



REQUEST FOR QUOTATION

Date: November 10, 2020
 RFQ No. APPD20-030SVP
 PR No. PD2011-06-428 and
 PD2011-06-429

To All Eligible Suppliers/Bidders:

Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions provided in this RFQ.

Duly signed sealed quotation properly labelled with RFQ and PR No/s. may be submitted at the DAR Central Office, Procurement Division, 1st Floor, Main Building not later than **November 12, 2020 at 9:00 a.m.**

Prospective bidders shall be **“RESPONSIBLE TO VERIFY”** the quoted items from the Bids and Awards Committee (BAC) Secretariat, Procurement Division.

For any clarification, please contact us at Tel. Nos. 3455-5849 / 8928-1011, 3453-8300 (Telefax).


RAUL M. LEONIN
 Chief, Procurement Division

Item No.	ITEMS & DESCRIPTION	Unit	QTY	Statement of Compliance	Unit PRICE	Total PRICE
1	<p>Seminar on the Internal Control and System for Property and Supply Management (Appraisal and Disposal) for ARDAs and RCAOs thru on-line platform on November 25-27, 2020</p> <p>The Service Provider: 1. should have a good track-record in providing quality training seminars for government agencies in the field of Guiding Principles on the Management of Government Funds and Government Accounting Manual (GAM); 2. must have conducted on-line inter-active courseware on the subject matter; 3. should provide the following: a) Resource Person Honorarium b) Training Materials c) USB- soft copy of training materials d) Certificate of Participation</p>	Pax	40			
2	<p>Seminar on the Internal Control and System for Property and Supply Management (Appraisal and Disposal) for PCAOs thru on-line platform on December 2-4, 2020</p> <p>• 1st Batch</p>	Pax	45			

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<p>• 2nd Batch</p> <p>The Service Provider:</p> <ol style="list-style-type: none"> 1. should have a good track-record in providing quality training seminars for government agencies in the field of Guiding Principles on the Management of Government Funds and Government Accounting Manual (GAM); 2. must have conducted on-line inter-active courseware on the subject matter; 3. should provide the following: <ol style="list-style-type: none"> a) Resource Person Honorarium b) Training Materials c) USB- soft copy of training materials d) Certificate of Participation <p>Total ABC : ₱585,000.00</p> <p>Mode of Procurement: Small Value Procurement</p> <p>Payment Mode : Government Terms</p>	pax	45			
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This is to submit our price quotations as indicated above, subject to the terms and conditions of this RFQ.

Supplier/Bidder's Company Name		TIN
Address		
Contact No.	Email add	
Supplier/Bidder's Name/Authorized Representative	Signature over Printed Name	Date

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Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
Tunay na Pagbabago sa Repormang Agraryo

Request for Quotation (RFQ)
Terms, Conditions and Procedures

A. SUBMISSION

1. Duly signed sealed quotation and other eligibility requirements (*properly labelled with RFQ and PR No/s.*) may be submitted to the DAR Central Office, Procurement Division, 1st Floor, Main Building, Elliptical Road, Diliman, Quezon City.

The columns on Unit, Quantity and Statement of Compliance in the RFQ shall be accomplished. The lower box in its Terms, Conditions and Procedures shall also be filled-up and signed by the Supplier or his/her duly authorized representative. Prices shall be quoted in Philippine Peso.

2. For ABC above P50,000.00, sealed quotation shall be submitted with the following requirements, to wit:
 - a. Copy of PhilGEPS Registration Certificate
 - b. Copy of Valid Mayor's/Business Permit
 - c. Income/Business Tax Return for ABC above P500, 000.00
 - d. Omnibus Sworn Statement (Emergency & Small Value Procurement) for ABC above Fifty Thousand Pesos (P50,000.00)
 - e. BIR Certificate of Registration (in lieu of DTI Registration & Mayor's Permit for Scientific/Scholarly/Artistic Work, HTC, & SVP)
 - f. Original copy of brochures of the items offered, showing its performance characteristics, in conformity to required specifications, and certifications, if applicable.

B. EVALUATION of QUOTATIONS

Quotations shall be evaluated by the BAC and Procurement Division based on the following criteria:

1. Completeness of submitted required support documents
2. Compliance with Technical Specifications
3. Conduct of on-site/ocular inspection for repair/installation of equipment, office partitions, and supply of office furniture/ fixtures.
4. Competitiveness of quoted price (unit and total price)

C. AWARD

The supplier who passed the above criteria and considered as the Single/Lowest Calculated and Responsive Bidder (S/LCRB) shall be awarded the Purchase Order (P.O)/Contract upon recommendation by the Secondary Bids and Awards Committee (SBAC) and approval of the Head of the Procuring Entity (HoPE).

D. DELIVERY

1. Unless stated otherwise, goods shall be delivered not later than ten (10) calendar days from date of receipt of PO/Contract.
2. Goods shall be delivered to the DAR Central Office, General Services Division (GSD) located at the Ground Floor, DAR Main Building, Quezon City. Delivery and other appurtenant expenses are at the cost of the Supplier.
3. Upon delivery, the supplier shall provide the following documents, to wit:
 - i. Original and four (4) copies of the Supplier's Invoice showing the Goods' description, quantity, unit and total price;
 - ii. Original and four (4) copies of Delivery Receipts;
 - iii. Original Statement of Account;
 - iv. Approved Purchaser Order/Contract; and
 - v. Warranty Certificate, if applicable.
4. A penalty of one-tenth of one percent (0.001) of the total value of the undelivered Goods shall be charged as fine for each day of delay of delivery of the ordered goods, or after the lapse of the extension of another ten (10) calendar days.

E. PACKING

The Supplier shall ensure that the ordered goods (*preferably in its original package/box, sealed and labelled identifying content and quantity per box*) are properly packed and secured in such manner as to enable them to reach their destination in good condition.

F. INSPECTION

Delivered goods are subject to inspection and acceptance by the DAR Central Office Inspection Team and the requesting office/end-user. Expenses for laboratory tests on the goods, when necessary shall be at the cost of the supplier.

G. WARRANTY

Warranty period for supplies and materials shall be for six (6) months; for equipment it shall be one (1) year, to start from the Date of Acceptance, as noted in the Inspection and Acceptance Report, duly signed by the Chief, General Services Division.

H. PAYMENT

Processing for payment of the total Contract Price (less appropriate taxes) shall be upon issuance of the Inspection and Acceptance Report and submission of all required documents by the supplier.

I. RESPONSIBILITY OF THE WINNING SUPPLIER

1. Supplier shall guarantee the source(s) of its goods, and shall ensure that deliveries are in accordance with the schedule and specifications of the award or Purchase Order (PO)/Contract.
2. Supplier, upon submission of relevant documentary requirements, shall sign the PO or enter into contract within the prescribed period after receipt of notice of award by courier/fax transmission/through email, or telephone call from the Procurement Division.
3. Refusal to accept an award/enter into contract, or failure to deliver the goods within the prescribed period without justifiable cause shall be ground for disqualification from participating in any procurement activities of the Department pursuant to Sec. 69 of 2016 revised IRR without prejudice to the imposition of other sanctions prescribed under Sec. 68 of its IRR.
4. Rejected deliveries shall be construed as non-delivery, and shall be replaced by the supplier subject to imposition of penalties as prescribed.
5. Suppliers are not allowed to propose or submit substitute quotation/s or item/s.
6. All duties, excise, and all other taxes and revenue charges shall be paid by the supplier.
7. As a pre-condition to payment, the supplier shall submit the Importation Documents specifically showing the conditions and serial numbers of the ordered imported equipment/s.
8. All transactions are subject to withholding of creditable Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I quote you on the item/s at price noted in the RFQ. The acceptance of the corresponding Award on Purchase Order/Contract shall be at any time before expiration as prescribed. This certifies that the above-submitted quotation is correct and complete to the best of my knowledge.

SIGNATURE OVER PRINTED NAME
(Supplier/Bidder/Authorized Representative)

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TOPICS TO BE DISCUSSED

Session I: Property Management

Session II: Workshop and Practical Exercises

Session III: Internal Control in Property and Supply Management

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