **REJECTED**.
2. For unit price/s, quotations with a **dash or zero shall be deemed free of charge**.
3. All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
4. The Procuring Entity **may give due preference to goods being offered with green component**.
5. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is **as indicated** in the next page.
7. Price validity shall be for a period of **120 calendar days** from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier.
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
  - a. **Updated Mayor's / Business Permit**
  - b. **PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)**
  - c. **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
  - d. **Official Receipt issued by BIR (a mere picture of the receipt can suffice)**
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the lower shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation may be disqualified**.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications** and the **terms and conditions** stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the **Omnibus Sworn Statement** prior to issuance of Award / Purchase Order with ABC amounting to **P500,000.00 for Emergency Cases and P50,000.00 above for Small Value Procurement**.
13. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR**.
14. **Liquidated damages equivalent to one tenth of one percent (0.001)** of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE) may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
15. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25025** or email address [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph).

Republic of the Philippines  
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Cordillera Administrative Region  
40 North Drive, Baguio City

**REQUEST FOR QUOTATION (RFQ)**

| LOT NO.                   | DETAILED DESCRIPTION   | QTY  | UNIT          | UNIT PRICE     | TOTAL |
|---------------------------|--|--|---------------|----------------|-------|
| <b>1</b>                  | <b>HIRE OF VEHICLE FOR VARIOUS DISASTER RISK REDUCTION MANAGEMENT OPERATIONS WITHIN CAR AND OTHER NEARBY REGIONS</b>   |  |               |                |       |
|                           | <b>Baguio City to Benguet Province except GIDA Area, San Fernando La Union</b><br>Tentative Date: August 2022<br>4x4/SUV/Van<br>1-5 vehicles (may vary depending on the simultaneous conduct of DSWD activities.)<br>At least 10 passengers for Van; at least 8 passengers for SUV excluding driver                                | 25   | days          |                |       |
|                           | <b>Baguio City to Region 1 and Region 2</b><br>Tentative Date: August 2022<br>4x4/SUV/Van<br>1-5 vehicles (may vary depending on the simultaneous conduct of DSWD activities.)<br>At least 10 passengers for Van; at least 8 passengers for SUV excluding driver   | 15   | days          |                |       |
|                           | <b>Baguio City to Metro Manila/Region 4A</b><br>Tentative Date: August 2022<br>4x4/SUV/Van<br>1-5 vehicles (may vary depending on the simultaneous conduct of DSWD activities.)<br>At least 10 passengers for Van; at least 8 passengers for SUV excluding driver  | 15   | days          |                |       |
| <b>TOTAL PRICE</b>        |  |  |               |                |       |
| <b>OTHER REQUIREMENTS</b> |  | <b>COMPLIANCE</b><br><small>please check (✓) whether can comply or not, no check mark will mean non-compliance</small> |               | <b>REMARKS</b> |       |
|                           |  | Can Comply   | Cannot Comply |                |       |
|                           | Service vehicles must be EURO 4 compliant and year model is preferably at least 2017 and up with comprehensive insurance   | [ ]  | [ ]           |                |       |
|                           | Service provider can provide enough vehicles for simultaneous travels with OR, CR and valid Certificate of Public Convenience (CPC) for each vehicle   | [ ]  | [ ]           |                |       |
|                           | Can provide minimum of 5 vehicles in case of simultaneous travels.   | [ ]  | [ ]           |                |       |
|                           | Service vehicles must be in good condition, air conditioned and fully equipped with basic tools, spare tires and fire extinguisher   | [ ]  | [ ]           |                |       |
|                           | Availability of First Aid Kit with necessary medical paraphernalia and accessories for each vehicle  | [ ]  | [ ]           |                |       |
|                           | Service vehicles must be regularly sanitized/disinfected before and after each travel with ready available alcohol or sanitizer. Should maintain physical distancing and ensure that the driver and passenger wear facemask throughout the travel  | [ ]  | [ ]           |                |       |
|                           | Service provider must have a standby vehicle for disaster response operations.   | [ ]  | [ ]           |                |       |
|                           | All drivers scheduled to travel be subjected to Antigen Test within two (2) days before the travel. The Antigen Test result or medical certificate and all the necessary travel pass should be submitted before the scheduled travel. The service provider shall shoulder the cost of the Antigen Test and other travel documents. | [ ]  | [ ]           |                |       |
|                           | Service provider can provide stand by driver with all the required travel pass and health clearances at any given time.  | [ ]  | [ ]           |                |       |
|                           | Service provider can provide vehicles immediately upon coordination.   | [ ]  | [ ]           |                |       |
|                           | Drivers should be well familiar with road terms, routes and places of travel and with updated/valid professional driver's license.   | [ ]  | [ ]           |                |       |
|                           | Fuel, food and lodging of the drivers will be handled by the service provider  | [ ]  | [ ]           |                |       |
|                           | Coordination of travels will be centrally managed by the General Services Section  | [ ]  | [ ]           |                |       |
|                           | The procuring entity reserves the right to reschedule and cancel or shorten the travel for any justifiable reasons or for any circumstances beyond the procuring entity's control i.e force majeure, fortuitous events etc.  | [ ]  | [ ]           |                |       |
|                           | With permit to travel to any point of Luzon  | [ ]  | [ ]           |                |       |
|                           | Charges will be based on the actual days of travel   | [ ]  | [ ]           |                |       |
|                           | One day is equivalent to 24 hours  | [ ]  | [ ]           |                |       |

|   | OTHER REQUIREMENTS   | COMPLIANCE   |               | REMARKS |
|---|--|--|---------------|---------|
|   |  | please check (✓) whether can comply or not, no check mark will mean non-compliance |               |         |
|   |  | Can Comply   | Cannot Comply |         |
|   | Place of travel is not limited to only one destination for 1 day               | [ ]  | [ ]           |         |
|   | The Service Provider must have an Active Landbank Account for payment purposes | [ ]  | [ ]           |         |
| <b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</b> |  |  |               |         |

• Award shall be made per: Item Basis X Lot Basis

Note: **NO GIFT ALLOWED**. Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.

Sir:

After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

Signature of supplier/representative over printed name: \_\_\_\_\_

Name of Firm/Dealer/Contractor: \_\_\_\_\_

(This will be the name of the CHEQUE to be issued)

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Number/s: \_\_\_\_\_

PhilGEPs Registration Number: \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Canvasser