

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

REQUEST FOR QUOTATION (RFQ)

No.: 2025-01-028

End-user: RAMS

Name of Project:

RFQ No.: 2025-01-096

Date: FEB 03 2025

ABC: ₱95,886.00

Courier Delivery Service for Communications/Letters and Other Official Documents

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 FEB 07 2025 12:00NN

  
ENRIQUE H. GASCON JR.  
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 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 or Invoice issued by BIR (as applicable, a mere picture of the receipt or invoice 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](mailto:bacsec.car@dswd.gov.ph)**.



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**REQUEST FOR QUOTATION (RFQ)**

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	<b>Courier Delivery Service for Communications/Letters and Other Official Documents</b>				
	<b>Metro Manila (NCR)</b>				
1	up to 0.5 kg Pouch	96	pouch		
2	> 0.5 kg. to 1 kg. Pouch	42	pouch		
3	> 1 kg. to 3 kgs. Pouch	21	pouch		
	<b>North Luzon (Regions I, II, III, CAR)</b>				
4	up to 0.5 kg Pouch	252	pouch		
5	> 0.5 kg. to 1 kg. Pouch	17	pouch		
6	> 1 kg. to 3 kgs. Pouch	6	pouch		
	<b>South Luzon (Regions IV-A, IV-B, V)</b>				
7	up to 0.5 kg Pouch	12	pouch		
	<b>Visayas (Regions VI, VII, VIII)</b>				
8	up to 0.5 kg Pouch	24	pouch		
	<b>Mindanao (Regions IX, X, XI, XII, CARAGA)</b>				
9	up to 0.5 kg Pouch	24	pouch		
<b>TOTAL PRICE</b>					
<b>OTHER REQUIREMENTS</b>		<b>Can Comply</b>		<b>Cannot Comply</b>	<b>REMARKS</b>
<b>Charges/Rates:</b>					
1. Charges/Rates are based on the regular rate for courier delivery service of documents/parcels by the Service Provider, inclusive of all applicable tax.		[ ]		[ ]	
2. Charges/Rates are fixed during the duration of the contract, February to December 2025.		[ ]		[ ]	
<b>Scope of Services:</b>					
1. Door-to-door collection and delivery of documents/parcels. Service Provider Representative must pick up the documents/parcels from the DSWD CAR office in #40 North Drive, Baguio City and deliver to the specified address. DSWD-CAR may drop off the documents/parcels to the designated branch of the service provider located within one (1) kilometer from the DSWD-CAR, as may be agreed.		[ ]		[ ]	
2. Ensure on-time delivery of documents/parcels in all cities and capital towns/municipalities covered by the service Provider within the National Capital Region, Luzon, Visayas, and Mindanao based on the requirements issued by the Records and Archives Management Section (RAMS) of the DSWD-CAR.		[ ]		[ ]	
3. Provide its own real-time mobile or online tracking system and should have an assigned point person who will handle the account and all necessary transactions of the DSWD-CAR with the courier Service Provider.		[ ]		[ ]	
4. Submit a duly signed certified true and correct monthly summary report and/or complete Proof of Deliveries (PODs) or other forms of Verification not later than fifteen (15) working days after the end of every month. Delivery of PODs or other forms of verification to DSWD-CAR shall incur no additional charges. The veracity of the information stated in the summary of the PODs shall be duly certified by the Head of the Service Provider or its authorized representative.		[ ]		[ ]	
5. Undertake at least two (2) attempts to deliver the documents/parcels coursed through it. If undelivered after the first attempt, the Service Provider must immediately inform the DSWD-CAR for instructions. The DSWD CAR may then modify the delivery details (e.g. different recipient but same address, etc.) to aid in the second attempt to deliver the documents/parcels, without additional cost unless such modifications resulted to a new delivery address. If unable to return the undelivered documents/parcels/Return-to-Sender (RTS) mails to DSWD CAR, the Service Provider must submit a notarized affidavit of loss.		[ ]		[ ]	



6. Pick up of documents/parcels at the DSWD-CAR office is between Mondays to Fridays before 3:00 pm. The delivery schedule or schedule of requirements provided below may be modified anytime at the option of the DSWD-CAR, provided that the Service Provider be given notice of such modification at least one (1) week prior to the effectivity of the modification.	[ ]	[ ]													
<table border="1"> <thead> <tr> <th>Area of Destination</th> <th>Expected Delivery Date</th> </tr> </thead> <tbody> <tr> <td>Metro Manila (NCR)</td> <td>To be delivered within 1-4 working days upon receipt of the documents from DSWD CAR</td> </tr> <tr> <td>North Luzon</td> <td>To be delivered within 2-5 working days upon receipt of the documents from DSWD CAR</td> </tr> <tr> <td>South Luzon</td> <td>To be delivered within 2-5 working days upon receipt of the documents from DSWD CAR</td> </tr> <tr> <td>Visayas</td> <td>To be delivered within 3-7 working days upon receipt of the documents from DSWD CAR</td> </tr> <tr> <td>Mindanao</td> <td>To be delivered within 4-8 working days upon receipt of the documents from DSWD CAR</td> </tr> </tbody> </table>	Area of Destination	Expected Delivery Date	Metro Manila (NCR)	To be delivered within 1-4 working days upon receipt of the documents from DSWD CAR	North Luzon	To be delivered within 2-5 working days upon receipt of the documents from DSWD CAR	South Luzon	To be delivered within 2-5 working days upon receipt of the documents from DSWD CAR	Visayas	To be delivered within 3-7 working days upon receipt of the documents from DSWD CAR	Mindanao	To be delivered within 4-8 working days upon receipt of the documents from DSWD CAR	[ ]	[ ]	
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7. The Statement of Account (SOA) to be issued by the Service Provider to DSWD CAR should be based on the actual number of deliveries per month.	[ ]	[ ]													
8. Service Provider shall provide the needed supplies and materials such as pouches, receptacle stickers, and other consumables for its effective operation/services in the DSWD-CAR.	[ ]	[ ]													
<b>Payment Scheme:</b>															
1. The DSWD shall pay the Service Provider on a monthly basis upon receipt of the SOA or billing statement of a given period, duly certified true and correct monthly report and/or complete Proof of Deliveries (PODs) or other forms of verification that the recipients have received their packages. Should there be undelivered documents/parcels/Return-To-Sender Mails (RTS) mails, the same should be delivered to the DSWD-CAR prior to processing of payment. In case of lost or unlocated documents/parcels, the Service Provider shall provide a notarized affidavit of loss and the same must be deducted from the SOA. The DSWD-CAR may hold the processing of payment for failure to complete documentary requirements stated above.	[ ]	[ ]													
2. The Service Provider must issue Invoice as evidence of receipt of payment through LLDAP-ADA and SLIE or MDS Check.	[ ]	[ ]													
<b>Minimum Qualifications:</b>															
1. The Service Provider must have a respectable track record in nationwide courier services and must have been in the same business for at least three (3) years.	[ ]	[ ]													
2. The Service Provider must have branches in all cities and capital towns/municipalities nationwide.	[ ]	[ ]													
3. The Service Provider must have its own real-time mobile or online tracking system.	[ ]	[ ]													
4. The Service Provider shall assign a point person who will handle the account and all the necessary transactions of the DSWD-CAR with courier Service Provider; submitting to DSWD-CAR a copy of his/her government-issued identification and accompany employee ID upon signing of the Notice to Proceed.	[ ]	[ ]													
Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	[ ]	[ ]													
<b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</b>															

• Award shall be made per: ☐ Item Basis ☒ 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 Convasser