



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. : **DSWD7-2025-0525**

Date : **April 23, 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 and Philgeps Registration Number** 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 **April 28, 2025 at 5:00PM**.


Very truly yours,


ENGR. EMMANUEL M. EDLES

AO V/Head, Procurement Management Section

Terms and Conditions:

- Award shall be made on per: ☐ item basis ☒ total quoted price ☐ lot basis
- Quotation validity shall be not less than **60 calendar days**.
- Good/s or Services shall be delivered **please refer to Annex A**
- Place of Delivery: **please refer to Annex A**
- Terms of Payment: **within 30 days from the receipt of billing statement.**
- Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
- 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.
- 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)



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Field Office VII, Cebu City

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Company Address _____
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Tin Number: _____

RFQ No.: **DSWD7-2025-0525**Date: **April 23, 2025**

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	15	unit	PROVISION OF VAN RENTAL SERVICES Specifications: > Transportation service from designated pick-up and drop-off points at the DSWD Field Office VII to any location within Cebu Province and its cities, and vice versa (excluding island areas) > To transport passengers, staff, and office supplies/materials to and from designated pick-up and drop-off points. > Can comfortably accommodate at least 12 passengers in a standard seated arrangement > In good working condition and roadworthy. > Fully air-conditioned, well-maintained, regularly cleaned and disinfected > Vehicle year model must be 2020 and above. > Rental services up to 14 hours per day on staggered or scheduled dates as specified by the end user > Can promptly provide at least five (5) units simultaneously, if required. > Without prejudice to the provisions of applicable law, rules and regulations, the contract shall be automatically terminated when the amount specified for this contract has been exhausted.				
Approved Budget for the Contract: Php 90,000.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: GSS							
PURPOSE : To transport personnel and equipment for the various activities of the field office.							

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

CHARL ALBERT J. TORREFIEL
Canvasser

Signature of Supplier / Authorized Representative Over
Printed Name

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