

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
**KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROJECT**  
Field Office VII  
MJ Cuenco Avenue, Cebu City  
Telephone No. 233-0261

**REQUEST FOR QUOTATION OF GOODS**  
**SHOPPING**

Date of Request: **December 15, 2023**

RFQ No. **2023-0386 KC-FO7**

Company name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

Sir/Madam: \_\_\_\_\_

1. The National Community Driven Development Project - Additional Financing (NCDDP-AF) hereby requests you to submit price quotations for the following items in Annex A:

To assist you in the preparation of your price quotation, we enclose the necessary technical specifications and required quantities.

2. You may quote for any or more items under this request. Each item shall be evaluated and contract awarded separately to the supplier(s)/ service providers offering the lowest evaluated price on per;

*Item Basis*       *Total Quoted*       *Lot Basis*

3. Your quotation in duplicate and in the English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed materials or pertinent information in English for each item quoted, including names and addresses of supplier(s) / service provider(s) providing after sales service facilities in the Philippines.

4. The deadline for receipt of your quotation (s) by the KC-NCDDP-AF at the address indicated in the Paragraph 6 is:  
**December 19, 2023, 4:00 pm.**

5. Your quotation(s) should be submitted as per the following instruction and in accordance with the Terms and Conditions including the following:

a. Prices: The prices should be quoted for **Provisions of Additional Petroleum, Oil and Lubricant for DSWD Field Office VII.**

b. Evaluation of Quotations: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. In evaluating the quotations, the Purchaser will adjust any arithmetical errors as follows:

- i. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern;
- ii. where there is a discrepancy between the unit rates and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
- iii. if a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include Value Added Tax and other necessary taxes as specified herein.

iv. Award of Purchase Order: The award will be made to the bidder offering the lowest evaluated price that meets the technical and financial requirements.

v. Validity of the Offer: Your quotation(s) should be valid for a period of sixty (60) calendar days from the deadline for receipt of quotation(s) indicated in the paragraph 4 of this Request for Quotation.

vi. If the supplier/service provider withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then the supplier(s)/ service provider(s) will be excluded from the list of NCDDP-AF suppliers for the project for two years.

vii. If the supplier/service provider does not start the delivery or perform the services under the contract/PO within 30 days (after signing of the contract) without valid reason acceptable to the procuring entity ( DSWD), the contract may be terminated through a notice to be issued by the head of the procuring entity (HOPE); the procuring entity shall proceed to negotiate with the succeeding responsive supplier/s; otherwise re-canvass.

viii. Liquidated damages/penalty: In case of failure to make the full delivery within the time specified in the delivery terms, a penalty of one percent of the undelivered cost for every day of delay shall be imposed.

6. Further information can be obtained from: **DSWD Field Office VII- Kalahi CIDSS Office**  
**M.J. Cuenco Ave. cor. Gen. Maxilom Ave., Cebu City**

Telephone : **(032) 233-8785; 233-0261; 231-2172 local 17126**

E-mail Address : **kalahiaf7.procurement23@gmail.com**

7. Please confirm by fax / e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely yours,

  
**ENGR. EMMANUEL M. EDLES**

Head, Procurement Management Section

Contact #: **(032) 233-8785; 233-0261; 231-2172 local 17126**

\_\_\_\_\_  
(Signature over printed name)

Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. 2023-0386 KC-F07  
Date: December 15, 2023

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
TAX ID No.: \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_

Item No.	Qty	Unit	Purchaser's Specifications	Supplier/Service Provider's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1	1	lot	<p>Provisions of Additional Petroleum, Oil and Lubricant for DSWD Field Office VII</p> <p><b>Requirements:</b></p> <p><b>A. Features</b></p> <ol style="list-style-type: none"> <li>1. Vehicle Card with Office Name and plate number embossed</li> <li>2. Lead time of fifteen (15) calendar days to procure, deliver and use the cards.</li> <li>3. Cards for the new/existing 27 vehicles, 8 equipment (forklift &amp; generators) and 1 Admin.</li> <li>4. Must be accessible to at least 50 fleet card stations within Region VII located in strategic locations.</li> </ol> <p><b>B. Product Restriction</b></p> <p>All fuels (gasoline, diesel)</p> <p><b>C. Purchase Limits:</b></p> <p>The fuel Card Service Provider shall be responsible to dispense and make available at all times and at all branches of its stations, at least fifty (50) stations located on strategic locations within the region, with the period under the terms and conditions most advantageous to the government.</p> <p>Based on the average consumption of the previous year, the following will be the Total fuel allocation within the contract duration (based on allocation/service vehicle/month indicated in Annex A):</p> <ol style="list-style-type: none"> <li>a. Diesel: 2,514 liters more or less</li> <li>b. Gasoline: 60 liters more or less</li> </ol> <p><b>D. Membership Fee</b></p> <p>Free membership and other fees for new members with the same terms and conditions.</p> <p><b>E. Other Services/Features:</b></p> <ol style="list-style-type: none"> <li>1. Provision of reports including detailed transactions reports</li> <li>2. With Odometer Checking with each fuel purchase to calculate fuel consumption and monitoring</li> <li>3. Since the driver can monitor the remaining balance of the card in every use, the driver will have to inform the General Services Management Section if the monthly allocation will be consumed before the end of the month so that the authorized personnel of Geberal Services Management Section can request for additional allotment per month to avoid delays during wee hours and Saturdays/Sundays/Holidays.</li> <li>4. If a particular vehicle was not able to consume its allocation, the actual per month shall be charged to the Office.</li> </ol> <p><b>F. Schedule of Payment</b></p> <p>Monthly actual fuel usage to be paid within (30) thirty days upon receipt of billing statement with complete supporting documents. The Billing documents of the Card Distributor must be attached with the Invoice Details from the POL Company.</p>			

**G. Contract Period:**

The contract period shall be at least for one (1) month or until the contract amount is exhausted.

Without prejudice to the provisions of the applicable law, rules and regulations, the contract shall be automatically terminated when the amount specified for this contract has been exhausted.

**SAFETY FEATURES:**

\* To protect the Office from possible fraud or misuse of fuel cards, the service provider shall put in place security features ensuring that every transaction will be accounted for through the monthly statement of account. Presentation of an approved trip ticket issued by General Services Management Section/Administrative Office to the driver shall be a requirement by the fuel station before any transaction. With either system, every transaction is electronically captured, providing documented details.

\* Another security feature for the Vehicle-Card type of plan is the Odometer checking by the fuel station. This will confirm and verify if fuel has been gassed up to a particular DSWD vehicle per embossed plate number on the card. The kilometer reading of the vehicle shall be recorded every time the vehicle is gassed up. In the case, the fuel consumption and fuel efficiency of the vehicle will be validated. Also, the Service Provider must provide DSWD Drivers a receipt/pfoof of transaction for every withdrawal of fuel/lubricants.

\* In the event of lost card, the General Services Management Section can advise for deactivation/cancellation of the card and a replacement card can be issued upon request for minimum fee. The release of the replacement card should be within ten (10) calendar days upon reporting/filing of request. An Admin Card must be provided to General Services Management Section to ensure that the vehicle with a lost card would be filled up with POL during the replacement period. General Services Management Section shall be responsible for the "Admin Card".

**FUEL PRICES**

Subject to pump price

**Eligibility Requirements:**

1. Mayor's/Business Permit
2. Security and Exchange Commission Certificate (SEC/Department of Trade and Industry Certificate (DTI)/Cooperative Development Authority Certificate(CDA)

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Charge to: KC-AF Funds

End User: General Services

Total:

PURPOSE : for DSWD FO VII Vehicles and Equipment/Generators/Forklift

PR No. 2023-0386 KC-FO7

IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) or Letter Order (L.O.) within three (3)days from the date of receipt. FAILURE to sign the original P.O. / L.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

EDLYN S. CANGQUE

(Signature over printed name)

Capt/Vasser

Contact #: +63-977-121-7437

(Signature over printed name)

Supplier

## VI. ANNEX A

<i>Annex A</i>			
<b>FUEL CARD SYSTEM FOR PETROLEUM, OIL, AND LUBRICANT FOR DSWD FIELD OFFICE VII VEHICLES AND EQUIPMENT</b>			
<b>LIST OF SERVICE VEHICLES &amp; EQUIPMENT</b>			
<b>Make / Model</b>	<b>Plate No.</b>	<b>Type of Petroleum Fuel Used</b>	<b>Estimated Monthly Allocation</b>
Ford-Ranger	SGZ411	Diesel	180
Isuzu-Dmax	SAB4901 (CM5026)	Diesel	180
Toyota-Hilux	SAA3611	Diesel	180
Mitsubishi-Montero	SKT487	Diesel	200
Suzuki-Multicab	SEY239	Gasoline	100
Toyota-Grandia	SJW836	Diesel	230
Mitsubishi-Montero	NL7419	Diesel	200
Isuzu-Truck-Van	SKV186	Diesel	280
JMC-Pick-up	SKL917	Diesel	180
Toyota-Hilux	SEK167	Diesel	180
Ford-Ranger	SFK795	Diesel	180
Toyota-Grandia	SDY889	Diesel	230
Mitsubishi-L300	SFR563	Diesel	180
Mitsubishi-Montero	NL7580	Diesel	200
Mitsubishi-Strada	SKP659	Diesel	180
Toyota-Hilux	UQM490	Diesel	180
Toyota-Hilux	UQM291	Diesel	180
Hino-Wing Van	131208	Diesel	300
Forklift (4)	N/A	Diesel	100
Generators (4)	N/A	Diesel	100
Toyota-Ambulance	A9O961	Diesel	210
Toyota-Ambulance	A9Z126	Diesel	210
Toyota-Ambulance	A9M295	Diesel	210
Toyota-Ambulance	A9Y162	Diesel	210
Toyota-Ambulance	A9O881	Diesel	210
Toyota-Commuter	S2U212	Diesel	210
Mitsubishi-Strada	Y0G788	Diesel	180
Toyota-Innova	S8O255	Diesel	180
Mitsubishi-L300	Y3S525	Diesel	180