

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2021-09-068(2022 NEP)

End-user: SLP

Name of Project:

RENT OF VEHICLE FOR MONITORING OF SLP PROJECTS IMPLEMENTATION AND ATTENDANCE TO
PROVINCIAL ACTIVITIES FOR FY 2022

RFQ No.: 2022-01-006

Date: JAN 03 2022

ABC: ₱640,000.00

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 JAN 07 2022 12:00NN.


ENRIQUE H. GASCON JR.
OIC-ARDA/BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For total quoted price, 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. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is as indicated in the next page.
7. 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.
8. 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 issued by BIR (a mere picture of the receipt can suffice)
9. 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.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation shall be disqualified**.
11. 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.
12. 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**.
13. 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**.
14. **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.
15. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25025** or email address bacsec.car@dswd.gov.ph.

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Cordillera Administrative Region
40 North Drive, Baguio City

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LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	RENT OF VEHICLE FOR MONITORING OF SLP PROJECTS IMPLEMENTATION AND ATTENDANCE TO PROVINCIAL ACTIVITIES FOR FY 2022				
	Required Vehicle and capacity: 4x4/ SUV/ Pick-up, can accommodate maximum of 5 passengers excluding driver with consideration of physical distancing.	120	day		
	Places of Travel: Abra, Apayao, Benguet and Baguio City, Ifugao, Kalinga and Mt. Province (see attached itinerary) Target Date of Travel: March to November 2022				
	OTHER REQUIREMENTS			COMPLIANCE please check (✓) whether can comply or not, no check mark will mean non-compliance	REMARKS
				Can Comply Cannot Comply	
a	Preferrably Vehicle year model must be at least 2016 and up				
b	Fully Air Conditioned				
c	Attach up to date OR, CR, Driver's License, Certificate of Public Convenience for atleast 1 vehicle				
d	Fuel, food and lodging of the drivers will be handled by the service provider				
e	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				
f	Drivers should be well familiar with road terms				
g	All drivers scheduled to travel should be subjected to a RT-PCR/Antigen test within three (3 days) before travel and submit a medical certificate and travel pass and/or any documents being required by the receiving province or municipality. The service provider shall shoulder the cost of RT-PCR/Antigen test and other documents. The RT-PCR/Antigen test result or medical certificate and all the necessary travel pass should be submitted before the scheduled travel.				
h	Service Vehicles must be regularly sanitized/ disinfected before and after each travel with ready available alcohol or sanitizer. Should maintain physical distancing and ensure that the driver and passengers wear face masks throughout the travel				
i	Service provider must ensure to provide vehicle that is in good condition and fully equipped with basic tools, spare tires and fire extinguisher.				
j	Can provide at least 1 vehicle during simultaneous travels				
k	With permit to travel to any point of Luzon				
l	Transparent protective shield be installed at the driver's side				
m	Availability of First Aid Kit with the necessary medical paraphernalia and accessories for each vehicle				
n	Charges will be based on the actual days of travel				
o	One day is equivalent to 24 hours				
p	Place of travel is not limited to only one destination for 1 day				
MODE OF PAYMENT: PAYMENT WILL BE PROCESSED ON A MONTHLY BASIS					
					TOTAL PRICE

• 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.

Signature of supplier/representative over printed name: _____

Name of Firm/Dealer/Contractor: _____

(This will be the name of the CHEQUE to be issued)

Address: _____

Email Address: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____

Name and Signature of Convasser

YUB/cj

PROVINCE	TRAVEL DATES	MUNICIPALITIES	PASSENGERS/STAFFS
Abra	March 8 - 11, 2022	TBD(SUV/4x4)	Jhudy Pil-ay Gisselle Paquiz Danilyn Mayos
Abra	April 26 - 29, 2022	TBD(SUV/4x4)	Mykkel Anceno Seichi Tuvera Carmen Moyaen
Abra	June 14 - 17, 2022	TBD(SUV/4x4)	Sigrid Mayapit Aileen Annaway Analyn Manuel
Abra	August 2 - 5, 2022	TBD(SUV/4x4)	Jennifer Diego Zenny Lepago Novelia Poding
Abra	September 13 - 16, 2022	TBD(SUV/4x4)	Gisselle Paquiz Danilyn Mayos Analyn Manuel
Apayao	March 15 - 18, 2022	TBD(SUV/4x4)	Jennifer Diego Zenny Lepago Novelia Poding
Apayao	May 10 - 13, 2022	TBD(SUV/4x4)	Mykkel Anceno Seichi Tuvera Carmen Moyaen
Apayao	June 21 - 24, 2022	TBD(SUV/4x4)	Sigrid Mayapit Aileen Annaway Gesel Otong
Apayao	August 9 - 12, 2022	TBD(SUV/4x4)	Jhudy Pil-ay Gisselle Paquiz Danilyn Mayos
Apayao	September 20 - 23, 2022	TBD(SUV/4x4)	Jennifer Diego Zenny Lepago Novelia Poding
Benguet	March 22 - 25, 2022	TBD(SUV/4x4)	Mykkel Anceno Seichi Tuvera Carmen Moyaen
Benguet	May 17 - 20, 2022	TBD(SUV/4x4)	Sigrid Mayapit Aileen Annaway Gesel Otong
Benguet	June 28 - July 1, 2022	TBD(SUV/4x4)	Jennifer Diego Zenny Lepago Novelia Poding
Benguet	August 16 - 19, 2022	TBD(SUV/4x4)	Gisselle Paquiz Danilyn Mayos Analyn Manuel
Benguet	September 27 - 30, 2022	TBD(SUV/4x4)	Jennifer Diego Zenny Lepago Novelia Poding
Ifugao	March 29 - April 1, 2022	TBD(SUV/4x4)	Sigrid Mayapit Aileen Annaway

			Gesel Otong
Ifugao	May 24 - 27, 2022	TBD(SUV/4x4)	Mykkel Anceno Seichi Tuvera Carmen Moyaen
Ifugao	July 5 - 8, 2022	TBD(SUV/4x4)	Gisselle Paquiz Danilyn Mayos Analyn Manuel
Ifugao	August 23 - 26, 2022	TBD(SUV/4x4)	Jennifer Diego Zenny Lepago Novelia Poding
Ifugao	October 11 - 14, 2022	TBD(SUV/4x4)	Mykkel Anceno Seichi Tuvera Carmen Moyaen
Kalinga	April 5 - 8, 2022	TBD(SUV/4x4)	Mykkel Anceno Seichi Tuvera Carmen Moyaen
Kalinga	May 31 - June 3, 2022	TBD(SUV/4x4)	Sigrid Mayapit Aileen Annaway Gesel Otong
Kalinga	July 12 - 15, 2022	TBD(SUV/4x4)	Gisselle Paquiz Danilyn Mayos Analyn Manuel
Kalinga	August 30 - September 2, 2022	TBD(SUV/4x4)	Jennifer Diego Zenny Lepago Novelia Poding
Kalinga	October 18 - 21, 2022	TBD(SUV/4x4)	Sigrid Mayapit Aileen Annaway Gesel Otong
Mt. Province	April 19 - 22, 2022	TBD(SUV/4x4)	Sigrid Mayapit Aileen Annaway Analyn Manuel
Mt. Province	June 7 -10, 2022	TBD(SUV/4x4)	Jennifer Diego Zenny Lepago Novelia Poding
Mt. Province	July 26 - 29, 2022	TBD(SUV/4x4)	Sigrid Mayapit Aileen Annaway Gesel Otong
Mt. Province	September 6 - 9, 2022	TBD(SUV/4x4)	Gisselle Paquiz Danilyn Mayos Analyn Manuel
Mt. Province	October 25 - 28, 2022	TBD(SUV/4x4)	Mykkel Anceno Seichi Tuvera Carmen Moyaen

***Tentative schedule and list of staffs only.*

Prepared by:


GISSELLE MAY V. PAQUIZ

Noted by:


NOVELIA N. PCDING