

Republic of the Philippines  
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Cordillera Administrative Region  
40 North Drive, Baguio City  
**REQUEST FOR QUOTATION (RFQ)**

PR/PP  
No.: 2025-09-084 (2026 NEP)  
End-user: RAMS  
Name of Project:

RFQ No.: 2025-11-109 (FINAL 2026)  
Date: DEC 01 2025  
ABC: ₱714,302.00

*Procurement of Courier Service for the Delivery of Communications/Letters and Other Official Documents from the DSWD-CAR/Regional Office to the Central Office, Other Field Offices, External Stakeholders and SWAD Offices for the CY 2026 for CY 2026*

Mode of Procurement: Small Value Procurement

Sir/Madam: \_\_\_\_\_

Please quote your 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 DEC 05 2025 12:00NN

*RINA CLAIRE L. REYES*  
BAC Vice Chairperson

**TERMS AND CONDITIONS:**

1. Quotations in excess of the ABC will be **REJECTED**.
2. For total quoted price, quotations with a **dash, zero or blank 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 of RA 12009 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)**
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 latter shall prevail.
11. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation shall 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, 0969-572-9176** or email address **[bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph)**.

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ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	Procurement of Courier Service for the Delivery of Communications/Letters and Other Official Documents from the DSWD-CAR/Regional Office to the Central Office, Other Field Offices, External Stakeholders and SWAD Offices for the CY 2026 for CY 2026				
1	<b>Documents in Pouch Parcel to National Capital Region</b>				
	up to 0.5 kg	110	pouch		
	0.5 to 1 kg	70	pouch		
	2-2.5 kls	10	pouch		
2	<b>Documents in Pouch Parcel to any Capital Towns in North Luzon (Regions I, II, III, CAR)</b>				
	up to 0.5 kg Pouch	120	box/carton		
	0.6 to 1 kg	16	box/carton		
	1.3-1.5 kgs	6	box/carton		
	2-2.5 kgs	18	box/carton		
3	<b>Documents in Box Parcel to any Capital Towns in North Luzon (Regions I, II, III, CAR)</b>				
	4-5 kls	240	pouch		
	8-10 kls	240	pouch		
	14-15 kls	60	pouch		
	18-20 kls	60	pouch		
4	<b>Documents in Pouch Parcel to South Luzon (Regions IV-A, IV-B, V)</b>				
	up to 0.5 kg	12	box/carton		
5	<b>Documents in Pouch Parcel to Visayas (Regions VI, VII, VIII)</b>				
	up to 0.5 kgs	24	pouch		
6	<b>Documents in Pouch Parcel to Mindanao (Regions IX, X, XI, XII, CARAGA, BARRM)</b>				
	up to 0.5 kgs	24	box/carton		
<b>TOTAL PRICE</b>					
<b>OTHER REQUIREMENTS</b>		<b>COMPLIANCE</b>		<b>REMARKS</b>	
		Can Comply	Cannot Comply		
<b>Charges/Rates:</b>					
1. Charges/Rates are based on the regular rate for courier delivery service of parcels by the Service Provider, inclusive of all applicable tax.		[ ]	[ ]		
2. Charges/Rates are fixed during the duration of the contract, January to December 2026.		[ ]	[ ]		
<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. The coverage of delivery of parcels or cargo boxes for the provinces of CAR shall include any area within the following towns/cities: -Bangued, Abra -Luna, Apayao -Lagawe, Ifugao -Tabuk City, Kalinga -Bontoc, Mountain Province		[ ]	[ ]		
4. 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.		[ ]	[ ]		



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

