

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2025-02-123

End-user: LDS-4PS

Name of Project:

Outsourcing of Transportation Services for the Retooling on 4Ps Systems and Strategies for Process Improvement and Learning and Development
Intervention for Administrative Support Staff

RFQ No.: 2025-02-190

Date: FEB 25 2025

ABC: ₱132,000.00

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 on or before MAR 3 2025, 12:00 NN.

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 (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	NO. OF DAYS	UNIT PRICE	TOTAL
	Outsourcing of Transportation Services for the Retooling on 4Ps Systems and Strategies for Process Improvement and Learning and Development Intervention for Administrative Support Staff				
1	Retooling on 4Ps Systems and Strategies for Process Improvement -From Field Office DSWD CAR to Venue (Region 1) -Tentative Date: June 17,2025 -Required Vehicle: VAN, At least ten (10) - twelve (12) seater	3	1		
2	Retooling on 4Ps Systems and Strategies for Process Improvement -From Venue (Region 1) to Field Office DSWD CAR -Tentative Date: June 20,2025 -Required Vehicle: VAN, At least ten (10) - twelve (12) seater	3	1		
3	Learning and Development Intervention for Administrative Support Staff -From Field Office DSWD CAR to Venue (Region 1) -Tentative Date: August 12,2025 -Required Vehicle: VAN, At least ten (10) - twelve (12) seater	3	1		
4	Learning and Development Intervention for Administrative Support Staff -From Venue (Region 1) to Field Office DSWD CAR -Tentative Date: August 15,2025 -Required Vehicle: VAN, At least ten (10) - twelve (12) seater	3	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:	_____	
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 5 vehicles	[]	[]	
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 wherein immediate need of the vehicle will be observed	[]	[]	
Drivers should be well familiar with road terms	[]	[]	
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 passengers wear face masks throughout the travel	[]	[]	
Service provider must ensure to provide vehicle that is in good condition and fully equipped with basic tools, spare tires and fire extinguisher.	[]	[]	
With permit to travel to any point of Luzon	[]	[]	
Availability of First Aid Kit with the necessary medical paraphernalia and accessories for each vehicle	[]	[]	
Charges will be based on the actual days of travel	[]	[]	
One day is equivalent to 24 hours	[]	[]	
Place of travel is not limited to only one destination for 1 day	[]	[]	
Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	[]	[]	

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