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.: 2025-09-067 (2026 NEP)

RFQ No.: 2025-11-095 (FINAL 2026)

End-user: RAMS

Date: DEC 0 1 2025

ABC: ₱80,810.00

Name of Project:

Procurement of Courier Service for the Delivery of DSWD-CAR/SWAD-Apayao Documents to the DSWD-CAR/Regional Office in Baguio City 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 on or before DEC 0 5 2025 **12:00NN**

11/28
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 occular 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)**
   - **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
   - **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 a**pproved 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.**

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ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	Procurement of Courier Service for the Delivery of DSWD-CAR/SWAD-Apayao Documents to the DSWD-CAR/Regional Office in Baguio City for CY 2026				
1	**Documents in Pouch Parcel**				
	05-1 kl	24	pouch		
	2-2.5 kls	30	pouch		
2	**Documents in Box Parcel**				
	4-5 kls	55	box/carton		
	8-10 kls	35	box/carton		
				TOTAL PRICE	

	OTHER REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
	Charges/Rates:			
	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.	[ ]	[ ]	
	Scope of Services:			
	1. Door-to-door collection and delivery of documents/parcels. Service Provider Representative must pick up the documents/parcels from the office of DSWD-CAR/SWAD-Apayao in Luna, Apayao and deliver to the specified address. DSWD-CAR/SWAD-Apayao may drop off the documents/parcels to the designated branch of the service provider located within one (1) kilometer from the SWAD-Apayao office, as may be agreed.	[ ]	[ ]	
	2. 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/SWAD-Apayao with the courier Service Provider.	[ ]	[ ]	
	3. The coverage of delivery of pouch or box parcels shall be any area ***within Baguio City.***	[ ]	[ ]	
	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 SWAD-Apayao 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 parcels coursed through it. If undelivered after the first attempt, the Service Provider must immedaitely inform the DSWD-CAR/SWAD-Apayao for instructions. The DSWD-CAR/SWAD-Apayao 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/SWAD-Apayao. For lost/mislocated parcels, the Service Provider must submit a notarized affidavit of loss.	[ ]	[ ]	
	6. Pick up parcels at the DSWD-CAR/SWAD-Apayao 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/SWAD-Apayao, provided that the Service Provider be given notice of such mondification at least one (1) week prior to the effectivity of the modification.	[ ]	[ ]	
	7. Delivery of parcel to the specified address must be ***within 2 days.***	[ ]	[ ]	
	8. The Statement of Account (SOA) to be issued by the Service Provider to DSWD-CAR/SWAD-Apayao should be based on the actual number of deliveries per month the DSWD-CAR/SWAD-Apayao office incurred.	[ ]	[ ]	
	9. 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/SWAD-Apayao.	[ ]	[ ]	

	Payment Scheme:			
	1. The DSWD-CAR/SWAD-Apayao shall pay the Service Provider on a monthly basis upon receipt of the SOA or biling 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 paymeny. 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/SWAD-Apayao 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 SLIIE or MDS Check.	[ ]	[ ]	
	Minimum Qualifications:			
	1. The Service Provider must have a respectabe 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 sytem.	[ ]	[ ]	
	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 acompany 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.	[ ]	[ ]	
	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

MEL/cj