



MARIANO MARCOS STATE UNIVERSITY  
Procurement Division

Document Code

PD-FRM-002

Request for Quotation (RFQ)  
(Goods and Services)

Revision No.

5

Page 1 of 3

Effectivity Date

April 20, 2022

### REQUEST FOR QUOTATION (RFQ)

Date: 10/27/2022

TOR No. 2022-10-213(07308603)

Sir/Madam:

Please quote your lowest price on the item/s listed below, and submit your quotation duly signed by you or your duly authorized representative not later than **3 days** subject to the Terms and Conditions provided at the last page of this RFQ.

Delivery period must be at least within \_\_\_\_\_ **days** upon receipt of the Notice to Proceed or Purchase Order.

For any clarification, you may email us at bac@mmsu.edu.ph.

**NATHANIEL R. ALIBUYOG**  
BAC Chair

ITEM	QTY	Unit	ITEM DESCRIPTION	ABC/unit	UNIT PRICE
	1	lot	<p>Van Rental for the month of November 2022</p> <p>Hiring of service vehicle in going to:</p> <hr/> <p>Inclusive of fuel consumption, maintenance, accommodation and meals of driver;</p> <hr/> <p>Can accommodate twelve (12) persons;</p> <hr/> <p>Places to visit: Pagudpud, Currimao, Vintar, Paoay, Sarrat, San Nicolas, Piddig, Ilocos Norte</p> <hr/> <p>Pick-up point: CAFSD (College of Agriculture, Food and Sustainable Development)</p> <hr/> <p>Note:</p> <p>1.The attached travel schedule may vary from time to time.</p> <p>2.The recording of the odometer should start at the pick-up point location and ends with the drop of the last passenger.</p>	32.00/km	



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TOTAL ESTIMATED BUDGET: 80,000.00


REMARKS/NOTE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

After having carefully read and accepted your Terms and Conditions, I/we submit our quotation/s on the item/s at prices indicated above.

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Printed Name of the Owner: \_\_\_\_\_  
TIN: \_\_\_\_\_  
PhilGEPS Registration Number: \_\_\_\_\_  
Business Permit: \_\_\_\_\_  
Omnibus Sworn Statement: \_\_\_\_\_  
Annual Income Tax Return: \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name  
\_\_\_\_\_  
Tel. No./Cellphone No./e-mail address  
\_\_\_\_\_  
Date

Canvassed by: \_\_\_\_\_

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**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all of the items.
3. Bidders shall submit a copy of the following documents along with the Quotation:
  - a. PhilGEPS Registration Number
  - b. Mayor's Permit / Business Permit
  - c. Omnibus Sworn Statement (for ABC's above P 500,000.00)
  - d. Income/Business Tax Return (for ABC's above P 500,000.00)
  - e. Certificate of Public Conveyance (CPC) for vehicle rentals and truckings
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The University has the right to inspect and/or test the goods to confirm their conformity to the technical specifications.
10. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay.





UNIVERSITY OF  
SASKATCHEWAN

CHED-MMSU-USask Indigenous Knowledge  
System and Cultural



### TERMS OF REFERENCE

- PROJECT TITLE** : "Sustaining the Ilocano Culture through Contextualization of Indigenous Knowledge System and Development of Culture-Sensitive and Science-based Education Platform"
- PURPOSE/OBJECTIVE** : Hiring of Service Vehicle for the activities of the CHED-IKSCM Program, MMSU-IKSCM Project
- SCOPE OF WORK** :
- The Carrier is expected to perform the following task:

1. Provide service vehicle which is capable of accommodating at least 12 Program Staffs for the project titled "Sustaining the Ilocano Culture through Contextualization of Indigenous Knowledge System and Development of Culture-Sensitive and Science-based Education Platform" to conduct traditional health extension service management training program; data gathering and focus group discussion (FGD) from the selected respondents of the selected municipalities of Ilocos Norte;
  - a. Pagudpud
  - b. Currimao
  - c. Vintar
  - d. Paoay
  - e. San Nicolas
  - f. Sarrat
  - g. Piddig
2. Provide service vehicles based on approved travel request;
3. Shall provide duly licensed professional drivers;
4. Shall pick up the passengers at CAFSD (College of Agriculture, Food and Sustainable Development) and ferry the program staff to the said areas;
5. Shall be responsible in providing for replacements within five (5) hours from the time of breakdown, otherwise the Carrier shall be answerable for all expenses that may be incurred by MMSU due to said breakdown or for other reason that the vehicle become inoperative toward the place of destination;
6. Obligated to observe safety human care and foresight can provide, using the utmost diligence of a very cautious person, with due regard for all circumstances;
7. Shall shoulder all maintenance cost of the vehicles, fuel, accommodation, antigen and meals of the driver;
8. The driver shall provide updates on distance travelled and documentation as for the basis of payment, and be paid upon the completion of travel.

**Note:**

- a. *The attached travel schedule may vary from time to time; and*
- b. *The recording of odometer should start at the pick-up point location and ends with the drop of the last passenger.*

**BUDGET AND FUNDING:**

ABC for the hiring of service vehicle is Php80,000.00 (Php32.00/km/travel) to be sourced out from Fund 184.

**DURATION:**

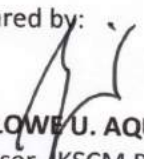
The duration for the rental of vehicle is November 2022.




UNIVERSITY OF  
SASKATCHEWAN

CHED-MMSU-USask Indigenous Knowledge  
System and Cultural Management Program

Prepared by:

  
**MARLOWE U. AQUINO**  
End-user, KSCM Program  
Mariano Marcos State University

Funds Available: 184

  
**IMELDA C. CORPUZ**  
Chief, Accounting Office

Approved by:

  
**SHIRLEY C. AGRUPIS**  
President  
Mariano Marcos State University