

REQUEST FOR QUOTATION (RFQ)

PR/PP
No.: 2024-11-837

End-user: DRMD

Name of Project:

RFQ No.: 2024-11-1199

Date: NOV 19 2024

ABC: ₱610,000.00

OUTSOURCING OF TRANSPORTATION/ FORWARDING SERVICES FOR THE DELIVERY OF FOOD AND NON-FOOD ITEMS WITHIN CORDILLERA ADMINISTRATIVE REGION

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 on or before NOV 25 2024, 12:00 NN.

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 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**
 - 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, 0969-572-9176** 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

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ITEM NO.	DETAILED DESCRIPTION	NO. OF VEHICLE NEEDED PER DAY	NO. OF TRIPS	UNIT PRICE	TOTAL
	OUTSOURCING OF TRANSPORTATION/ FORWARDING SERVICES FOR THE DELIVERY OF FOOD AND NON-FOOD ITEMS WITHIN CORDILLERA ADMINISTRATIVE REGION				
1	APAYAO (Baguio City to Apayao and vice versa) Tentative Date: November to December 2024 Required Vehicle: Ten Wheeler Truck	1	3		
2	IFUGAO (Baguio City to Ifugao and vice versa) Tentative Date: November to December 2024 Required Vehicle: Ten Wheeler Truck	1	2		
3	KALINGA (Baguio City to Kalinga and vice versa) Tentative Date: November to December 2024 Required Vehicle: Ten Wheeler Truck	1	1		
4	MOUNTAIN PROVINCE (Baguio City to Mt. Province and vice versa) Tentative Date: November to December 2024 Required Vehicle: Six Wheeler Truck	1	1		

TOTAL PRICE

	OTHER REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
	If the Service Provider can not provide the total number of vehicles required, please indicate number of vehicle to be provided	Indicate:	_____	
	Truck should not have been loaded with chemicals or highly toxic waste prior to the usage of the procuring entity.	[]	[]	
	Bidder should ensure that delivery trucks are in good running condition and roadworthy to take the terrain of Cordillera Administration Region	[]	[]	
	The bidder shall be accountable for the replacement of goods in case of loss or damage of goods upon departure from the warehouse to the delivery site.	[]	[]	
	Bidder shall ensure that drivers assigned are fit to travel any time (Day, Night, Dawn travel) and provide alternate driver if deemed necessary.	[]	[]	
	Bidder shall provide at least 5 haulers for 6-wheeler truck and at least 7 haulers for 10-wheeler truck during loading of goods at the regional/satellite warehouses	[]	[]	
	Has a garage in La Trinidad, Benguet or Baguio City for faster coordination during emergency situation.	[]	[]	
	Drivers should be well familiar with road terms, routes and places of travel and with updated/valid driver's license (restriction No. 3 or C). Valid and updated Driver's License of the proposed drivers should be attached.	[]	[]	
	Service provider will take charge of the required health protocols (wear of face masks, swab tests as needed or as applicable).	[]	[]	
	Service provider can provide four (4) trucks for simultaneous travels supported with OR, CR for each truck. Certified True Copy of the Official Receipt and Certificate of Registration of the offered trucks should be attached.	[]	[]	
	Service trucks must be regularly sanitized/disinfected before and after each travel with readily available alcohol or sanitizer before the scheduled travel.	[]	[]	
	Service provider must ensure to provide vehicle that is in good condition with first aid kit and fully equipped with basic tools, spare tires and fire extinguisher.	[]	[]	
	Schedule of travel may be subject to change and will be communicated at least 1-2 days before the actual date of travel especially during emergency/disaster operation. In case of emergency needs during calamity and/or disaster operation, the service provider can provide trucks within the day upon notification.	[]	[]	

	OTHER REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
	Willing to accommodate clustered trips passing through multiple provinces for purposes of economy and efficiency, if deemed necessary. Charges will be based on the farthest place traveled.	[]	[]	
	The service provider will shoulder fuel, food and lodging of the drivers and helpers.	[]	[]	
	In case the service truck incurs problem in route to the destination, the service provider shall provide spare truck to ensure the delivery of goods without delay.	[]	[]	
	The procuring entity reserves the right to reschedule and cancel or shorten the travel for any justifiable reasons or for any circumstance beyond the procuring entity's control, i.e. force majeure, fortuitous events, etc.	[]	[]	
	Coordination of travels will be centrally managed by the General Services Section or the end user.	[]	[]	
	The Service Provider shall be held liable for the traffic violations committed by the driver of the Service Provider.	[]	[]	
	Payment will be processed on a monthly basis based on the number of trips for the month.	[]	[]	
PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES				
• 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.

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