



REQUEST FOR QUOTATION (RFQ)
(ALL ENTRIES ARE MANDATORY)

Name of Owner/ Corporation/ Cooperative/ Agency: _____ QUOTATION NO. 1580
Name of Business : _____ DATE: SEP 18 2026
Address: _____ P.R. NO. : 2026-09-SP-430
Email address: _____ Telephone No. _____ ABC: Php. 800,000.00
FUND SOURCE: OPAPRU SIPAT

The Benguet State University through its Bids and Awards Committee will undertake SUP
_____ for the item/s listed below under the following terms and conditions:

- All entries must be written legibly and accurately.
- Delivery period is within Sept. - Dec. 2026 calendar days.
- Warranty period shall be for a minimum of three months, in case of expendable supplies, and a minimum of one year in case of non-expendable supplies from date of acceptance by the University.
- Price validity shall be for a period of 45 calendar days.
- Compliance with specifications: Kindly specify in the column provided below whether the offer fully complies with the specifications or a counter offer.
- Deadline of submission of quotation is on or before 5:00 PM of Sept. 28, 2026. Offers may be submitted in sealed or open quotation in person, or through facsimile (074-661-1839) or email (procurement@bsu.edu.ph)
- The item/s shall be procured by: _____ a) line item; _____ b) lot; _____ c) sub-lot
- Business Permit Number: _____, date of issue: _____, place of issue: _____
No: _____, (If renewal of Business Permit is still on process, please indicate OR
_____, date of OR : _____ for the payment of renewal).
- * PhilGEPS Registration Number: _____


JOSEL M. FLORENTIN
Chairperson, BAC (Goods & Services)

College/Dept./Office: OES SIPAT

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	1	lot	Training Service Provider Package for Skills Training on Driving			800,000.00		
			Duration: September – December 2026					
			Location: Within Benguet Province					
			Inclusions:					
			Theoretical Driving Course (TDC)					
			Practical Driving Course (PDC)					
			Meals (3 meals/day)					
			Lodging					
			Medical Examination					
			Student Permit Fees					
			Vehicles and Fuel					
			Target Beneficiaries					
			60 Participants from CAR (6 batches of 10 pax each)					
			(See attached Terms and Conditions)					
			TOTAL					
			XXXXXXXXXXXX					
							800,000.00	

Counter offers:

Delivery Period: _____
Warranty: _____
Price Validity: _____

We hereby submit our quotations, accept the general conditions for the above items and be bound by our offer.

Signature over Printed Name

Date and Time of Receipt of RFQ

* Not a ground for disqualification for failure to indicate but required as a condition for award.

TERMS AND CONDITIONS

1. OBJECTIVE

To procure an accredited Training Service Provider capable of delivering comprehensive driving skills instruction, including Theoretical Driving Course (TDC) and Practical Driving Course (PDC), lodging, medical examination, student permit acquisition, vehicles, and fuel for 60 beneficiaries from the Cordillera Administrative Region (CAR).

2. DURATION AND SCHEDULE

- **Implementation Period:** September to December 2026
- **Training Structure:** The training shall be conducted in **6 batches**, with exactly **10 participants per batch**.
- **Duration per Batch:** Each batch shall undergo a **6-day intensive program** covering both TDC and PDC requirements.

3. LOCATION AND ACCESSIBILITY

- **Training Venue:** The training venue, practical driving track/site, and lodging facility must be located **within the Province of Benguet**.

4. SCOPE OF SERVICES AND OBLIGATIONS OF THE SERVICE PROVIDER

A. Training & Curriculum Coverage

- Provision of Theoretical Driving Course (TDC) and Practical Driving Course (PDC)
- Issuance of Certificates of Completion for both TDC and PDC to all successful participants
- Provision of qualified, licensed, and accredited Driving Instructors.

B. Vehicles and Fuel

- Provision of fully operational, LTO-registered, and roadworthy training vehicles appropriate for PDC instruction.
- All fuel, oil, maintenance, and insurance costs for the training vehicles during the entire training duration shall be solely borne by the service provider.

C. Board and Lodging

- **Meals:** Provision of three (3) full meals daily for each participant (Breakfast, Lunch, and Dinner) for 6 days per batch.
 - Every meal must consist of **Rice with two (2) viands** (a combination of vegetable and meat/chicken/fish).
 - **Unlimited clean drinking water** must be available at all times at the training venue and lodging site.
- **Lodging:** Provision of safe, decent, clean, and secure accommodation for 10 participants per batch for the 6-day duration. The facility must have adequate sanitation facilities, water supply, and

electricity.

D. Medical & Student Permit Administrative Support

- **Medical Examination:** Processing and payment of mandatory LTO-accredited medical examinations for all 60 participants.
- **Student Permit:** Facilitation, assistance, and payment of all necessary LTO fees for the processing and issuance of Student Permits prior to practical driving lessons.

5. DELIVERABLES BY THE SERVICE PROVIDER

1. Inception Report and Detailed Training Schedule per batch.
2. Daily Attendance Sheets signed by participants and instructors.
3. Issued LTO Student Permits and Medical Examination Certificates for participants.
4. Certificates of Completion (TDC and PDC) issued to qualifying participants.
5. Terminal Activity Report including high-resolution documentation (photos), pre- and post-training evaluation summaries, and billing statements.

6. TERMS OF PAYMENT

- Payment shall be processed on a **tranche or per-batch completion basis**.
- All payments shall be subject to standard government accounting and auditing rules and regulations, as well as applicable withholding taxes.