

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2024-01-017

End-user: BGMS/RRCY

Name of Project:

RFQ No.: 2024-02-205

Date: FEB 15 2024

ABC: ₱100,000.00

GEODETIC SERVICES FOR THE DSWD-CAR RRCY LOT

Mode of Procurement: SMALL VALUE PROCUREMENT

Sir/Madam:

Please quote your lowest price on the item/s described in the succeeding pages 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 on or before FEB 19 2024 2:00NN.

RINA CLAIRE L. REYES
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:
 - o **Updated Mayor's / Business Permit**
 - o **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)**
 - o **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
 - o **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. Upon **approval of the Purchase Order (PO)**, the Procurement Section shall send or forward the **approved PO for confirmation** to the winning bidder. The **approved PO shall be confirmed within three (3) calendar days** upon sending the approved PO to the **winning bidder's officially registered email address or upon notification of the winning bidder that the approved Purchase Order is available for confirmation**. Failure to submit the confirmed PO within the 3-day period shall cause the **automatic cancellation of the PO**.
14. 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**.
15. **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
16. 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.

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	ABC/UNIT	UNIT PRICE	TOTAL
1	GEODETIC SERVICES FOR THE DSWD-CAR RRCY LOT				
	DELIVERABLES: -PROVISION AND INSTALLATION OF AT LEAST THIRTEEN (13) CONCRETE MONUMENTS -PROVISION OF AT LEAST THREE (3) COPIES OF APPROVED, SIGNED, AND SEALED LOT PLAN -PROVISION OF AT LEAST THREE (3) COPIES OF APPROVED, SIGNED, AND SEALED TOPOGRAPHIC MAP -PROVISION OF AT LEAST THREE (3) COPIES OF APPROVED, SIGNED, AND SEALED ACTUAL LOT BOUNDARIES -PROVISION OF AT LEAST THREE (3) COPIES OF APPROVED, SIGNED, AND SEALED LOT PLAN, TOPOGRAPHIC MAP, AND ACTUAL LOT BOUNDARIES -PROVIDE SOFT COPIES (CAD FILE) OF THE LOT PLAN, TOPOGRAPHIC MAP, AND ACTUAL LOT BOUNDARIES PLEASE SEE ATTACHED TERMS OF REFERENCE	1	lot		
	OTHER REQUIREMENTS	COMPLIANCE			REMARKS
		Can Comply	Cannot Comply		
	Service Provider must have an Active Landbank Account for payment purposes. For other banks, service charge will be deducted upon payment on the account.	[]	[]		
	The place of delivery of the goods/services is within RRCY, PAYDA, BAYABAS, SABLAN, BENGUET.	[]	[]		
PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES					
TOTAL PRICE					

• Award shall be made per: Lot basis Total Quoted Price

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.

Name of Firm/Dealer/Contractor: _____

Office Address: _____

Owner's/Proprietor/President's Name and Signature: _____

Contact Number/s: _____

Email Address: _____

For Authorized Representative, kindly indicate the following:

Name and Signature: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____

 Name and Signature of Canvasser

MEL/richy

[Handwritten Signature]

TERMS OF REFERENCE

Project Name : Geodetic Services for the DSWD-CAR RRCY lot
Location : RRCY, Payda, Bayabas, Sablan, Benguet
Area : 10,000 sq.m

Objective:

- To conduct a relocation survey of the DSWD-CAR RRCY lot under Usufruct with Sablan LGU
- To determine clearer view on the Lot boundaries
- To install monuments within the lot boundaries
- The technical description and area to be provided by the end-user shall be the basis of relocating the corners or re-setting the boundaries.

Approved Budget of the Contract (ABC):

- The ABC for the proposed geodetic services is **One Hundred Thousand Pesos (P100,000.00)** inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs.

Scope of Work/Deliverables:

- Provision and installation of **at least thirteen (13) concrete monuments**
- Provision of **at least three (3) copies of approved, signed, and sealed Lot Plan**
- Provision of **at least three (3) copies of approved, signed, and sealed Topographic Map**
- Provision of **at least three (3) copies of approved, signed, and sealed Actual Lot Boundaries**
- Provision of **at least three (3) copies of approved, signed, and sealed Lot Plan, Topographic Map, and Actual Lot Boundaries**
- Provide **soft copies (CAD file) of the Lot Plan, Topographic Map, and Actual Lot Boundaries**

Duration of the Project:

- **Twenty (20) Calendar Days** upon receipt of Contract/Purchase Order

Other Project Requirements:

- Should have a valid PRC license
- Employment Record or Curriculum Vitae/Bio-Data
- Service provider should be equipped with necessary equipment and tools to undertake the project
- Payment will be processed upon submission of approved Lot Plan
- Ensure appropriate resources are in place for the smooth implementation of the project

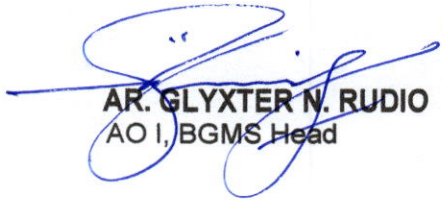
- Reflect fence, trees, boulders, buildings, roads, sidewalks and paths/trails, adjoining owners, and parking on all plans
- Ensure compliance to DENR policies and protocols impacting the project
- Take responsibility for any deviations that is not within the policies on land and surveying
- Coordinate with DENR for the confirmation of boundaries against the approved plan recorded at DENR-CAR

Prepared by:



ENGR. COLLIN JONES C. TUNGOL
Engineer II

Reviewed by:



AR. GLYXTER N. RUDIO
AO I, BGMS Head

Approved by:



RONILO R. FLORES
OIC-Chief, Admin. Division

Concurred by:

Name and signature of the Representative of
Service Provider