



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9684376  
**Procuring Entity** PHILIPPINE RECLAMATION AUTHORITY  
**Title** PROVISION OF HAULING SERVICES  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 23-03-0253	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b> Goods - General Support Services	<b>Bid Supplements</b>	3
<b>Category:</b> Cargo Forwarding and Hauling Services		
<b>Approved Budget for the Contract:</b> PHP 890,000.00	<b>Document Request List</b>	9
<b>Delivery Period:</b> 30 Day/s		
<b>Client Agency:</b>	<b>Date Published</b>	21/04/2023
<b>Contact Person:</b> Angela Rodrigo BAC Secretariat Member PNOC Bldg. 3, PNOC Compound Energy Center, Rizal Drive Bonifacio Global City Taguig City Metro Manila Philippines 63-2-84595000 Ext.7202  bac@pea.gov.ph	<b>Last Updated / Time</b>	03/05/2023 07:54 AM
	<b>Closing Date / Time</b>	05/05/2023 17:00 PM

#### Description

-- SEE ATTACHED QUOTATION FORM FOR THE PARTICULARS ==

ATTACH THE FOLLOWING DOCUMENTS WITH YOUR QUOTATION:

1. Valid PhilGEPS Registration Number
2. Valid Mayor's/Business Permit
3. Notarized Omnibus Sworn Statement
4. For Partnership or Corporation: Notarized Secretary Certificate
5. Latest Income/ Business Tax Returns

NOTE: Please use PDF (preferred) or IMAGE file extension for email submission.

Good day!

May we invite you to submit a quotation for the above-mentioned requirements of Philippine Reclamation Authority (PRA).

Please fill out the attached quotation form and submit the same with the required supporting documents. You may send it in hardcopy to PRA Temporary Office Located at:

Bldg. 3 PNOC Compound  
 Energy Center, Rizal Drive  
 Bonifacio Global City  
 Fort Bonifacio, Taguig City

You may also email your proposal to bac@pea.gov.ph for the attention of BAC Secretariat. Kindly check our website at <http://www.pea.gov.ph> for announcement of office hours during the community quarantine.

Quotation must be submitted on or before the quotation closing date as shown above. Quotation received with incomplete requirements and those received after the closing date will not be accepted.

You may write your queries and concerns to bac@pea.gov.ph.

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	PROVISION OF HAULING SERVICES	See Quotation Form with Specs	1	Lot	890,000.00

**Other Information**

Email bac@pea.gov.ph for your online submission or queries related to this procurement. The advertisement is also posted at www.pea.gov.ph.

Submission of proposals in hardcopy is at:

Bldg. 3 PNOC Compound  
Energy Center, Rizal Drive  
Bonifacio Global City  
Fort Bonifacio, Taguig City

**Remarks**

Original Closing - 24 April 2023  
1st Extension - 27 April  
2nd Ext. - 02 May  
3rd Ext. - 05 May 2023

**Created by** Angela Rodrigo

**Date Created** 20/04/2023

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.



**Republic of the Philippines**  
**OFFICE OF THE PRESIDENT**  
**PHILIPPINE RECLAMATION AUTHORITY**

7<sup>th</sup> floor, Legaspi Towers 200 Bldg., 107 Paseo De Roxas St., Legaspi Village, 1226 City of Makati  
 Tel. No.: (02) 459-5000 • Facsimile No.: (02) 815-2662  
 Website: www.pea.gov.ph • Email: info@pea.gov.ph

**REQUEST FOR QUOTATION (Small Value Procurement)**

Project Information:		Approved Budget for the Contract (ABC):	<b>₱ 890,000.00 ONLY</b>
Project Name:	<b>PROVISION OF HAULING SERVICES</b>	Quotation Issue Date:	<b>21 April 2023</b>
PhilGEPS Ref. No.:	<b>9684376</b>	Quotation Closing Date:	<b>05 May 2023</b>

**INSTRUCTIONS:**

<ol style="list-style-type: none"> <li>1. Do not alter the contents of this form in any way.</li> <li>2. Bidder shall provide correct and accurate information required in this form.</li> <li>3. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative.</li> <li>4. If another form is used other than this RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions of this RFQ.</li> <li>5. Quote your lowest net government price(s), taxes included, F. O. B. destination, for the item(s)/service(s) listed hereunder, indicating the shortest time of delivery and furnishing this Office with descriptive brochures, catalogues (if available), and/or samples (if required).</li> <li>6. Indicate the brand name of the offered item/s (if applicable).</li> <li>7. The Technical Specifications <b>must be complied with</b>. Failure to do so shall render the quotation ineligible/disqualified.</li> <li>8. For <b>EXCLUSIVE MANUFACTURER, DISTRIBUTOR OR AGENT IN THE PHILIPPINES</b>, attach appropriate documents to the said effect.</li> <li>9. E-mail duly accomplished form and documentary requirements to bac@pea.gov.ph or submit them in hard copy to PRA Office (BAC Secretariat).</li> <li>10. Quotations, including documentary requirements, received after the <b>Quotation Closing Date</b> shall not be accepted.</li> <li>11. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.</li> </ol>	<p style="color: red; font-weight: bold; margin: 0;"><u>ATTACH THE FOLLOWING DOCUMENTS WITH YOUR QUOTATION</u></p> <ul style="list-style-type: none"> <li>✓ Valid PhilGEPS Registration Number</li> <li>✓ Valid Mayor's/Business Permit</li> <li>✓ Notarized Omnibus Sworn Statement</li> <li>✓ For Partnership or Corporation: Notarized Secretary Certificate</li> <li>✓ Latest Income/ Business Tax Returns</li> </ul> <p style="font-size: small; color: gray;">(Per 2016 Revised IRR of R.A. 9184)</p>
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**SUPPLIER INFORMATION (Fill-out completely):**

Company Name:		PhilGEPS Reg. No.:	
		TIN:	
Address:		Email Address:	
		Contact Number:	

**OFFICIAL QUOTATION FROM THE SUPPLIER:**

NO.	QTY.	UNIT	DESCRIPTION	BRAND NAME (if applicable)	UNIT PRICE*	TOTAL PRICE (Unit Price x Qty)*
1.	49	trip	Hauling of PRA Records, Properties, and other Equipment from PNOC Bldg. 3 and 4A, Energy Center, 34 <sup>th</sup> St., Bonifacio Global City, Taguig to 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> , and 9 <sup>th</sup> Floors., Legaspi Towers 200 Bldg., 107 Paseo de Roxas, Legaspi Village, Makati City			
2.	35	trip	Hauling of PRA Records, Properties, and other Equipment from PNOC			

Authorized Representative:		
Signature Over Printed Name	Position	Date

Ver. as of Feb 2023  
 SVP more than ₱500,000 (Goods)  
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NO.	QTY.	UNIT	DESCRIPTION	BRAND NAME (if applicable)	UNIT PRICE*	TOTAL PRICE (Unit Price x Qty)*
			Bldg. 3 and 4A, Energy Center, 34 <sup>th</sup> St., Bonifacio Global City, Taguig to Coastal Plaza Condominium, Las Piñas City			
3.	5	trip	Hauling of PRA Records, Properties, and other Equipment from Legaspi Towers 200 Bldg., 107 Paseo de Roxas, Legaspi Village, Makati City to Coastal Plaza Condominium, Las Piñas City			
			See Technical Specifications for other requirements			
			-nothing follows-			
<b>GRAND TOTAL IN PHILPPINE PESO:</b>						

\*Note: Amount shall be inclusive of taxes and delivery charges (if applicable).

**TERMS AND CONDITIONS** (Fill-out completely the required information):

- Payment shall be in the form of **Company Check** and price validity shall be **45 calendar days**.
- Availability of item/s: **Refer to Technical Specifications and TOR**
  - Delivery Within \_\_\_\_\_ calendar days (c.d.) upon
  - Pick-up receipt of Purchase Order (P.O.)
- For Goods, the item/s shall be inspected on the scheduled date and time of the Procuring Unit.
- Warranty period:
  - Not Applicable
  - Applicable warranty period shall be \_\_\_\_\_.
- Indicate if quotation is:
  - VAT INCLUSIVE
  - NON-VAT (**ATTACH CERTIFICATION**)
- Suppliers must download the attached document of a bid before the closing date to be included in the Document Request List (DRL). Suppliers must be registered in PhilGEPS.
- Supplier must be ready to provide proof of compliance (pictures, brochure, certification, etc.) and sample when required by the BAC for evaluation purposes.
- By submitting this quotation, supplier is authorizing PRA to deduct the following from the total amount as payment for taxes:

	GOODS				SERVICES			
	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE
VATABLE	1%	BIR Form 2307	5%	BIR Form 2307	2%	BIR Form 2307	5%	BIR Form 2307
NON-VAT	1%	BIR Form 2307	1%	BIR Form 2306	2%	BIR Form 2307	1%	BIR Form 2306

Authorized Representative:		
Signature Over Printed Name	Position	Date

**TECHNICAL SPECIFICATIONS**

MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS								
<p>Hauling Services (89 trips)</p> <p>Provide <u>at least three (3) trucks per day</u> with the following specifications:</p> <ul style="list-style-type: none"> <li>▪ <u>Six-wheeler, 14 ft. long, 6.5 ft in height, and 6.5 ft in width</u>, closed van container.</li> <li>▪ Can provide at least <u>three (3) units of trucks per day</u>. Minimum of two (2) trips per truck per day.</li> <li>▪ <u>In good running condition, complete with accessories and equipment</u> such as rope, pushcart, or other carrying devices that may be necessary for hauling services to meet the required services.</li> <li>▪ Truck flooring should be free from any protruding objects that may cause damage to office equipment, supplies and materials.</li> <li>▪ Must have at least <u>two (2) heavy-duty pushcarts/trolleys/carts per truck</u>.</li> <li>▪ Maximum of two (2) hours loading and two (2) hours unloading.</li> </ul>										
<p>Provide the necessary and sufficient number of personnel for the project who will carry the PRA records, files, office furniture, property, and equipment, distributed as follows:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th align="center" colspan="2">DAILY PERSONNEL REQUIREMENT</th> </tr> </thead> <tbody> <tr> <td>Truck 1</td> <td>1 driver At least 3 haulers</td> </tr> <tr> <td>Truck 2</td> <td>1 driver At least 3 haulers</td> </tr> <tr> <td>Truck 3</td> <td>1 driver At least 3 haulers</td> </tr> </tbody> </table>	DAILY PERSONNEL REQUIREMENT		Truck 1	1 driver At least 3 haulers	Truck 2	1 driver At least 3 haulers	Truck 3	1 driver At least 3 haulers		
DAILY PERSONNEL REQUIREMENT										
Truck 1	1 driver At least 3 haulers									
Truck 2	1 driver At least 3 haulers									
Truck 3	1 driver At least 3 haulers									
<p>Hauling Services shall commence on the date stipulated in the Notice to Proceed (NTP).</p> <p>- Target duration of hauling activities: within 30 calendar days</p>										
Refer to the attached Terms of Reference										
-= <i>nothing follows</i> =-										

Authorized Representative:		
Signature Over Printed Name	Position	Date





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 Tel. No.: (02) 8459-5000 • Facsimile No.: (02) 8815-2662  
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**TERMS OF REFERENCE**

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**PROJECT: PROVISION OF HAULING SERVICES FOR THE TRANSFER OF PRA  
 RECORDS, FILES, OFFICE FURNITURE, PROPERTY AND EQUIPMENT**

**1. RATIONALE**

The PRA requires a hauling service to transfer its records, files, office furniture, property and equipment to its main office at 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> Floors, Legaspi Towers 200 Bldg., 107 Paseo de Roxas, Legaspi Village, Makati City and other properties and equipment for disposal at Coastal Plaza Condominium, Las Pinas City. Thus, a Service Provider for the Provision of Hauling Services shall be engaged to carry out the said requirements/activity

**2. SCOPE OF SERVICES**

The hauling activity shall commence on the date stipulated in the Notice to Proceed (NTP) with the following details:

No. of Truck/Personnel	Delivery Points		No. of Trips	Schedule
	From	To		
Three (3) six-wheeler closed van truck (14 ft. long, 6.5 ft height and 6.5 ft width) with one driver per truck and at least three (3) helpers/haulers per truck	PNOC Bldg. 3, Energy Center, 34 <sup>th</sup> St., Bonifacio Global City, Taguig	6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> and 9 <sup>th</sup> floors, Legaspi Towers 200 Bldg, Paseo de Roxas, Legaspi Village, Makati City	49 Trips	Weekdays: 8:00 AM – 4:00 PM
		Costal Plaza Condominium, Las Pinas City	35 Trips	
	Legaspi Towers 200 Bldg, Paseo de Roxas, Legaspi Village, Makati City	Costal Plaza Condominium, Las Pinas City	5 Trips	

### 3. APPROVED BUDGET FOR THE CONTRACT

**Eight Hundred Ninety Thousand Pesos And 00/100 (Php 890,000.00)**  
inclusive of all government taxes, service charge, driver, hauling staff, parking fees, toll fees, BGC entrance fees, fuel, driver and helpers/haulers' meal allowances and other additional fees.

### 4. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

4.1. Provide at least three (3) trucks per day with the following specifications:

- i. Six-wheeler, 14 ft. long, 6.5 ft in height and 6.5 ft in width, closed van container
  - ii. Can provide at least three (3) units of trucks per day. Minimum of two (2) trips per truck per day.
  - iii. In good running condition, with complete accessories and equipment such as rope, push cart or other carrying devices that may be necessary in hauling services to meet the required services.
  - iv. Truck flooring should be free from any protruding objects that may cause damage to office equipment, supplies and materials.
  - v. Must have at least two (2) heavy-duty pushcart/trolley/cart per truck.
  - vi. Maximum of two (2) hours loading and two (2) hours unloading.
- 4.2. 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. Service Provider may be required to submit a detailed list of trucks to be used, and other documents as needed, prior to the start of hauling activities for processing of permit from Makati Parking Authority, Inc. (MAPA).
- 4.3. 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. The PRA shall be immediately notified in writing or thru SMS after the occurrence of such fortuitous events.
- 4.4. Provide the necessary and sufficient number of personnel for the project who will carry the PRA records, files, office furniture, property and equipment, distributed as follows:

DAILY PERSONNEL REQUIREMENT	
Truck 1	1 driver 3 haulers
Truck 2	1 driver 3 haulers
Truck 3	1 driver 3 haulers

The driver/s duly licensed by LTO with corresponding restriction code and personnel/helpers are considered authorized agents of the SERVICE PROVIDER, who shall exercise proper conduct and discipline. For documentation and reference purposes, the SERVICE PROVIDER shall provide

the PRA with copies of the list of said personnel/driver, plate number of closed van truck.

- 4.5. Perform the hauling as expeditiously as possible in an orderly manner and in accordance with all existing government regulations, traffic rules and regulations.
- 4.6. Exercise extraordinary diligence in performing the service to ensure no damage to properties. The SERVICE PROVIDER shall assume full responsibility for any and all damage/claim or liability that may arise by reason of such accident and/or damage or loss due to any negligent and/or unlawful acts or omission, including pilferage, or fault of the SERVICE PROVIDER and/or its authorized agents as mentioned above thereby rendering PRA free and exempt from any and all damage, claim or liability.
- 4.7. The Service Provider's authorized agents are expected to haul the items from each department's area/location inside PNOC Bldgs. 3 (GF, 2F and 3F) and 4A (GF and 3F), Taguig City to the respective department area at 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> or 9<sup>th</sup> floors of Legaspi Towers 200 Bldg., Makati City.
- 4.8. The SERVICE PROVIDER warrants 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.
- 4.9. It is understood by the SERVICE PROVIDER that its authorized agents are its own employees and warrants that PRA is free and harmless for any and all claim for unpaid wages, salary and other labor standards.

## **5. RESPONSIBILITIES OF PRA**

- 5.1. Grant the SERVICE PROVIDER's authorized representative/s limited access to the designated office of PRA to perform its duties and responsibilities.
- 5.2. Provide relevant documents needed by the supplier.
- 5.3. Demand from the SERVICE PROVIDER the banning/replacement of unruly driver or truck helper/s.
- 5.4. Pay the winning bidder in accordance with the conditions set forth in Section 7 hereof.
- 5.5. The PRA shall be responsible for the storage and packing of office records, files and items. These shall be stored in a 20 x 20 x 20 in balikbayan box. Items that would not fit inside the box will be hauled as is (e.g. furniture, shelf, etc.).
- 5.6. PRA shall be responsible for securing the permits needed from Makati Parking Authority, Inc. (MAPA).

## **6. TERMS OF PAYMENT**

Within fifteen (15) calendar days upon receipt of Sales Invoice/Billing Statement and upon issuance of Certificate of Completion by PRA.



## 7. 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 the Contract, PRA shall rescind the contract, without prejudice to other courses of action and remedies open to it.

## 8. OTHER TERMS AND CONDITIONS

8.1. All bids shall be considered as fixed prices and not subject to price escalation during contract implementation.

Prepared By:

**DARRYL JAE D. AMPOSTA**  
*Procurement Analyst B*

Reviewed by:

**CHERYL MARIE H. MICLAT**  
*Acting Division Manager - GSD*

Noted by:



**ROLANDO V. MAJADAS**  
*Department Manager - Administrative Services*

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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; 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 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.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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