



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

REQUEST FOR QUOTATION

RFQ No. 2023-08-1088
Date: August 30, 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 not later than **5:00 PM on September 5, 2023 (Tuesday)**. 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,


HARVEY B. GALABIO
Administrative Officer V
Procurement Section Head

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: September -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 Land 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 to register "**

Procurement Officer

Telephone Number: 5328-5111 loc. 24052
Contact Number: 09984746898

Signature Over Printed Name
(Supplier)



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 to register

RFQ 2023-08-1088

Date: _____ (should be filled up by supplier)

MOP: NP- SVP

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

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 4 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 4 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 , TOLL FEE 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 970,000.00 NINE HUNDRED SEVENTY THOUSAND PESOS ONLY			
			PAGE 1 OF 1			

PURPOSE: SERVICE PROVIDER FOR CARGO FORWARDING SERVICES FOR 2023

PR No.: 2022-08-1088

☐ VAT
☐ Non-VAT

(Signature over Printed name)
Supplier

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.

II- 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	4
Truck	National Capital Region	SWADT Provincial Warehouse, Brgy. Amoingon, Boac, Marinduque	3
Truck	National Capital Region	SWADT Provincial Warehouse, Brgy. Poctoy, Odiongan, Romblon	4

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.

III. 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.

IV. 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 two (2) days from dispatched date if the loaded items still not yet reach or receive at the point of destination	LD will start five (5) days from dispatched date at origin area if the loaded items still not yet reach or receive at the point of destination

V. 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"> • For land delivery using trucks – within two (2) days after the delivery is received at destination point • For land with sea freight delivery using trucks and delivery using container vans – within five (5) days after the delivery is received at destination point
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VI- CONTRACT DURATION AND BID PRICE

The contract will commence on September 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: _____