



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. : DSWD7-2025-1121

Date : July 22, 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 **July 29, 2025 at 4:00 PM.**

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 **on the conduct of the activity.**

4. Place of Delivery: **within Bohol Province**

5. Terms of Payment: **within 30 calendar days from the completion of services and receipt of Billing Statement / Sales Invoice.**

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: \_\_\_\_\_

**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	18	unit/s	<b>Provision of Vehicle Rental Services within Bohol Province</b> <b>Date: August - November 2025</b> <b>Specifications:</b> <ul style="list-style-type: none"> <li>* service from designed / identified pick-up and drop-off points from/to place of origin/DSWD SWAD Bohol Office office to any point of Bohol Provinces and City and vice versa</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 2020 and above</li> <li>* vehicle rental to include licensed professional driver, fuel/lubricant, fire extinguisher, 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</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>				

Total:

Approved Budget for the Contract: **Php126,000.00**

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 DSWD staff, participants, and supplies of the Kumustahan Session and Program Assessment.

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