



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office MiMaRoPa Region  
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2023-03-0488

Date: March 23, 2023

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Company TIN : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are exclusive manufacturer, distributor, or agent in the Philippines for goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

Additionally, please attach copies of your **Company's Business Permit, Mayor's Permit, PCAB License (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return and a notarized or unnotarized Omnibus Sworn Statement in accordance with the attached format marked as Annex B.** If awarded, please submit immediately the duly notarized Omnibus Sworn Statement (if previously submitted is unnotarized). The **Certificate of Platinum Membership** maybe submitted in lieu of the Mayor's /Business Permit and PhilGEPS Registration Number.

Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: [procurement.fomimaropa@dswd.gov.ph](mailto:procurement.fomimaropa@dswd.gov.ph) not later than **5:00 PM on March 30, 2023 (Thursday).** Quotations submitted to the different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ Number ], [Deadline of Submission]**.

Very truly yours,

  
**HARVY B. CALABIO**  
Administrative Officer V  
Procurement Section Head

23 March 2023

Terms and Conditions:

- Award shall be made on per: ☐ item basis ☒ total quoted price ☐ lot basis
- Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
- Services shall be delivered on: April -December 2023
- Place of Delivery: Calapan City, Oriental Mindoro, San Jose, Occidental Mindoro, Boac, Marinduque and Odiongan, Romblon
- Terms of Payment: within 30 days upon final inspection and acceptance (send bill arrangement)  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)  
Account Name: \_\_\_\_\_ Account Number : \_\_\_\_\_  
Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_  
**\*\*Note: Non Bank of the Philippines accounts shall be charged a service fee**
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the Procuring Entity may rescind or terminate the contract without prejudice to other courses of action and remedies available under the circumstances.
- For goods please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate warranty.
- NOTE: **"Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) to register "**

**Procurement Officer**  
Telefax: 5336-8106 to 07 loc. 24052

Signature Over Printed Name



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RFQ 2023-03-0488

Date: \_\_\_\_\_ (should be filled up by supplier)

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Company TIN : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_

MOP: NP- SVP

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided) NOTE: Supplier must state here either the statement of compliance either "COMPLY" or "NOT COMPLY". Failure to indicate information could be basis for non-compliance.	Unit Cost	Total Cost
			Service Provider for Cargo Forwarding Services for 2023			
			<u>FREQUENCY OF TRIP:</u>			
1	1	TRUCK	METRO MANILA TO CALAPAN CITY , ORIENTAL MINDORO X 3 TRIPS FOR THE YEAR			
2	1	TRUCK	METRO MANILA TO SAN JOSE , OCCIDENTAL MINDORO X 3 TRIPS FOR THE YEAR			
3	1	TRUCK	METRO MANILA TO BOAC, MARINDUQUE X 3 TRIPS FOR THE YEAR			
4	1	TRUCK	METRO MANILA TO ODIONGAN , ROMBLON X 3 TRIPS FOR THE YEAR			
			<u>SPECIFICATIONS:</u>			
			10 WHEELER TRUCK			
			WITH STANDARD DRIVER/HELPER : 1 DRIVER , 2 HELPERS			
			INCLUSIVE OF LOADERS AND UNLOADERS			
			INCLUDES MANUAL HAULING OF FOOD ITEMS/ NON FOOD ITEMS FROM TRUCK TO WAREHOUSE			
			INCLUDES FUEL, OIL, LUBRICANTS AND OTHER NECESSARY REPAIR OF THE TRUCK DURING TRAVEL			
			INCLUDES BOAT /SEA /LAND FARE OF TRUCK AND CREW PERSONNEL			
			PAYMENT WILL BE BASED ON THE ACTUAL DELIVERIES MADE			
			ON CALL BASIS			
			<u>CRITERIA OF CARGO FORWARDER:</u>			
			1. Forwarding Firm is engaged in the business of forwarding services for at least three (3) years and certifies that it has manpower equipment and management expertise necessary for the efficient delivery of the services			
			2. Forwarding Firm should have several options in the delivery route taking into consideration the safest but shortest distance of travel			
			3. Forwarding Firm should have enough resources such as satellite branches at the outer ports and well capacitated manpower that is able to perform their task 24/7			
			( PLEASE SEE ATTACHED TERMS AND CONDITIONS)			
			APPROVED BUDGET FOR THE CONTRACT = PHP 930,000.00 NINE HUNDRED THIRTY THOUSAND PESOS ONLY			
			PAGE 1 OF 1			

PURPOSE: SERVICE PROVIDER FOR CARGO FORWARDING SERVICES FOR 2023

PR No.: 2022-03-0488

(Signature over Printed name)  
Supplier

☐ VAT  
☐ Non-VAT

**IMPORTANT:** The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Section within three (3) days from the date advance copy was served thru email. **FAILURE** to show up and sign the original P.O. means the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future biddings.



## TERMS AND CONDITIONS FOR THE SERVICE PROVIDER FOR FORWARDING SERVICES

### I. SCOPE OF WORK

1. Upon receipt of the request from the DSWD, the Forwarding Firm agrees to undertake door-to-door delivery of GOODS from the DSWD's warehouses and designated warehouse as identified by the end user to its final destination (CONSIGNEES) at a short notice of within twenty-four **(24) hours**.
2. Upon receipt of the request from the DSWD, the Forwarding Firm can provide **5 trucks** a day which has a load capacity of at least **1,600 Family Food Packs (FPPs)** to transport the target daily deliveries, especially during the DSWD Relief Operations.
3. Upon receipt of the request from the DSWD, the Forwarding Firm agrees to undertake door-to-door delivery of GOODS from the designated/ identified warehouses to its final destinations (CONSIGNEES).
4. Upon receipt of the GOODS, shall assume the full responsibility for the safety and custody of the GOODS until it reaches and is accepted/received by the CONSIGNEES.
5. Agrees to deliver the goods within the DSWD prescribed timeline unless for a reason beyond the control of the FORWARDING FIRM and/or natural or man-made disasters or any fortuitous events occur, in which case, the DSWD shall be properly informed immediately. However, should the cause of delay be attributable to the FORWARDING FIRM's negligence or inability to deliver, **a penalty of 1/10 of 1% of the cost of delivery services (including taxes and other charges) shall be imposed for every day of delay.**
6. Agrees that the DSWD shall pay detention charges equivalent to not more than 50% of the forwarding rate (including taxes and other charges) for the cargoes held beyond the delivery period for lack of storage or for any untoward incidents determined by the receiving party.
7. Upon completion of delivery, shall immediately return to DSWD Field Office all original delivery documents such as Delivery Receipt (DR) and Requisition and Issuance Slip (RIS) duly signed by the DSWD Representative in the receiving destination within **two (2) days** for Inland Freight and within **four (4) days** for Sea Freight.
8. Upon completion of delivery, shall immediately return any supplies/ equipment such as pallets, streamers, among others used to expedite the delivery within **two (2) days** for Inland Freight and within **four (4) days** for Sea Freight.

Other agreements including responsibilities of both Parties under the existing laws of the land, schedule of approved price quotations, terms of payments and other agreements shall be stipulated in the Contract of Agreement.

## VII. INDICATIVE DELIVERY DETAILS

For this purpose, the DSWD has estimated the following cargo forwarding rates for land and sea services; and all indicated amount/ rate are inclusive of all applicable taxes.

Vehicle Type	Pick Up Point	Drop Off	Frequency
Truck	National Capital Region	SWADT Provincial Warehouse, Caimito St., Brgy. Lalud, Calapan City, Oriental Mindoro	3
Truck	National Capital Region	SWADT Provincial Warehouse, Rache Estacio Warehouse, San Jose, Occidental Mindoro	3
Truck	National Capital Region	SWADT Provincial Warehouse, Brgy. Amoingon, Boac, Marinduque	3
Truck	National Capital Region	SWADT Provincial Warehouse, Brgy. Amoingon, Boac, Marinduque	3

Rates shall include cargo handling and pick-up from any designated/ identified warehouses. Other additional services such as packaging (*optional, depends on the nature of the cargo*) shall be provided by the FORWARDING FIRM subject to prior approval of the DSWD. Packaging shall be for the account of the DSWD to be billed after the services have been rendered. Provided that the cost of packaging is reasonable and within the prevailing market price.

## VIII. FLEXIBILITY

The contract with FORWARDING FIRM shall also cover the deliveries originating from Suppliers Warehouse within National Capital Region to any point within their premises; and from one province to another province.



## IX. LIQUIDATED DAMAGES

The Liquidated Damages will start counting from the point of origin until it reaches the point of destination:

For Land Delivery using Trucks	For Land with Sea Freight Delivery using Trucks
LD will start after <b>two (2) days</b> from dispatched date if the loaded items still not yet reach or receive at the point of destination	LD will start <b>five (5) days</b> from dispatched date at origin area if the loaded items still not yet reach or receive at the point of destination

## X. PENALTY AND TERMINATION OF CONTRACT

The FORWARDING FIRM shall provide trucks, deliver the goods and return delivery documents and equipment/ supplies used to expedite deliveries within the timeline prescribed by the DSWD, unless prevented by natural and manmade disaster or other fortuitous events, or other reasons beyond the control of the Service Provider. In such cases, the Service Provider shall immediately inform the DSWD. However, should the cause of delay be attributable to the Service Provider's negligence or inability to deliver, it will be grounds for the early termination of the contract.

Below are the Penalty Costs per particular instance:

Particulars	Penalty Costs per Particular Instances
Delay provision of trucks	1/10 of 1% of the trucking rate shall be imposed for every day of delay reckoned from the date of receipt of request from DSWD
Delay in arrival of delivery at destination point	1/10 of 1% of the cost of the delivery services (including taxes and other charges) shall be imposed for every day of the delay

Delay in returning delivery documents and equipment/ supplies	Penalty cost of 1/10 of 1% of the trucking rate per day of delay and shall be reckoned after the allowable period, to wit: <ul style="list-style-type: none"> <li>• <b>For land delivery using trucks</b> – within two (2) days after the delivery is received at destination point</li> <li>• <b>For land with sea freight delivery using trucks and delivery using container vans</b> – within five (5) days after the delivery is received at destination point</li> </ul>
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#### **XI- CONTRACT DURATION AND BID PRICE**

The contract will commence on April 2023 until December 31, 2023. **Prices charged by the Service Provider performed under a Call-Off shall not vary from the prices quoted by the Service Provider in its bid. Payment shall be made on the actual delivery made.**

#### **CONFORME:**

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of \_\_\_\_\_

Date: \_\_\_\_\_

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*



*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant