



REQUEST FOR QUOTATION

PROCUREMENT OF FREIGHT FORWARDING SERVICES FOR THE PROCUREMENT SERVICE (PS)

AMP-041-22 (SVP)

Sir/Madam:

Please quote your best quotation for the item/s described below using the Price Quotation Form (see Annex "A" of the Request for Quotation), subject to terms and conditions stated in the RFQ.

Accomplish and submit all forms attached (Annex A, B, C, D and E).

Lot No.	Item/Description				Delivery Period
Procurement of Freight Forwarding Services for the PS for the following area:					Refer to Annex "B". Schedule of Requirements
1	Destination	Vehicle	Frequency	Approved Budget for the Contract	
	Visayas				
	• Biliran	10 WHEELER TRUCK	1 (per each destination)	P 94,742.19	
	• Borongan			P 98,250.87	
	• Tacloban			P 145,328.75	
	• Cebu	20 FOOTER, FCL		P 76,434.10	
	Mindanao				
	• Bukidnon	20 FOOTER, FCL	1 (per each destination)	P 105,041.94	
	• Butuan			P 105,683.28	
	• Davao			P 92,626.56	
	• Koronadal			P 77,235.64	
	• Zamboanga			P 136,345.89	

**The ABC is understood to be the ceiling price; offers must not exceed the ABC provided.*

The proposal duly signed by you or your duly authorized representative, accompanied by required forms, shall be submitted not later than **03 November 2022; 1:30 PM** at the address indicated below:

Ms. Gerbe Jean A. Caerlang
Secretariat, Internal BAC
General Services Division
2nd Floor, PS-DBM Complex
Procurement Service-PhilGEPS
Cristobal Street, Paco, Manila

The Project shall be awarded as one project having several items grouped into several lots which shall be awarded as separate contracts per lot.

Only one (1) set of documents certified to be true copies of the original shall be required. In case, however, a supplier intends to submit proposals for several Request for Quotations in which the deadline of submission and opening of proposals are scheduled on the same date and time, it may submit one (1) set of Documents to cover all the RFQs where it wishes to participate. The envelope shall contain the name of the contract to be bid in capital letters and bear the name and address of the supplier in capital letters.

Proposals and other documents required **must be submitted manually** at *2nd Floor Lobby Procurement Service Building Internal Bids and Awards Committee Bid Box* on or before the deadline of submission as stated in this RFQ.

Unsealed or unmarked envelopes, shall be rejected. However, envelopes that are not properly sealed and marked shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the proposal as submitted.

In case of modification, it must be done before the deadline for the submission and receipt of proposals and labeled as a "modification". The time stamped or indicated in the latest proposal received shall be the official time of submission.

The iBAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or submission of corrupted files, or for its premature opening.

Late submission of quotations shall not be accepted and considered.

Signature Redacted

MARIA JENNIFER R. JIMENEZ

Chairperson, Internal Bids and Awards Committee

N.B.: Suppliers not directly invited may participate. The duly accomplished Proposal (Annex A, B, C, D and E) shall be submitted on or before the deadline for submission of proposal or

any extension thereof. The following supporting documents shall also be submitted during submission of offers:

1. Mayor's Permit for the year 2022;
2. PhilGEPS Registration Number;
3. Annual Income Tax Return or Business Tax Return for CY2021 filed through (EFPS); and
4. Omnibus Sworn Statement (Annex "D") and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
5. Notarized Certification that the forwarder has been in the business industry for at least five (5) years;
6. Notarized Certification that the forwarder has the following accredited shipping lines and hauling services;

one (1) accredited shipping lines and one (1) hauling services; and
7. A sailing schedule of accredited shipping lines

PhilGEPS Platinum Registration Certificate with updated Annex A may be submitted in lieu of the eligibility documents 1 and 2.

Warranty Retention:

Three (3) months after acceptance by the Procuring Entity of the delivered Goods or after the Goods are consumed, whichever is earlier.

Consistent with the GPPB Resolution No. 30-2017, the obligations of the warranty shall be covered by either retention money in an amount equivalent to one percent (1%) of each payment or special bank guarantee equivalent to one percent (1%) of the total contract price. The said amount shall only be released after the lapse of the warranty period.

Instructions for format and signing as stated above shall apply to non-directly invited suppliers.

Note: Please indicate statement of compliance of the Technical Requirements Form by clearly indicating "**COMPLY**"

Price Proposal Form

Date: _____

The Chairperson, Internal Bids and Awards Committee
 Procurement Service
 PS Complex, Cristobal Street
 Paco, Manila

Ma'am/Sir:

Having examined the **Request for Quotation No. AMP-041-22 (SVP)** the receipt of which is hereby duly acknowledged, the undersigned offers the **PROCUREMENT OF FREIGHT FORWARDING SERVICES FOR THE PROCUREMENT SERVICE (PS)**.

In conformity with the said Request for Quotation for the sums stated hereunder:

Lot No.	Item/Description			
Procurement of Freight Forwarding Services for the PS for the following area:				
1	Destination	Vehicle	Frequency	Total Amount
	Visayas			
	• Biliran	10 WHEELER TRUCK	1 (per each destination)	
	• Borongan			
	• Tacloban			
	• Cebu	20 FOOTER, FCL		
	Mindanao			
	• Bukidnon	20 FOOTER, FCL	1 (per each destination)	
	• Butuan			
	• Davao			
	• Koronadal			
	• Zamboanga			

TOTAL PRICE IN WORDS:

Lot 1:

We undertake, if our Proposal is accepted, to perform the services/deliver the goods as identified in the Schedule of Requirements and Technical Specifications.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Date

Company Name

Authorized Representative
Name/Signature

Address

Official Contact Number



SCHEDULE OF REQUIREMENTS

Destination	Delivery Truck	Delivery Timeline	Frequency
Tacloban PS-DBM RO VIII Brgy. 77 , Villa Ruiz Marasbaras , Tacloban City	10 Wheeler Truck	Within Five (5) Working Days from scheduled date of pick-up indicated in the Notice of Delivery (NOD)	1
Biliran PROVINCIAL CAPITOL General Services Office Calumpang, Naval, Biliran	10 Wheeler Truck	Within Five (5) Working Days from scheduled date of pick-up indicated in the Notice of Delivery (NOD)	1
Borongan CAPITOL BUILDING Barangay Alang-Alang , Borongan City	10 Wheeler Truck	Within Five (5) Working Days from scheduled date of pick-up indicated in the Notice of Delivery (NOD)	1
Cebu PS-DBM- RO VII Sudlon (Near Eco-Tech Ctr.) Lahug , Cebu City	20 Footer Container Van	Within Twelve (12) Working Days from scheduled date of pick-up indicated in the Notice of Delivery (NOD)	1
Bukidnon New Valencia City Integrated Bus Terminal Bus Terminal Complex Hagkol Valencia City	20 Footer Container Van	Within Twelve (12) Working Days from scheduled date of pick-up indicated in the Notice of Delivery (NOD)	1
Butuan PS-DBM-RO XIII JP Rosales Avenue, Butuan City	20 Footer Container Van	Within Twelve (12) Working Days from scheduled date of pick-up indicated in the Notice of Delivery (NOD)	1
Davao PS-DBM-RO XI Km. 3, Mac Arthur Highway Matina, Davao City	20 Footer Container Van	Within Twelve (12) Working Days from scheduled date of pick-up indicated in the Notice of Delivery (NOD)	1
Koronadal PS-DBM-RO XII Brgy. Morales, Koronadal City	20 Footer Container Van	Within Twelve (12) Working Days from scheduled date of pick-up indicated in the Notice of Delivery (NOD)	1
Zamboanga CAPITOL COMPOUND Capitol Surigao City	20 Footer Container Van	Within Twelve (12) Working Days from scheduled date of pick-up indicated in the Notice of Delivery (NOD)	1

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I hereby commit to deliver the required quality and quantities upon receipt of the Notice to Proceed as indicated above.

Name of Company	Signature Over Printed Name of the Authorized Representative	Date
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Delivery Site:

<u>Destination</u>	<u>Address</u>	<u>Contact Person/Number</u>
<u>Procurement of Freight Forwarding Services from PS Main to Visayas Destinations</u>		
<u>Biliran</u>	<u>PROVINCIAL CAPITOL General Services Office Calumpang, Naval, Biliran</u>	<u>Ms. Maria Amorsola B. Boromeo 0945-413-4932</u>
<u>Borongan</u>	<u>CAPITOL BUILDING Barangay Alang-Alang , Borongan City</u>	<u>Mr. Arnold Amosco 0917-8933246</u>
<u>Tacloban City</u>	<u>PS-DBM RO VIII Brgy. 77 , Villa Ruiz Marasbaras , Tacloban City</u>	<u>Mr. Raul Ramos 0928-3597590</u>



<u>Cebu</u>	<u>PS-DBM- RO VII Sudlon</u> <u>(Near Eco-Tech Ctr.)</u> <u>Lahug , Cebu City</u>	<u>Ms. Johanna Coronel</u> <u>0928-2469772</u>
<u>Freight Forwarding Services from PS Main to Mindanao Destinations</u>		
<u>Bukidnon</u>	<u>New Valencia City</u> <u>Integrated Bus Terminal</u> <u>Bus Terminal Complex</u> <u>Hagkol Valencia City</u>	<u>Ms. Fe Mutia</u> <u>0915-4825327</u>
<u>Butuan City</u>	<u>PS-DBM-RO XIII</u> <u>JP Rosales Avenue,</u> <u>Butuan City</u>	<u>Ms. Imelda Diola</u> <u>0917-7030053</u>
<u>Davao City</u>	<u>PS-DBM-RO XI Km. 3, Mac</u> <u>Arthur Highway Matina,</u> <u>Davao City</u>	<u>Ms. Recah Oliveros</u> <u>0947-2657999</u>
<u>Koronadal City</u>	<u>PS-DBM-RO XII</u> <u>Brgy. Morales,</u> <u>Koronadal City</u>	<u>Ms. Sitti Maulana</u> <u>0998-8601448</u>
<u>Zamboanga City</u>	<u>Legionaire St. Zone 4</u> <u>Zamboanga City</u> <u>(Near LTO)</u>	<u>Mr. David C. Tolentino</u> <u>0967-289-0658</u>

TECHNICAL REQUIREMENTS

PROJECT TITLE : **Procurement of Freight Forwarding Services for the Procurement Service (PS)**

LOT NO. : **1 lot**

APPROVED BUDGET FOR THE CONTRACT : **₱ 931,689.22**

AGENCY SPECIFICATIONS				BIDDER'S STATEMENT OF COMPLIANCE
LOT NO.	Destinations:	Type of Vehicles:	Frequency	
1	VISAYAS • Biliran • Borongan • Tacloban	10 WHEELER TRUCK	1 (per each destination)	
	• Cebu MINDANAO • Bukidnon • Butuan • Davao • Koronadal • Zamboanga	20 FOOTER, FCL		
Conforms to the Terms and Conditions on the attached Annex "E" for Terms of Reference (TOR)				

*[Bidders must state here either "**Comply**" or "**Not Comply**" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company

**Signature Over Printed Name
of Authorized Representative**

Date

A handwritten signature in blue ink, located in the bottom right corner of the page.

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;

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;

11. *[Name of Bidder]* hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PS BAC and PS notices may be transmitted.

Telephone No/s.: _____

Fax No/s.: _____

E-mail Add/s.: _____

Mobile No.: _____

It is understood that notices/s transmitted in any of the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s known to me, and known to be the same person/s in the exhibited [insert type of government identification card used*], with his/her photograph and signature appearing thereon, with no. _____ issued on _____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____



Roll of Attorney's No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.

**The identification card shall be at least one of those acceptable proofs of identity as identified under the provisions of the 2004 Rules on Notarial Practice.*

"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by PS.



ANNEX "E"

TERMS OF REFERENCE

No	Agency Specification
1	The CARRIER is bound to observe extraordinary diligence in the transport of goods and shall be responsible for the loss, destruction, deterioration of the goods until the same has been delivered and accepted by the consignee.
2	The observance of extraordinary diligence on the part of the CARRIER starts from the time goods are unconditionally placed in their possession and ends when received by the consignee or the person authorized to receive the goods.
3	The CARRIER's duty to observe extraordinary diligence over the goods remains in full force and effect even when the goods are temporarily unloaded or stored in transit, unless the shipper or owner has made use of the right stoppage in transit.
4	The extraordinary liability of the CARRIER continues to be operative even during the time the goods are stored in the warehouse of the CARRIER at the place of destination, until the consignee has been advised of the arrival of the goods and has reasonable opportunity thereafter to remove them or otherwise dispose of them.
5	The CARRIER shall exercise extraordinary diligence in the performance of his duties and in following local ordinances, public order, public policy and good custom and other related laws.
6	The CARRIER shall unload cargoes only in the presence of authorized PS personnel.
7	The CARRIER shall be at least five (5) years in the business industry.
8	The CARRIER must have the capacity to accept direct deliveries from PS Suppliers and consolidate the goods prior to shipment.
9	The CARRIER shall have at least three (3) utility men per container/truck and one (1) checker representative.
10	The CARRIER shall provide one (1) truck per container van.
11	The CARRIER must have a container yard.
12	<div>The CARRIER shall have at least the following accredited shipping lines and/or hauling services.<div>One (1) accredited shipping lines and one (1) hauling services for each destinations</div></div>

13	The CARRIER's services shall include unloading and piling of stocks into the consignee's warehouse under the supervision of the authorized depot personnel. Unloading shall be on the first floor only.
14	The CARRIER shall provide a sailing schedule to the end-user.
15	The CARRIER shall strictly follow the delivery schedule of every destination. Delays or failure to deliver the goods on time shall be subject to liquidated damages and if warranted, to pre-termination of contract.
16	Request to divert the delivery is allowed provided that the destination is within ten (10) km radius from the Regional/LGU Depot.
17	The CARRIER shall ensure the availability of delivery trucks and container vans to the SHIPPERS requested date of loading.
18	Any notice or other communication given or made by the SHIPPER (PS) under this Terms of Reference or otherwise in connection with the provision of the Services shall be in writing and may be delivered to the relevant Party or sent by courier or email to the address or communication number of that Party as may be notified by that Party from time to time for this purpose and shall be effective notwithstanding any change of address not so notified.
19	Failure to comply with the delivery schedule, the CARRIER shall pay as form of penalty the sum of one tenth (1/10th) of one percent (1%) of the cost of goods loaded for each delivery
20	Upon issuance of the Notice of Delivery by the SHIPPER, the CARRIER must indicate its conformance to the said delivery schedule within the day