

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2025-10-929

End-user: PS

Name of Project:

RFQ No.: 2025-10-822

Date:

OCT 15 2025

ABC: ₱263,200.00

Outsourcing for Strengthening the Support Cluster Services through the Enhanced Customer Experience Skills (ECES)

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 OCT 20 2025 08:00AM.

ENRIQUE H. GASCON, JR.

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. Payment terms is charged on account.
6. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
7. Delivery of Goods / Services is **as indicated** in the next page.
8. 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**.
9. 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)**
10. 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.
11. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation may be disqualified**.
12. 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.
13. 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 .
14. 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**.
15. 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**.
16. **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.
17. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25123**; mobile number **0969-573-9176** or email address bacsec.car@dswd.gov.ph.

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LOT NO.	DETAILED DESCRIPTION	NO. OF VEHICLE/S NEEDED	NO. OF DAYS	UNIT PRICE	TOTAL
	Outsourcing for Strengthening the Support Cluster Services through the Enhanced Customer Experience Skills (ECES)				
1	TENTATIVE DATE: OCTOBER 22-24, 2025				
	Administrative Division - Required Vehicle: Van - Seating Capacity: at least 10 seaters (excluding driver) - Day 1: Baguio City to Santiago, Ilocos Sur (Drop) - Day 3: Santiago, Ilocos Sur to Baguio City (Pick Up)	5	2		
2	TENTATIVE DATE: OCTOBER 22-24, 2025				
	Financial Management Division - Required Vehicle: Van - Seating Capacity: at least 10 seaters (excluding driver) - Day 1: Baguio City to Santiago, Ilocos Sur (Drop) - Day 3: Santiago, Ilocos Sur to Baguio City (Pick Up)	4	2		
3	TENTATIVE DATE: OCTOBER 22-24, 2025				
	Human Resource Management Development Division and Information and Communications Technology Management Section - Required Vehicle: Van - Seating Capacity: at least 10 seaters (excluding driver) - Day 1: Baguio City to Santiago, Ilocos Sur (Drop) - Day 3: Santiago, Ilocos Sur to Baguio City (Pick Up)	5	2		
TOTAL					
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		[]	[]		
Attach up to date OR, CR, Driver's License, Certificate of Public Convenience or Provisional Authority for 14 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.		[]	[]		
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 trip is equivalent to one day (between 12:00MN-12:00MN)		[]	[]		
Place of travel is not limited to only one destination for 1 day		[]	[]		
Partial payment is allowed, provided it is based on the supplier's submitted billing statement corresponding to each actual trip completed. The issued Purchase Order shall remain valid until the full utilization of the authorized number of trips or until December 31, 2025, whichever comes first.		[]	[]		
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:

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 Convasser

MEL/ric