



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
 Field Office VII  
 Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

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

RFQ No. : DSWD7-2025-0106  
 Date : February 11, 2025

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 supplier/s are required to submit true copies of their **valid Mayor's Permit, Philgeps Registration Number, and Latest Income Tax Return** upon submission of quotation/s. 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) 887-9720; 233-0261; 231-2172 local 140 or 110 or e-mail to bac.fo7@dswd.gov.ph on or before **February 17, 2025 at 5:00PM**.

Very truly yours,

  
**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: \_\_\_\_\_

  
**CHARL ALBERT J. TORREFIEL**  
 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.: **DSWD7-2025-0106**  
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Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	100	unit	<p><b>PROVISION OF VEHICLE RENTAL SERVICES</b></p> <p><b>PROVISION OF VAN RENTAL SERVICES for:</b>                      &gt; Capability-Building participants (Tutors, YDWs, SLUC and DSWD staff)                      &gt; Use in Implementation 2025</p> <p><b>Specifications:</b></p> <ul style="list-style-type: none"> <li>* service from designed / identified pick-up and drop-off points from/to DSWD Field Office VII office to any point of Cebu Provinces and Cities and vice versa (excluding island areas)</li> <li>* to pick-up and drop-off passengers/staff/Supplies/equipment from identified/designed 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 2018 and above</li> <li>* vehicle rental to include licensed professional driver, fuel/lubricant, disinfectant/sanitizer, first-aid kit</li> <li>* vehicle must be regularly cleaned and disinfected</li> <li>* rental service must be at least up to 14 hours per day on staggered or sheduled date/s by the end-user</li> <li>* can immediately provide of atleast five (5) vehicles per day, if needed by the end user, within the day</li> <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> <p><b>Eligibility Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Mayor's/Business Permit</li> <li>2. Security and Exchange Commission Certificate (SEC/Department of Trade and Industry Certificate (DTI)/Cooperative Development Authority Certificate(CDA)</li> </ol>				
<p><b>Approved Budget for the Contract: Php 600,000.00</b></p> <p>End User: <b>TBTP</b></p> <p><b>PURPOSE :</b> Vehicle rental services for the transportation of TBTP staff, partners, and beneficiaries during Capability Building activities and use in implementation in 2025.</p>				<p>Note:                      "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.</p>			

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

**CHAR ALBERT J. TORREFIEL**  
 Canvasser

Signature of Supplier / Authorized Representative Over  
 Printed Name

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