



**REQUEST FOR QUOTATION**

P.R. No./Date - 201804-0105/ April 12, 2018 RFQ No./Date: 201804-0065/ April 13, 2018

**Sir / Madam:**

Please quote your lowest price/s for the item/s listed below including the total amount in legible style (preferably typewritten) and return this duly signed by the company's authorized signatory/ies to the General Services Division, Administrative and Legal Office c/o Mr. Jeson Q. de la Torre, 2/F Floor of the above address on or before **April 18, 2018/ 5:00 PM**

Your participation to this project shall be subject to the requirements as identified below:

- PhilGEPS Registration Number.
- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- Latest Income/Business Tax Return.
- Professional License/Curriculum Vitae.
- Omnibus Sworn Statement.
- Signed Terms of Reference.
- Proposal must be inclusive of all applicable government taxes and subject to 5% R-VAT and 1% (PO) or 2% (JO) deductions
- Bids must be submitted using this form. Supplemental information using your company stationery may be attached to reflect the complete specification of bid e.g., brand name, model, pictures/brochures/literature, menu, etc.
- Bids should not exceed the Approved Budget for the Contract (ABC) in the amount of PhP 100,000.00
- Award shall be made by lot (please bid for all items to avoid disqualification of bid)
- Bids should be valid for a **minimum of one (1) month** from deadline of submission of bids as indicated above
- Procured items shall be delivered to PCC Office
- Refusal to sign and accept an Award/Purchase Order/Job Order or enter into contract without justifiable reason, maybe ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.

In case you do not receive any communication from PCC 5 days/months from the deadline indicated above, it will mean that the award was not made in your favor. With the end in view of obtaining the contract most advantageous to the government, PCC reserves the right to: 1) accept or reject any or all the quotations/bids; 2) award the contract on a per item/lot basis; and 3) to annul the bidding process and to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact PCC-ALO-GSD - c/o Mr. Jeson Q. de la Torre, in the above address/telephone numbers.

Very truly yours,

**JESON Q. DE LA TORRE**  
PBAC Head Secretariat and Chief Administrative Officer, ALO-GSD

Item No.	QTY	UNIT	ITEM/DESCRIPTION	BRAND/MODEL	UNIT PRICE	TOTAL (PhP)
				(To be filled-up by the supplier)		
1	1	lot	Provision of Hauling Services for the Transfer of Office Equipment, Furniture and Files to New PCC Office			
			Please see attached Terms of Reference			
			xxxxxxxxxxxxxNOTHING FOLLOWSxxxxxxxxxxxxx			
This procurement shall be subject to the salient provisions of the IRR of RA 9184 - Liquidated Damages - Section 68 and the delivery schedule shall be completed within 5 calendar days from the receipt of the Purchase Order.						
					<b>TOTAL:</b>	

(Bidders, please provide complete information below)

Posted on \_\_\_\_\_  
Farmed-out \_\_\_\_\_  
Retrieved on \_\_\_\_\_

Signature : \_\_\_\_\_  
Name/Designation : \_\_\_\_\_  
Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone/Fax : \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
TIN : \_\_\_\_\_

## TERMS OF REFERENCE

### PROVISION OF HAULING SERVICES FOR THE TRANSFER OF OFFICE EQUIPMENT, FURNITURE & FILES TO NEW PCC OFFICE

#### I. RATIONALE

The Philippine Competition Commission (PCC) was created by virtue of Republic Act No. 10667, otherwise known as the Philippine Competition Act (PCA). The PCC is an independent quasi-judicial body mandated to promote and maintain market competition by regulating anti-competitive agreements, abuse of dominant position, and anti-competitive mergers and acquisitions.

The PCC needs a hauling service to transfer PCC equipment, furniture and files to the new office located at the 25<sup>th</sup> Floor Vertis North Corporate Building 1, Astra Corner Lux Drives, Mindanao Avenue, Quezon City. Thus, a Service Contractor for the Provision of Hauling Services shall be engaged to carry out the said requirements.

#### II. SCOPE OF SERVICES

The hauling/ trucking service shall commence within three (3) days upon receipt of Notice to Proceed (NTP) with the following details:

No. of Truck/ Personnel	Delivery Points		No. of Trips	Schedule	Estimated Volume
	From	To			
One (1) six-wheeler closed van truck with driver and two (2) assistants	Development Academy of the Philippines (DAP) Bldg., San Miguel Avenue, Ortigas Center, Pasig City	25 <sup>th</sup> Floor Vertis North Corporate Building 1, Astra Corner Lux Drives, Mindanao Avenue, Quezon City	At least eight (8) round trips	Weekdays: 6:00pm-9:00pm	Please see attached list of PCC Equipment (Annex A)
	NEDA sa Makati Bldg., 106 Amorsolo St. Legazpi Village, Makati City		At least two (2) round trips	Weekends: 9:00am-5:00pm	

#### III. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) in this project is **One Hundred Thousand Pesos (PhP100,000.00)** inclusive of fuels, driver's and assistant's fee, meal and applicable government taxes.

#### IV. DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR

- A. Provide one (1) six-wheeler closed van truck with the following specifications:

- in good running condition, with complete accessories and other equipment such as rope, push cart or other carrying devices that may be necessary in hauling services to meet the required services
  - fit to 3.2 meter or 10ft. Vertical Clearance
  - must be registered as Truck for Hire (TH) by LTO/LTFRB
  - Truck flooring should be free from any protruding objects that may cause damage to office equipment, supplies and materials.
- B. Submit corresponding documentary requirements of the truck unit such as Certificate of Registration and Official Receipt and to present the original copy as may be required.
- C. Provide additional truck units to expedite completion of delivery of awarded volume. Provided, however, that there shall be no increase or change in the awarded volume.
- D. Follow the schedule of hauling services, except, when due to fortuitous events, the same can no longer be done, after due diligence and exhaustion of alternative remedies. In this case, PCC shall be notified within one (1) hour of the happening of an event.
- E. Provide the necessary and sufficient number personnel for the project who will carry the PCC equipment. Personnel and driver/s are considered authorized agents of the Contractor, who shall exercise proper conduct and discipline. For documentation and reference purposes, Contractor shall provide PCC with copies of Biodata and list of said personnel/driver, plate number of closed van truck.
- F. Perform the hauling as expeditiously as possible in an orderly manner and in accordance with all existing government regulations, traffic rules and regulations, and house rules of Vertis North – APMC (Ayala).
- G. Exercise extraordinary diligence in performing the service to ensure no damage to properties. The contractor shall assume full responsibility for any damage claim or liability that may arise by reason of such accident and/or damage or loss due to any negligent or unlawful acts or omission, including pilferage, or fault of the Contractor and/or their agents thereby rendering PCC free and exempt from any such damage, claim or liability.
- H. Warrant that it has complied with all the laws and regulations applicable to the hauling services operation and is in compliance with regulation/s of government authorities.
- I. Shoulder the cost of hauling operations such as salaries/ wages and meals of drivers, helpers including fuel.

**V. RESPONSIBILITIES OF PCC**

- A. Grant the supplier's authorized representative/s limited access to the designated office of PCC to perform its duties and responsibilities, provided that such representative/s shall be accompanied by the duly assigned GSD personnel.

- B. Provide relevant documents needed by the supplier.
- C. Demand from Contractor the banning/replacement of unruly driver or truck helper/s.
- D. Pay the winning bidder in accordance with the conditions set forth in Section VI hereof.

**VI. PAYMENT SCHEME**

The PCC will pay the Contractor through check within fifteen (15) working days upon receipt of billing/statement of account supported by a Certificate of Satisfactory Service Rendered to be issued by PCC-GSD.


**VII. LIQUIDATED DAMAGES**

In cases of delay in the delivery of expected service, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (1%) of the cost of unperformed portion for every day of delay. If the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, PCC shall rescind the contract, without prejudice to other courses of action and remedies open to it.

**VIII. DISPUTE RESOLUTION**

- A. Should there be any dispute relative to the contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in order of application. The venue of the proceedings shall be in Pasig City.
- B. In case of a court suit, the venue shall be the courts of competent jurisdiction in Pasig City, to the exclusion of all other courts; and
- C. Any amendment or additional terms and conditions to the contract shall be put in writing, signed and acknowledged by the contracting Parties.

Approved by:

  
**KENNETH V. TANATE, PhD**  
 Director IV, AO

Conforme:
<hr style="border: 0.5px solid black;"/> Name and Signature of Bidder's Authorized Representative
<hr style="border: 0.5px solid black;"/> Designation:
<hr style="border: 0.5px solid black;"/> Company:
<hr style="border: 0.5px solid black;"/> Date: