



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. : DSWD7-2025-0538

Date : April 24, 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 service providers are required to submit true copies of their valid Mayor's/Business Permit and Philgeps Registration Number upon submission of quotation. An omnibus Sworn Statement shall be 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 17126 or **kalahiaf7.procurement23@gmail.com** on or before **April 29, 2025 at 4:00 PM.**

Very truly yours,

Engr. Emmanuel M. Edles
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 **on the conduct of the activity.**
- Place of Delivery: **within Cebu Province**
- Terms of Payment: **within 30 calendar days from the completion of services and receipt of Billing Statement / Sales Invoice.**
- 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: _____

Edlyn S. Cangque
EDLYN S. CANGQUE
Canvasser

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

(Signature over Printed Name of Supplier /
Authorized Representative)



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Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	15	unit/s	PROVISION OF VEHICLE RENTAL SERVICES (Cebu) Specifications: * service from designed / identified pick-up and drop-off points from/to place of Origin/DSWD Field Office VII to any point of Cebu Provinces and Cities and vice versa (excluding island areas) * to pick-up and drop-off passengers/staff/Supplies/equipment from identified/designed pick-up and drop-off points * can accommodate of at least 12 passengers in comfortable & normal sitting capacity * in good running condition/roadworthiness * fully air-conditioned and well-maintained * vehicle year model must be 2020 and above * vehicle rental to include licensed professional driver, fuel/lubricant, fire extinguisher, disinfectant/sanitizer, first-aid kit * vehicle must be regularly cleaned and disinfected * rental service must be at least up to 14 hours per day on staggered or sheduled date/s by the end-user * can immediately provide of atleast five (5) vehicles per day, if needed by the end user * 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				

Total:

Approved Budget for the Contract: **Php90,000.00** ✓

Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.

Purpose: Vehicle rental services for the transportation of staff/passengers/supplies/equipment to/from place of origin to/from any point of Cebu Provinces and Cities in providing DSWD services.

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

EDLYN S. CANGQUE
Canvasser

Signature of supplier/Authorized
Representative over printed name