

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.: 2025-09-065 (2026 NEP)

RFQ No.: 2025-11-093 (FINAL 2026)

End-user: RAMS

Date: DEC 01 2025
ABC: ₱84,585.00

Name of Project:

**Procurement of Courier Service for the Delivery of DSWD-CAR/SWAD-Ifugao 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 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**.

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ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	Procurement of Courier Service for the Delivery of DSWD-CAR/SWAD-Ifugao Documents to the DSWD CAR/Regional Office in Baguio City for CY 2026				
1	Documents in Pouch Parcel				
	0.5-1 kl	60	pouch		
	2-2.5 kls	145	pouch		
2	Documents in Box Parcel				
	4-5 kls	60	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 Ifugao in Lagawe, Ifugao and deliver to the specified address. DSWD-CAR/SWAD Ifugao may drop off the documents/parcels to the designated branch of the service provider located within one (1) kilometer from the SWAD-Ifugao 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-Ifugao 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-Ifugao 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 immediately inform the DSWD-CAR/SWAD-Ifugao for instructions. The DSWD-CAR/SWAD-Ifugao 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-Ifugao. For lost/mislocated parcels, the Service Provider must submit a notarized affidavit of loss.	[]	[]		
	6. Pick up parcels at the DSWD-CAR/SWAD-Ifugao 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-Ifugao, provided that the Service Provider be given notice of such modification 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-Ifugao should be based on the actual number of deliveries per month the DSWD-CAR/SWAD-Ifugao 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-Ifugao.	[]	[]		

