



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

RFQ No. : DSWD7-2021- 0054  
 Date : January 4, 2021

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, Omnibus Sworn Statement** for ABC above Php50,000.00, and **Latest Income Tax Return** for ABC above Php500,000.00 upon submission of quotation/s.


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; 232-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **January 07, 2021** at 5:00 pm.

Very truly yours,

  
**ROSARIO P. BACONG**  
 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 within CY 2021.
4. Place of Delivery: **Any point in Cebu Province**
5. Terms of Payment: **within 30 calendar days from the 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: \_\_\_\_\_

  
**LEIF WAYNE YOUNG**  
 Canvasser

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

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



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

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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	24	unit	<b>VAN RENTAL</b>  Specifications: * Four-wheel drive, preferably * Fully airconditioned * At least 14-person minimum capacity (normal seating capacity) * Inclusion of fuel and lubricant * Inclusion freight and handling * With licensed driver including his food &accomodation * Vehicle year model must at least 2013 or above * Use of van depends on the set schedule of activity from (January-December 2021) * Php 5,000.00 x 8 trips Origin: Cebu City, Cebu Placed to be visited: Any point in Cebu Province 8 hours/day Round trip				
Approved Budget for the Contract: <b>Php 120,000.00</b>							
Charge to: OPD-FO7							
End User: OPD-FO7							
Purpose :			To provide transportation of SLP NPMO/RPMO staff for official functions during the CY 2021 and Spot check and Conduct of Technical Assistance to Different SLP staffs and Delivery of Assorted Office Supplies and other Documents to different LGUs in the Province of Cebu				

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

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

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

**LEIF WAYNE YOUNG**  
 Canvasser