



Republic of the Philippines
Department of Education
 Procurement Management Service

REPUBLIKANG PILIPINAS
 DEPARTMENT OF EDUCATION
BIDS AND AWARDS COMMITTEE IV

*Request for Quotation (RFQ)
 (Repost)*

Reference No.:	2023-PPS(003)-BIV-NPSVP-041
End-user Unit:	Palarong Pambansa Secretariat (PPS)
Due date:	July 11, 2023
If further information is required, please contact:	Palarong Pambansa Secretariat (PPS) Contact Nos. 8 638- 1790

July 8, 2023

To: All Prospective Proponents

1. The Department of Education, through its Bids and Awards Committee (BAC) IV, requests price quotation for the project **Procurement of Hauling Services for the Transport of 2023 Palarong Pambansa Supplies and Equipment** particularly described and detailed in the Project Reference, hereto attached as **Appendix "A"**.
2. Said quotation shall be received on or before **10:30 A.M. on July 11, 2023** by courier or by hand-delivery at the address given below:

Bids and Awards Committee IV
 Rm. M-511, 5th Floor, Mabini Bldg.
 DepEd Complex, Meralco Avenue, Pasig City, Philippines
 depedcentral.bacsecretariat@deped.gov.ph
3. The Proponent must be able to meet the following requirements:
 - 3.1. The **Terms and Conditions** provided as Item V of the Project Reference as may be applicable, as well as the provisions of the IRR of R.A. 9184 are deemed to be read into this project.
 - 3.2. The **Schedule of Requirements**, as indicated in Item VI of the Project Reference; and
 - 3.3. The **Terms of Reference** which lists the details of the requirements, as indicated in Item VII of the Project Reference.
4. If the Proponent is a firm, the same is required to submit the eligibility documents prescribed under Section 23 of the Revised IRR of RA 9184 within five (5) calendar days from receipt of notice as stated in the Terms and Conditions in order to show its legal capacity, and technical and financial capability to undertake the contract. Non-submission of any of the documents shall be a ground for post-disqualification.

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Service Provider's Business Name:		TIN:	
Address:			
Telephone No.:		Fax No.:	e-mail:
Authorized Representative's Signature over Printed Name and Designation:		Date:	

5. The Proponent is required to submit a Financial Proposal indicating its price for the required lot. The Approved Budget for the Contract is **PHILIPPINE PESO TWO HUNDRED FIFTY THOUSAND and 00/100 (PHP 250,000.00)**. For purposes of the evaluation, comparison and ranking of bids/offers, the service provider who submitted the single / lowest calculated responsive quotation shall be awarded the Contract after evaluation by the Bids and Awards Committee (BAC) IV.
6. Quotation shall be enclosed in a sealed envelope and addressed to the BAC Secretariat at the address given above. The envelope should have the RFQ Number boldly and conspicuously identified.
 - 6.1. It is the exclusive responsibility of the bidders to ensure that the sealed envelope containing the quotation reaches the above address before the time and date indicated in Item no. 2. If being delivered by hand, the quotations must be delivered at the above address during official working hours. Delivery to any other person or office will be at the risk of the bidder and will not constitute timely delivery. Quotations received after the aforementioned closing time or deadline may be rejected.
 - 6.2. Based on the above-stated provisions, the bidder's quotation sent by email will not be accepted and will be considered as rejected.
7. The quotation should be valid for thirty (30) calendar days from the due date indicated above.
8. The DepEd reserves the right to request any additional information that it deems necessary in order to make any decision on any quotation.
9. Any quotation not supported by the information requested in this RFQ or requested during evaluation, or is patently non-complying with the RFQ requirements may not be considered.
10. The DepEd reserves the right to accept or reject any quotation, to annul the procurement process, or not to award the contract without thereby incurring any liability to the affected bidder or bidders.
11. Submission of quotation in response to this request shall be construed as commitment to undertake the services in accordance with the terms and conditions, specifications, and schedule of implementation set forth in this RFQ.

A Sec. Noel T. Baluyan

Chairperson, Bids and Awards Committee IV

Received Copy:

Remarks:

PROJECT REFERENCE

I. PROJECT TITLE:

Procurement of Hauling Services for the Transport of 2023 Palarong Pambansa Supplies and Equipment

II. PROJECT OWNER:

Department of Education – Palarong Pambansa Secretariat (PPS)

III. OBJECTIVE:

To procure the project ***Procurement of Hauling Services for the Transport of 2023 Palarong Pambansa Supplies and Equipment*** in the most effective and prompt manner, primarily considering time and resource constraints.

IV. ELIGIBILITY, TECHNICAL AND FINANCIAL REQUIREMENTS/ DOCUMENTS:

The Service Provider with the Single / Lowest Calculated Quotation (SCQ or LCQ) shall submit the requirements indicated below within five (5) calendar days from receipt of notice from the BAC, which documents shall be validated to determine if the Service Provider is technically, legally and financially capable prior to the award:

- (i) Mayor's permit issued by the City or Municipality where the principal place of business is located;
- (ii) PhilGEPS Registration Number;
- (iii) Duly Notarized Omnibus Sworn Statement (**for ABCs above Php50K**) (See attached **Annex "A"**)
 - If a partnership, corporation, cooperative, or joint venture, please provide proof of authorization (e.g. duly notarized Secretary's Certificate as stated in Item no. 2 of the attached Omnibus Sworn Statement);
- (iv) Income Tax Returns (**for ABCs above Php500K**) (Annual Income Tax Returns of the preceding tax year);
- (v) Business Tax Returns (**for ABCs above Php500K**) (Value Added Tax or Percentage Tax Returns covering the previous six months);

To facilitate post-qualification, the Service Provider at its option may submit in advance, i.e., together with its quotation, the above requirements and other documents as may be required. Non-submission of any of the documents shall be a ground for post-disqualification.

In the case of a Joint Venture, or if the parties intend to enter into a joint venture, the requirements are as indicated in the revised Implementing Rules and Regulations of Republic Act No. 9184.

V. TERMS AND CONDITIONS OF CONTRACT:

A. Instructions

1. The Service Provider shall render the required services in accordance

with the schedule of requirements and specifications of the award. Failure of the Service Provider to comply with this provision shall be ground for cancellation of the award issued to the proponent.

2. The Service Provider shall pick-up the Contract or Purchase Order (PO), and Notice to Proceed issued in its favor within three (3) calendar days from the date of receipt of notice to that effect. A fax transmission or electronic mail shall constitute an official notice to the Proponent. Thereafter, if the Contract or PO remains unclaimed, the contract shall be cancelled.

To avoid delay in the delivery of the requesting agency's requirements, all defaulting Service Providers shall be precluded from proposing or submitting substitute quotation(s) or item(s).

3. The Service Provider who accepted a Contract or PO, and Notice to Proceed but failed to deliver the required goods within the time called for in the Contract or PO shall be disqualified from participating in DepEd or any of DepEd units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its Revised IRR against the Proponent.

4. All duties, excise, and other taxes and revenue charges shall be paid by the Proponent.

5. All transactions are subject to applicable withholding taxes per relevant revenue regulations of the Bureau of Internal Revenue (BIR) withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the BIR.

B. Delivery and Documents

The Service Provider shall haul the goods from **Rizal Memorial Sports Complex and deliver the supplies and equipment to the Palarong Pambansa venues. After the staging of the 2023 Palarong Pambansa, the Service Provider shall also haul/ pick-up said supplies and equipment from the playing venues and deliver and/ or return the same to its origin at Rizal Memorial Sports Complex.** DepEd accepts no liability for the damage of goods during transit. Risk and title to the goods will not pass from the Service Provider to DepEd until the receipt and final acceptance of the goods by DepEd at their final destination.

The Service Provider must conform to and comply with the standards mentioned in the Schedule of Requirements, as indicated in **Annex "B" and Terms of Reference** as indicated in **Annex "C"**.

Upon delivery of the goods to the Delivery Site, the Service Provider shall notify DepEd through PPS and present the following documents:

- i. Original and four copies of the Service Provider's Invoice showing the goods and service description, quantity, unit price, and total price;
- ii. Original and four copies of Delivery Receipts (DRs);
- iii. Original Statement of Accounts; and
- iv. Approved Contract/ Purchase order

For this purpose, the DepEd's Representative at the Project Site shall be **Mr. James Julius M. Laquigan for the End-User Unit, and the designated Inspectorate Team.**

C. Schedule of Payment

The Service Provider may submit a request for payment based on the following:

- (i) Actual services rendered based on the schedule of delivery and other relevant terms and conditions of the Contract/PO; and
- (ii) Certification by the Service Provider, duly signed and dated by the authorized representative of the DepEd indicating that the goods have been delivered and/or retrieved in accordance with the Contract/PO.

Other delivery documents as may be subsequently prescribed by DepEd shall be provided by the Service Provider.

One hundred percent (100%) of the Contract/PO Price shall be paid to the Service Provider within 60 calendar days in accordance with existing Government disbursement procedure, upon completion of hauling and delivery services, and acceptance of the same by the authorized DepEd representative.

(NOTE: The Service Provider must furnish a copy of the above-mentioned documents to the End-user [[PPS]] and the Contract Management Division of the Procurement Management Service, Central Office.)

VI. SCHEDULE OF REQUIREMENTS as indicated in Annex "B".

VII. Terms of Reference as indicated in Annex "C".

VIII. GENERAL INSTRUCTIONS TO SUPPLIERS

1. This Request for Quotation (RFQ) Form is DepEd's standard RFQ to be used when DepEd solicits quotations for the procurement of goods and services. **It is a standard template that Suppliers must follow in order to prepare and submit their quotations for consideration by DepEd.**
2. This RFQ is composed of one (1) lot. Prospective Service Provider shall submit their quote for one (1) lot. Quotation that exceeds the ABC for the said lot shall be rejected.
3. Service Provider must fill up the spaces with the required and correct information including the offered brand, model, make and specifications, as well as the total price of the item or the items in the lot. They shall likewise indicate the total price of the said lot.
4. Prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes, duties and/or levies to be paid and other incidental costs to the delivery site/s if the contract is awarded.
5. Award of contract shall be made to the single/lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.

The RFQ Form must be duly signed and accomplished, either typewritten or written in indelible ink. Any correction made to the prices, rates or to any information shall be rewritten in indelible ink and

initialed by the person signing the RFQ Form.

6. Service Provider shall accomplish, provide correct and accurate information and submit, together with the Request for Quotation (RFQ), the following attached documents: (i) Schedule of Requirements (**Annex "B"**); (ii) Technical Specifications (**Annex "C"**); and (iii) Financial Proposal (**Annex "D"**) otherwise, non-submission of which shall result to automatic disqualification of proposal. The proponent should not need to fill out the attached Purchase Order (PO) under **Annex "E"**.
7. Proponent requiring any clarifications of the Request for Quotation Document may refer to:

The Chairperson
Bids and Awards Committee IV
Department of Education
Room M-511, 5th Floor, Mabini Bldg.,
DepEd Complex, Meralco Avenue, Pasig City
Tel Nos. 8633-9343 / 8636-6542
depedcentral.bacsecretariat@deped.gov.ph
Look for: Ms. Daisy E. Adriatico (Project in Charge)

IX. FINANCIAL PROPOSAL QUOTATION FORM as indicated in **Annex "D"**.

Omnibus Sworn Statement

**For the Conduct of Procurement Activities under Republic Act No.
11494 or the *Bayanihan* to Recover as One Act**

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]*;

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 its association or relation 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 examine all of the Bidding Documents;
 - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquire or secure 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.

Name and Signature of Bidder's
Authorized Representative

[Jurat]

[Format shall be based on the Rules on Notarial Practice]

Schedule of Requirements

Procurement of Hauling Services for the Transport of 2023 Palarong Pambansa Supplies and Equipment					
Item	Description		Quantity UOM	Delivery Period	Return Period
	A.) Hauling/Pick-up from the place of Origin (Rizal Memorial Sports Complex- PSC) and Delivery to the 2023 Palarong Pambansa Playing Venues:	B.) Hauling/Pick-up from the 2023 Palarong Pambansa Playing Venues and Delivery/Return to the place of Origin (Rizal Memorial Sports Complex - PSC)			
1	Hauling /Pick-up of Athletics Sports Materials & Equipment from Rizal Memorial Sports Complex and delivery to MARIKINA SPORTS CENTER , Brgy. Sta. Elena, Marikina City	Hauling /Pick-up of Athletics Sports Materials & Equipment from MARIKINA SPORTS CENTER , Brgy. Sta. Elena, Marikina City and delivery/return to Rizal Memorial Sports Complex	Total of eight (trips) of 10-Wheeler Delivery Trucks to haul and deliver the (approx. 110cbm or 5,242kg of sports materials and equipment to the 2023 Palarong Pambansa playing venues and return the same to Rizal Memorial Sports Complex - PSC after the closing of the 2023 Palarong Pambansa	July 27 - 28, 2023	August 6 - 8, 2023
2	Hauling /Pick-up of Badminton Sports Materials & Equipment from Rizal Memorial Sports Complex and delivery to TREVI MULTI-PURPOSE GYM - J.P. Rizal St. Concepcion Uno , Marikina City	Hauling /Pick-up of Badminton Sports Materials & Equipment from TREVI MULTI-PURPOSE GYM - J.P. Rizal St. Concepcion Uno , Marikina City and delivery/return to Rizal Memorial Sports Complex		July 27 - 28, 2023	August 6 - 8, 2023
3	Hauling /Pick-up of Table Tennis Sports Materials & Equipment from Rizal Memorial Sports Complex and delivery to JEM SUBDIVISION , Parang, Marikina City	Hauling /Pick-up of Table Tennis Sports Materials & Equipment from JEM SUBDIVISION , Parang, Marikina City and delivery/return to Rizal Memorial Sports Complex		July 27 - 28, 2023	August 6 - 8, 2023
4	Hauling /Pick-up of Taekwondo Sports Materials & Equipment from Rizal Memorial Sports Complex and delivery to ST. SCHOLASTICAS	Hauling /Pick-up of Taekwondo Sports Materials & Equipment from ST. SCHOLASTICAS ACADEMY , West Drive St., Marikina Heights		July 27 - 28, 2023	August 6 - 8, 2023

	ACADEMY, West Drive St., Marikina Heights	and delivery/return to Rizal Memorial Sports Complex		
5	Hauling /Pick-up of Wushu Sports Materials & Equipment from Rizal Memorial Sports Complex and delivery to WOODRIDGE HEIGHTS CLUBHOUSE Tumana, Marikina City	Hauling /Pick-up of Wushu Sports Materials & Equipment from WOODRIDGE HEIGHTS CLUBHOUSE Tumana, Marikina City and delivery/return to Rizal Memorial Sports Complex	July 27 - 28, 2023	August 6 - 8, 2023
6	Hauling /Pick-up of Boxing Sports Materials & Equipment from Rizal Memorial Sports Complex and delivery to PLAZA DE LOS ALCALDES , Marikina City Hall, Sta. Elena, Marikina City	Hauling /Pick-up of Boxing Sports Materials & Equipment from PLAZA DE LOS ALCALDES , Marikina City Hall, Sta. Elena, Marikina City and delivery/return to Rizal Memorial Sports Complex	July 27 - 28, 2023	August 6 - 8, 2023
7	Hauling /Pick-up of Pencak Silat Sports Materials & Equipment from Rizal Memorial Sports Complex and delivery to PARKLAND ESTATE SUBDIVISION Malanday, Marikina City	Hauling /Pick-up of Pencak Silat Sports Materials & Equipment from PARKLAND ESTATE SUBDIVISION Malanday, Marikina City, and delivery/return to Rizal Memorial Sports Complex	July 27 - 28, 2023	August 6 - 8, 2023
8	Hauling /Pick-up of Sepak Takraw Sports Materials & Equipment from Rizal Memorial Sports Complex and delivery to MARIKINA HIGH SCHOOL , E. Santos St., Concepcion Uno, Marikina City	Hauling /Pick-up of Sepak Takraw Sports Materials & Equipment from MARIKINA HIGH SCHOOL , E. Santos St., Concepcion Uno, Marikina City and delivery/return to Rizal Memorial Sports Complex	July 27 - 28, 2023	August 6 - 8, 2023
9	Hauling /Pick-up of Swimming Sports Materials & Equipment from Rizal Memorial Sports Complex and delivery to MARIKINA SPORTS CENTER , Brgy. Sta. Elena, Marikina City	Hauling /Pick-up of Swimming Sports Materials & Equipment from MARIKINA SPORTS CENTER , Brgy. Sta. Elena, Marikina City and delivery/return to	July 27 - 28, 2023	August 6 - 8, 2023

	Brgy. Sta. Elena, Marikina City.	Rizal Memorial Sports Complex.		
10	Hauling /Pick-up of Volleyball Sports Materials & Equipment from Rizal Memorial Sports Complex and delivery to the following venues: 1. NILE SUBDIVISION GYM , Sto. Nino, Marikina City; 2. OLOPSC GYM , Gen. Ordonez, Concepcion Uno, Marikina City; 3. MARIKIT SUBD. GYM , Concepcion Uno, Marikina City	Hauling /Pick-up of Volleyball Sports Materials & Equipment from the following 2023 Palarong Pambansa playing venues and deliver/return to Rizal Memorial Sports Complex: 1. NILE SUBDIVISION GYM , Sto. Nino, Marikina City; 2. OLOPSC GYM , Gen. Ordonez, Concepcion Uno, Marikina City; 3. MARIKIT SUBD. GYM , Concepcion Uno, Marikina City	July 27 - 28, 2023	August 6 - 8, 2023
11	Hauling /Pick-up of Wrestling Sports Materials & Equipment from Rizal Memorial Sports Complex and delivery to SIMEONA VILLAGE GYM , Gen Ordoñez, Con. I, Marikina City	Hauling /Pick-up of Wrestling Sports Materials & Equipment from SIMEONA VILLAGE GYM , Gen Ordoñez, Con. I, Marikina City, and delivery/return to Rizal Memorial Sports Complex	July 27 - 28, 2023	August 6 - 8, 2023

A. Delivery Schedule

Complete delivery of the service provider shall be made as indicated above.

B. Project Site

The Service Provider shall haul the goods from Rizal Memorial Sports Complex and deliver the supplies and equipment to the Palarong Pambansa venues. After the staging of the 2023 Palarong Pambansa, the Service Provider shall also haul/ pick-up said supplies and equipment from the playing venues and deliver and/ or return the same to its origin at Rizal Memorial Sports Complex.

C. Delivery and Receiving Instructions

The Supplier shall observe the following instructions:

- 1) Goods as specified in this Schedule of Requirements and/or Terms of Reference shall be delivered only to the address indicated herein.
- 2) The Service Provider shall notify the indicated authorized receiving personnel

at the Project Site at the scheduled date of delivery at least three (3) working days in advance, and shall ensure that the authorized receiving personnel of the DepEd is present during the date and time of delivery.

- 3) The Service Provider shall make delivery or deliveries to the Project Site on regular working days, during Office hours from 8:00 A.M. to 2:00 P.M. The authorized receiving personnel reserves the right to refuse to receive/accept delivered goods made before 8:00 A.M. to 2:00 P.M., and on non-working days.
- 4) The Service Provider shall coordinate with DepEd Administrative Service-Asset Management Division for purposes of Inspection and Acceptance.

D. Evaluation of Quotations

Quotations shall be compared and evaluated on the basis of the following criteria:

- 1) Completeness of Submission
- 2) Compliance with Technical Specifications and Terms of Reference (TOR)
- 3) Price-Lowest Unit Cost

Statement of Compliance

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I/We quote you on the item/s at price noted in the RFQ. The quotation shall be binding upon us for thirty (30) calendar days reckoned from last day of submission indicated in the Submission Requirements. The corresponding Award of Contract shall be accepted by us at any time before expiration of this period.

The DepEd-Bids and Awards Committee V reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Name and Signature of Provider's Authorized Representative

Terms of Reference

ITEM	Description		STATEMENT OF COMPLIANCE (State Complyor Not Comply)	BIDDER'S/ACTUAL OFFER
Hauling Services for the Transport of 2023 Palarong Pambansa Supplies and Equipment	RATIONALE OVERVIEW /	The Department of Education (DepEd) shall undertake procurement of the above project for the hauling and delivery of sports materials and equipment borrowed from the Philippine Sports Commission (PSC) which are essentially needed for the conduct of the 2023 <i>Palarong Pambansa</i> .		
	OBJECTIVE OF THE PROJECT	The project aims to ensure timely and accurate delivery of the sports materials and equipment from the Philippine Sports Commission (PSC) to the playing venues of the 2023 <i>Palarong Pambansa</i> .		
	SCOPE OF THE SERVICES	<p>The Service Provider shall be bound to perform services including, but not limited to, the following:</p> <ul style="list-style-type: none"> (i) Hauling; (ii) Delivery; and (iii) Delivery/Return of the Sports Materials and Equipment <p>I. Hauling</p> <p>The Service Provider shall provide hauling services which includes properly loading of the sports materials and equipment from the place of Origin (PSC) into their delivery truck/s.</p> <p>II. Delivery</p> <p>Service provider shall deliver and properly offload the sports materials and equipment to the designated playing venues of the 2023 <i>Palarong Pambansa</i>.</p> <p>III. Delivery/Return of the Sports Materials and Equipment</p> <p>The delivered or distributed sports materials and equipment shall be completely collected and hauled from the playing venues of the 2023 <i>Palarong Pambansa</i> and deliver/return to the place of Origin (PSC) two (2) to three (3) days after the closing of the 2023 <i>Palarong Pambansa</i>.</p>		
	DUTIES AND RESPONSIBILITIES	<p>I. The Service Provider shall:</p> <ul style="list-style-type: none"> i. Haul/pick-up the sports materials and equipment from PSC; ii. Provide driver, manpower and equipment to haul the sports materials and equipment from the PSC; iii. Transport the hauled sports materials and equipment to the designated playing venues of the 2023 <i>Palarong Pambansa</i>. iv. In the event that there is mechanical breakdown, the service provider shall provide 		

replacement trucks to ensure timely delivery of the sports materials and equipment to the playing venues;

v. Regularly update the DepEd through Palarong Pambansa Secretariat (PPS) about the delivery, more importantly while in transit. In case the service provider encounters condition(s) impeding timely delivery of the items, it shall promptly notify DepEd in most convenient way of communication or in writing of such condition(s) and any request for delivery suspension and /or contract delivery period extension not more than 3 days from the occurrence of such condition(s) shall be promptly done in writing as soon as circumstances providing justification for such requests have become apparent. The service provider must provide sufficient proof to support any request for delivery suspension and/or contract delivery period extension.

vi. After completion of delivery of the sports materials and equipment to the playing venues, as the case maybe, submit to the DepEd the following documents:

- i. Original and four (4) copies of the Service Provider's Invoice showing the goods and services description, quantity, unit price and total price;
- ii. Original and four (4) copies of Delivery Receipts (DRs);
- iii. Original Statement of Accounts; and
- iv. Approved Contract/Purchase Order

2. Duties and Responsibilities of the Department of Education:

- i. Designate personnel from PSC who is a member of Palarong Pambansa Secretariat to monitor the loading and hauling of sports materials and equipment into the delivery truck(s) at the place of Origin;
- ii. Invite and allow at all times the duly authorized representative/s and/or duly authorized driver/s of the service provider during hauling and delivery to verify the veracity of the entries made in the documents prior to affixing his signature thereof;
- iii. Ensure presence of DepEd or PSC personnel at the place of Origin and delivery sites/playing venues to witness the hauling and delivery

of the sports materials and equipment.

iv. Notify and/or coordinate, through PPS, the delivery schedule to the playing venues through the person-in-charge at the playing venues of the LGU-Host of the 2023 Palarong Pambansa.

MINIMUM MANNING REQUIREMENT

The Service Provider shall provide qualified manpower with satisfactory experience in providing services of similar nature and size.

The Service Provider must have an experience in the supply chain/freight forwarding/logistics, including hauling and delivery. The minimum qualifications and experience of the team members shall be the following:

Personnel/Minimum Qualification	Responsibilities
<p>a.) Delivery Driver/Hauler (must have at least five (5) years of experience in driving with valid driver's license required to operate certain vehicles and with clean driving record).</p>	<p>The Delivery Driver/Hauler shall be responsible for the following:</p> <ul style="list-style-type: none"> • Load, unload, transport and deliver sports materials and equipment to the 2023 Palarong Pambansa playing venues, or assist in loading and unloading of items from vehicle; • Review Delivery Receipt or Transfer Manifest before and after delivery to ensure the completeness and correctness of the items; • Adhere to assigned routes and follow time schedules; • Maintain reports and other documents relating to deliveries; • Operate equipment and machineries such as trucks, forklifts and etc.
<p>a.) Driver Helper (must have at least two (2) years of experience in loading and unloading goods by hand or by use of hand trucks and related equipment and with clean track record).</p>	<p>The Driver Helper shall be responsible for the following:</p> <ul style="list-style-type: none"> • Loading and unloading of sports materials and equipment; • Compiling accurate delivery records and reports; • Effectively communicating with DepEd or PSC personnel; • Obtaining DepEd or PSC personnel signatures and acknowledgment of having received the delivered and

		<p>returned sports materials and equipment;</p> <ul style="list-style-type: none"> • Ensure that all safety standards are adhered to. 		
ELIGIBILITY AND QUALIFICATION OF SERVICE PROVIDER	<p>The Service Provider must have at least two (2) similar contracts related to the contract to be bid. The Service Provider must satisfy the following additional requirements to qualify for the award of contract.</p> <ol style="list-style-type: none"> 1. Must have been engaged in a hauling and delivery/Logistics Service Provider or freight forwarding business for at least five (5) years. 2. Must be an owner/operator of Delivery Trucks and a Freight Forwarder or a Logistics Service Provider duly registered with LTFRB, without outstanding obligations to DepEd. 3. Must be a Hauling and Delivery/ Logistics Service Provider or a Freight Forwarder as per SEC or DTI records. 4. Must have ISO certificate. 5. Must not be blacklisted/defaulting trucking contractors. 			
DOCUMENTARY REQUIREMENTS	<p>The Service Provider must submit the following documents:</p> <ol style="list-style-type: none"> 1. SEC or DTI registration certificate; 2. Articles of Incorporation and By-laws, if applicable; 3. Valid mayor's permit; 4. Audited financial statements for the last 5 years, with stamp of BIR or its accredited agents; 5. Income Tax Returns for the last 5 years; and 6. List of clients with name of contact person and contact number for each client. 			
CONTRACT/PURCHASE ORDER DURATION	<p>The Contract/Purchase Order shall be in full force on July 27-28, 2023 upon the signing/approval of the contract/purchase order and shall expire on August 08, 2023 after the closing of the 2023 <i>Palarong Pambansa</i> and upon completion of the hauling and delivery services or complete return of the sports materials and equipment to the Philippine Sports Commission (PSC).</p>			
SERVICE DELIVERY PERIOD	<p>The Service Provider shall provide to DepEd the Hauling and Delivery services as indicated in the Schedule of Requirements.</p>			
LIABILITY OF SERVICE PROVIDER	<p>The Service Provider is liable for the loss or damage of sports equipment and materials. Risk will not be deemed to have passed to DepEd until its receipt at the final destination, through its authorized receiving personnel. In the event that sports materials and equipment are lost or damaged during loading, unloading, or transit, the Service Provider must pay the DepEd an amount equivalent to the current value of the materials and equipment.</p>			
BILLING AND PAYMENT	<p>One hundred percent (100%) of the Contract/Purchase Order Price shall be paid to the Service Provider in accordance after acceptance of the complete sports materials and equipment to the playing venues and return the same to the Philippine Sports Commission (PSC). The Service Provider shall submit the claim for payment and supporting documents as follows:</p>			

- | | | | | |
|--|--|--|--|--|
| | | i. Original and four (4) copies of the Suppliers Invoice showing the goods and services description, quantity, unit price and total price.
ii. Original and four (4) copies of Delivery Receipts.
iii. Original Statement of Accounts.
iv. Approved Contract/Purchase Order | | |
|--|--|--|--|--|

STATEMENT OF COMPLIANCE

I hereby commit to provide the above specified requirements in compliance with the Technical Specifications for the Project: **Procurement of Hauling Services for the Transport of 2023 Palarong Pambansa Supplies and Equipment**

Name and Signature of Authorized representative

Supplier's Business Name:		TIN:	
Address:			
Telephone No.:	Fax No.:	e-mail:	
Authorized Representative's Signature over Printed Name and Designation:	Date:		

ANNEX "D"

Item	Description	Qty.	Price Ceiling(Php)	Supplier's Offer (state brand, model,make and specifications)	Unit Price	Total Price
1	Hauling/pick-up and Delivery of Sports Supplies and Equipment from Rizal Memorial Sports Complex - PSC to the 2023 <i>Palarong Pambansa</i> Playing Venues. Hauling/pick-up and Delivery of Sports Supplies and Equipment from the 2023 Palarong Pambansa Playing Venues to Rizal Memorial Sports Complex - PSC	8 trips	250,000.00			
TOTAL ABC			PHP250,000.00	Total Price Offer		
Total Price Offer (in words)						

After having carefully read, understood, and accepted the terms and conditions specified in the Request for Quotation, above-cited is our financial proposal (quotation) for the item/s.

We undertake, if our Quotation is accepted, to deliver the above items/goods within ten (10) calendar days from the receipt of NTP.

We agree to abide by this Quotation for a period of **thirty (30) calendar days-bid validity** after the deadline for submission specified in the RFQ.

We understand that payment for the goods/items delivered will be made to the winning supplier after inspection and acceptance of the goods/items delivered. The above-quoted prices are inclusive of all costs and applicable taxes.

Name and Signature of Authorized Representative

Name of the Company:

Company Address:

Contact Number/s:

Email Address:



PURCHASE ORDER

Supplier : _____	P.O. No. : _____
Address : _____	Date : _____
Email Address : _____	Mode of _____ NP-SVP
Telephone Nos. : _____	Procurement : _____
TIN : _____	End-User : <u>Palarong Pambansa Secretariat (PPS)</u>

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : DepEd Central Office Delivery Term : _____

Date of Delivery : within the period provided in the Schedule of Requirements.

Payment Term : (see Terms and Conditions)

Project Title: Procurement of Hauling Services for the Transport of 2023 Palarong Pambansa Supplies and Equipment

DESCRIPTION	UNIT	QTY.	UNIT COST	TOTAL PRICE (IN PHP)
Detailed Technical Specifications:				
Lot 1				
RATIONALE / OVERVIEW	The Department of Education (DepEd) shall undertake procurement of the above project for the hauling and delivery of sports materials and equipment borrowed from the Philippine Sports Commission (PSC) which are essentially needed for the conduct of the 2023 <i>Palarong Pambansa</i> .			
OBJECTIVE OF THE PROJECT	The project aims to ensure timely and accurate delivery of the sports materials and equipment from the Philippine Sports Commission (PSC) to the playing venues of the 2023 <i>Palarong Pambansa</i> .			
SCOPE OF THE SERVICES	<p>The Service Provider shall be bound to perform services including, but not limited to, the following:</p> <p>(i) Hauling; (ii) Delivery; and (iii) Delivery/Return of the Sports Materials and Equipment</p> <p>I. Hauling</p> <p>The Service Provider shall provide hauling services which includes properly loading of the sports materials and equipment from the place of Origin (PSC) into their delivery truck/s.</p> <p>II. Delivery</p> <p>Service provider shall deliver and properly offload the sports materials and equipment to the designated playing venues of the 2023 <i>Palarong Pambansa</i>.</p> <p>III. Delivery/Return of the Sports Materials and Equipment</p> <p>The delivered or distributed sports materials and equipment shall be completely collected and hauled from the playing venues of the 2023 <i>Palarong Pambansa</i> and deliver/return to the place of Origin (PSC) two (2) to three (3) days after the closing of the 2023 <i>Palarong Pambansa</i>.</p>			
DUTIES AND RESPONSIBILITIES	<p>1. The Service Provider shall:</p> <p>i. Haul/pick-up the sports materials and equipment from PSC;</p> <p>ii. Provide driver, manpower and equipment to haul the sports materials and equipment from the PSC;</p> <p>iii. Transport the hauled sports materials and equipment to the designated playing venues of the 2023 <i>Palarong Pambansa</i>.</p> <p>iv. In the event that there is mechanical breakdown, the service provider shall</p>			
	trips	8		

provide replacement trucks to ensure timely delivery of the sports materials and equipment to the playing venues;

v. Regularly update the DepEd through Palarong Pambansa Secretariat (PPS) about the delivery, more importantly while in transit. In case the service provider encounters condition(s) impeding timely delivery of the items, it shall promptly notify DepEd in most convenient way of communication or in writing of such condition(s) and any request for delivery suspension and /or contract delivery period extension not more than 3 days from the occurrence of such condition(s) shall be promptly done in writing as soon as circumstances providing justification for such requests have become apparent. The service provider must provide sufficient proof to support any request for delivery suspension and/or contract delivery period extension.

vi. After completion of delivery of the sports materials and equipment to the playing venues, as the case maybe, submit to the DepEd the following documents:

- i. Original and four (4) copies of the Service Provider's Invoice showing the goods and services description, quantity, unit and price and total price;
- ii. Original and four (4) copies of Delivery Receipts (DRs);
- iii. Original Statement of Accounts; and
- iv. Approved Contract/Purchase Order

2. Duties and Responsibilities of the Department of Education:

i. Designate personnel from PSC who is a member of Palarong Pambansa Secretariat to monitor the loading and hauling of sports materials and equipment into the delivery truck(s) at the place of Origin;

ii. Invite and allow at all times the duly authorized representative/s and/or duly authorized driver/s of the service provider during hauling and delivery to verify the veracity of the entries made in the documents prior to affixing his signature thereof;

iii. Ensure presence of DepEd or PSC personnel at the place of Origin and delivery sites/playing venues to witness the hauling and delivery of the sports materials and equipment.

iv. Notify and/or coordinate, through PPS, the delivery schedule to the playing venues through the person-in-charge at the playing venues of the LGU-Host of the 2023 Palarong Pambansa.

MINIMUM MANNING REQUIREMENT

The Service Provider shall provide qualified manpower with satisfactory experience in providing services of similar nature and size.

The Service Provider must have an experience in the supply chain/freight forwarding/logistics, including hauling and delivery. The minimum qualifications and experience of the team members shall be the following:

Personnel/Minimum Qualification	Responsibilities
a.) Delivery Driver/Hauler (must have at least five (5) years of experience in driving with valid driver's license required to operate certain vehicles and with clean driving record).	The Delivery Driver/Hauler shall be responsible for the following: <ul style="list-style-type: none"> • Load, unload, transport and deliver sports materials and equipment to the 2023 Palarong Pambansa playing venues, or assist in loading and unloading of items from vehicle; • Review Delivery Receipt or Transfer Manifest before and after

		<p>delivery to ensure the completeness and correctness of the items;</p> <ul style="list-style-type: none"> • Adhere to assigned routes and follow time schedules; • Maintain reports and other documents relating to deliveries; • Operate equipment and machineries such as trucks, forklifts and etc. 			
	<p>a.) Driver Helper (must have at least two (2) years of experience in loading and unloading goods by hand or by use of hand trucks and related equipment and with clean track record).</p>	<p>The Driver Helper shall be responsible for the following:</p> <ul style="list-style-type: none"> • Loading and unloading of sports materials and equipment; • Compiling accurate delivery records and reports; • Effectively communicating with DepEd or PSC personnel; • Obtaining DepEd or PSC personnel signatures and acknowledgment of having received the delivered and returned sports materials and equipment; • Ensure that all safety standards are adhered to. 			
<p>ELIGIBILITY AND QUALIFICATION OF SERVICE PROVIDER</p>	<p>The Service Provider must have at least two (2) similar contracts related to the contract to be bid. The Service Provider must satisfy the following additional requirements to qualify for the award of contract.</p> <ol style="list-style-type: none"> 1. Must have been engaged in a hauling and delivery/Logistics Service Provider or freight forwarding business for at least five (5) years. 2. Must be an owner/operator of Delivery Trucks and a Freight Forwarder or a Logistics Service Provider duly registered with LTFRB, without outstanding obligations to DepEd. 3. Must be a Hauling and Delivery/ Logistics Service Provider or a Freight Forwarder as per SEC or DTI records. 4. Must have ISO certificate. 5. Must not be blacklisted/defaulting trucking contractors. 				
<p>DOCUMENTARY REQUIREMENTS</p>	<p>For purposes of determining the eligibility of the 3PL using the criteria stated in Section 23.4 of RA 9184 and its revised IRR, only the documents stated in Annex " " – Checklist of Documentary Requirements, hereof, shall be required to be submitted, using the forms prescribed in the Bidding Documents.</p> <p>The Service Provider must submit the following documents:</p> <ol style="list-style-type: none"> 1. SEC or DTI registration certificate; 2. Articles of Incorporation and By-laws, if applicable; 3. Valid mayor's permit; 4. Audited financial statements for the last 5 years, with stamp of BIR or its accredited agents; 5. Income Tax Returns for the last 5 years; and 6. List of clients with name of contact person and contact number for each client. <p>The following shall also be submitted by the Service Provider:</p> <ol style="list-style-type: none"> a. For delivery trucks owned, documentary requirements as follows: <ol style="list-style-type: none"> a.1. Official Receipt/Certificate of Registration (OR/CR). a.2. Certificate of Franchise from the Land Transportation and Franchising Regulatory. a.3. Copy of Deed of Sale for newly purchased 				

	<p>brand new delivery trucks, if any. Any secondhand delivery trucks must have the certificate of Registration registered in the name of bidder.</p> <p>a.4. If leased, duly notarized Leased Contract.</p> <p>a.5. Driver's License</p> <p>a.6. Community Tax Certificate.</p> <p>b. If leased, submission of notarized Leased Agreement including the original documents of leased units for authentication.</p> <p>b.1. Leased delivery trucks must be free from any encumbrance and covered by the necessary registration and franchise with the Land Transportation Office/Land Transportation Franchising Regulatory Board (LTO/LTFRB).</p> <p>b.2. The lessee or the Service Provider binds himself solidarily liable to DepEd and in case of loss/damage to the sports materials and equipment in transit.</p>			
CONTRACT/PURCHASE ORDER DURATION	The Contract/Purchase Order shall be in full force on July 27-28, 2023 upon the signing/approval of the contract/purchase order and shall expire on August 08, 2023 after the closing of the 2023 <i>Palarong Pambansa</i> and upon completion of the hauling and delivery services or complete return of the sports materials and equipment to the Philippine Sports Commission (PSC).			
SERVICE DELIVERY PERIOD	The Service Provider shall provide to DepEd the Hauling and Delivery services as indicated in the Schedule of Requirements.			
LIABILITY OF SERVICE PROVIDER	The Service Provider is liable for the loss or damage of sports equipment and materials. Risk will not be deemed to have passed to DepEd until its receipt at the final destination, through its authorized receiving personnel. In the event that sports materials and equipment are lost or damaged during loading, unloading, or transit, the Service Provider must pay the DepEd an amount equivalent to the current value of the materials and equipment.			
BILLING AND PAYMENT	<p>One hundred percent (100%) of the Contract/Purchase Order Price shall be paid to the Service Provider in accordance after acceptance of the complete sports materials and equipment to the playing venues and return the same to the Philippine Sports Commission (PSC). The Service Provider shall submit the claim for payment and supporting documents as follows:</p> <p>i. Original and four (4) copies of the Suppliers Invoice showing the goods and services description, quantity, unit price and total price.</p> <p>ii. Original and four (4) copies of Delivery Receipts.</p> <p>iii. Original Statement of Accounts.</p> <p>iv. Approved Contract/Purchase Order</p>			

TOTAL

PHP

and 00/100 Pesos Only

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay shall be imposed.

Very truly yours,

GLORIA JUMAMIL-MERCADO
 Undersecretary
 Human Resource and Organizational Development
 Head of Procuring Entity
 Department of Education

Conforme: _____
 Signature Over Printed Name of Supplier

_____ Date

Funds Available:

OR No.: _____

Amount: _____

TERMS AND CONDITIONS

1. Service Provider shall be responsible for the source(s) of its materials/equipment and shall make deliveries in accordance with the delivery time, place of delivery, descriptions and specifications provided by the award or purchase order (PO). Failure by the Service Provider to comply with the same shall be a ground for cancellation of the award or PO issued and for issuance of a new PO in favor of the next lowest calculated responsive quotation at the Procuring Entity's option.
2. The Request for Quotation (RFQ) and the Service Provider's offer including the eligibility requirements, technical and financial proposals, and all other documents or statements submitted by the Service Provider as required by the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 shall be deemed to form and be read and construed as part of this PO.
3. The Service Provider shall personally claim the issued PO within three (3) calendar days after receipt of notice to that effect. A fax transmission or electronic mail sent to the Service Provider shall constitute an official notice. Thereafter, if the PO remains unclaimed, the said PO shall be cancelled.
4. Subject to the provisions of the preceding paragraph, where the Service Provider had claimed the PO but failed to deliver the required goods within the delivery time provided in the PO, the Service Provider shall be charged of liquidated damages (LD). The amount of LD, deductible from payments due to the Service Provider, shall be one tenth of one percent (0.1%) of the total price of the undelivered goods in the PO for every day of delay. Once the accumulated amount of LD reached 10% of the amount of PO, the Procuring Entity shall rescind the PO without prejudice to other courses of actions available to DepEd under RA 9184 and its IRR, and other laws.
5. The Service Provider shall haul the goods from Rizal Memorial Sports Complex and deliver the supplies and equipment to the Palarong Pambansa venues. After the staging of the 2023 Palarong Pambansa, the Service Provider shall also haul/ pick-up said supplies and equipment from the playing venues and deliver and/ or return the same to its origin at Rizal Memorial Sports Complex,
6. The Supplier may submit a request for payment based on the following:
 - (i) Actual services rendered based on the schedule of deliveries and other relevant terms and conditions of the PO; and
 - (ii) Certification by Service Provider, as duly signed by the authorized DepEd representative, that the goods or items have been delivered in accordance with the PO. Other delivery documents as may be subsequently prescribed by DepEd shall be provided by the Supplier.

Conforme:

Signature over printed name of Supplier

Date