



**REQUEST FOR QUOTATION  
 NP- SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2024-0056  
 Date : January 18, 2024

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_

**Sir/Madam:**

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

Interested service providers are required to submit true copies of their **valid Mayor's/Business Permit & Philgeps Registration Number**. An **Omnibus Sworn Statement** is required prior to award.

Please accomplish and submit this form together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 233-8785; 233-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **January 22, 2024 at 5:00PM.**

Very truly yours,

*(Signature)*  
**ENGR. EMMANUEL M. EDLES**  
 AO V/Head, Procurement Management Section

**Terms and Conditions:**

1. Award shall be made on per:  item basis  total quoted price  lot basis
2. Quotation validity shall be not less than **60 calendar days.**
3. Good/s or Services shall be delivered **please refer to Annex A**
4. Place of Delivery: **please refer to Annex A**
5. Terms of Payment: **within 30 days from the receipt of billing statement.**
6. Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
7. In case of discrepancy between total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail.
8. Warranty period, if applicable: \_\_\_\_\_

*(Signature)*  
**BONAPARTE D. CASEÑAS II**  
 Canvasser

I am interested to quote and agree to the terms and conditions.

\_\_\_\_\_  
 (Signature over Printed Name of Supplier / Service Provider / Authorized Representative)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office VII, Cebu City

Company Name \_\_\_\_\_  
 Company Address \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Contact No. \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_  
 Tin Number: \_\_\_\_\_

RFQ No. DSWD7-2024-0056

Date: January 18, 2024

| Item No. | Quantity | Unit of Measure | Articles / Descriptions  | Statement of Compliance (State "Comply" or "Not Comply") | Bidder's Specifications | Unit Cost | Total Cost |
|----------|----------|-----------------|--|--|-------------------------|-----------|------------|
| 1        | 20       | unit            | <p><b>PROVISION OF VAN RENTAL SERVICES (VAN TYPE)</b></p> <p><b>Specifications:</b></p> <ul style="list-style-type: none"> <li>• Service Vehicle from designated / identified pick-up and drop off points from/to Dumaguete City, Negros Oriental to any point of Negros Oriental Province/City and Vice Versa</li> <li>• To pick-up and drop-off passengers/staff/supplies/equipment from identified/designated pick up and drop-off points.</li> <li>• Can accommodate of at least 12 passengers in comfortable &amp; normal sitting capacity.</li> <li>• In good running condition/roadworthiness</li> <li>• Fully air-conditioned and well-maintained</li> <li>• Vehicle year model must be 2015 and above</li> <li>• Vehicle rental to include fully-vaccinated (for COVID-19) and licensed Professional driver, fuel/lubricant and disinfectant/sanitizer</li> <li>• Vehicle must be regularly cleaned and disinfected</li> <li>• Rental service up to 12 hours per day on staggered or scheduled date/s by end user</li> <li>• Service Provider can provide simultaneously at least 4 units in a day, if necessary</li> </ul> |  |                         |           |            |

| Item No.  | Quantity | Unit of Measure  | Articles / Descriptions  | Statement of Compliance (State "Comply" or "Not Comply")  | Bidder's Specifications | Unit Cost | Total Cost |
|---|----------|--|--|---|-------------------------|-----------|------------|
|   |          |  | <ul style="list-style-type: none"> <li>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.</li> </ul> |   |                         |           |            |
| Approved Budget for the Contract: <b>Php 160,000.00</b> |          |  |  | Note:<br>"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable. |                         |           |            |
| End User:   |          | <b>SLP</b>   |  |   |                         |           |            |
| PURPOSE :   |          | <p>To Provide Transportation of SLP staff for Official functions during Spot check / Conduct of Technical Assistance to Different SLP Staff / and Delivery of Assorted Office Supplies and Documents to different LGUs and conduct LAG implementation activities in the Province of Negros Oriental.</p> |  |   |                         |           |            |

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.

*Bonaparte D. Caseñas II*  
**BONAPARTE D. CASEÑAS II**  
 Canvasser

\_\_\_\_\_  
 Signature of Supplier / Authorized Representative Over  
 Printed Name

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