Republic of the Philippines DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Cordillera Administrative Region 40 North Drive, Baguio City

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PR/PP No.:	2024-10-756	RFQ No.:	2024-10-1022
nd-user:	PS	Date:	OCT 16 2024
Name of	Project:	ABC:	₱179,088.00

OUTSOURCING OF TRANSPORTATION FOR THE ENHANCING COLLABORATION AND UNITY: A SYNERGY EXPERIENCE FOR THE ADMINISTRATIVE

CLUSTER

Mode of Procurement: SMALL VALUE PROCUREMENT

Sir/Madam:

RINA CLAIRE L. REYES

BAC Chairperson

TERMS AND CONDITIONS:

- 1. Quotations in excess of the ABC will be REJECTED.
- 2. For total quoted price, 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 occular 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
- 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 or Invoice (as applicable) 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 latter shall prevail.
- 10. Suppliers/Contractors who refuse to accept correction of price offer after Bid Evaluation shall 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 may 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 may 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 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.
- 16. Further information may be obtained from the Procurement Section with telephone number (074) 661-0430 local 25123 or email address bacsec.car@dswd.gov.ph.

Republic of the Philippines DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

NO. OUTSOURCING OF TRANSPORTATION FOR THE ENHANCING COLLABORATION AND UNITY: A SYMEROY EXPERIENCE FOR THE ADMINISTRATIVE CLUSTER FROM FO-CAR BAGUIO TO LA UNION Tentative Schedule: November 08, 2024 1 Required Vehicle: VAN, At least twelve (12) seater for the van No. of Unit: 14 unit of Van No. of Days: 1 day FROM LA UNION TO FO-CAR, BAGUIO Tentative Schedule: November 08, 2024 2 Required Vehicle: VAN, At least twelve (12) seater for the van No. of Unit: 14 unit of Van No. of Unit: 15 unit of Van No. of Unit: 16 unit of Van	OUTSOURCING OF TRANSPORTATION FOR THE ENNANCING COLLABORATION AND UNITY: A SYNERGY EXPERIENCE FOR THE ADMINISTRATIVE CLUSTER FROM FO-CAR BAGUIO TO LA UNION Tentative Schedule: November 08, 2024 Required Vehicle: VAN, At least twelve (12) seater for the van No. of Unit: 14 unit of Van No. of Unit: 14 unit of Van No. of Unit: 14 unit of Van No. of Days: 1 day TOTAL PRICE Can Comply Cannot Comply Cannot Comply Preferably vehicle year model must be at least 2017 and up Fully air conditioned/ordinary Attach up to date OR, CR, Driver's License, Certificate of Public Convenience or Provisional Authority for 14 vehicle Fuel, food and lodging of the drivers will be handled by the service provider Schedule of travel and destination can be moved/changed and shall be coordinated with the supplier 1 or 2 days before the travel date at any given time during emergencies/disaster wherin immediate need of the vehicle will be observed Drivers should be well familiar with road terms Service Vehicles must be regularly samitized/ disinfected before and after each travel with ready available alcohol or sanitizer. Should maintain physical distancing and ensure that the driver and passengers wear face masks		40 North REQUEST FOI	n Drive, Baguio Cit R QUOTATION			
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