

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.: 2026-01-024

RFQ No.: 2026-02-093

End-user: 4P'S

Date: FEB 20 2026

Name of Project:

ABC: ₱470,400.00

**Outsourcing of Transportation for the Joint National Advisory Council (NAC) and Regional Advisory Council (RAC) Meeting and Field Visit**

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 FEB 25 2026 12:00NN

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, 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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**REQUEST FOR QUOTATION (RFQ)**

ITEM NO.	DETAILED DESCRIPTION	NO. OF VEHICLE/S NEEDED	NO. OF DAYS	UNIT PRICE	TOTAL
1	<b>Outsourcing of Transportation for the Joint National Advisory Council (NAC) and Regional Advisory Council (RAC) Meeting and Field Visit</b>				
	<b>TENTATIVE DATE: April 21 - 24, 2026</b>				
	From Baguio City to Sagada Mt. Province and Vice Versa - Required Vehicle: Van - Seating Capacity: at least 10-seaters (excluding the driver)  ( Please see attached itinerary of travel)	12	4		
	<b>OTHER REQUIREMENTS</b>	<b>COMPLIANCE</b>		<b>REMARKS</b>	
		<b>Can Comply</b>	<b>Cannot Comply</b>		
	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 <b>12 vehicles</b>	[ ]	[ ]		
	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 <b>December 31, 2026</b> , 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.	[ ]	[ ]		
<b>TOTAL PRICE</b>					
<b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</b>					

• Award shall be made per:                      Item Basis                       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/gm

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**Joint National Advisory Council (NAC) and Regional Advisory Council (RAC)  
Meeting and Field Visit 2026**

**April 21-24, 2026**

**ITINERARY OF TRAVEL**

<b>Date</b>	<b>From</b>	<b>To</b>
April 21, 2026	Baguio City (Origin Point)	Sagada, Mt. Province
April 22, 2026	Still in Sagada, Mt. Province	
April 23, 2026	Still in Sagada, Mt. Province	
April 24, 2026	Sagada, Mt. Province	Baguio City

Prepared by:

  
**FE D. BIBA**  
FDO II - SPIS

Reviewed and Approved by:

  
**FATIMA D. FLORENDO**  
Chief - 4Ps