



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

RFQ No. : DSWD7-2021- 0139  
 Date : January 29, 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 **February 3, 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 pls see attached Annex A.
4. Place of Delivery: **please see attached Annex A.**
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: \_\_\_\_\_

  
**MARK ALVIN LONGAKIT**  
 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**

RFQ No.: DSWD7-2021- 0139  
 Date: January 29, 2021

Company Name \_\_\_\_\_  
 Company Address \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Contact No. \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1	unit	Hauling and delivery of relief items (Including supplies and equipment to any destination in Region VII)				
			<b>No. Point of Origin Destination</b>				
			1. Cebu City Cebu City Barangays and vice versa				
			2. Cebu City Lapu Lapu City and vice versa				
			3. Cebu City District I Cebu LGUs and vice versa				
			4. Cebu City District II Cebu LGUs and vice versa				
			5. Cebu City District III Cebu LGUs and vice versa				
			6. Cebu City District IV Cebu LGUs and vice versa				
			7. Cebu City District V Cebu LGUs and vice versa				
			8. Cebu City District VI Cebu LGUs and vice versa				
			9. Cebu City District VII Cebu LGUs and vice versa				
			Terms and Conditions:				
			1. Wing Van Truck should be together with service driver and at least six(6) porters/laborer are should be available at point of origin within 24 hours upon receipt of notice to transport and haul of relief items from DSWD FO VII-DRMD authorized staff				
			2. Truck load capacity can load at most 1,700 family four packs (FFPs) or equivalent to 13,600 kg or 15tons of any relief items and free of unpleasant odor, mechanical or cosmetic defects.				
			3. Door -to-Door delivery services from point of origin to destination.				
			4. The service provider shall ensure target delivery period based on a lead time of at least 1-2 days for destination within Central Visayas. But in case of delay due to some events beyond control, it should be justified by the service provider in writing address to the HOPE.				
			5. In case of damages/losses of goods while in transit or before the receipt of the receiving office, the service provider must replace the goods with the same quantity and brand, replacement is within 3-6days which also be delivered door-to-door to the intended end-user.				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			6. Upon completion of delivery, services provider shall immediately return to any supplies / equipment such as pallets, streamers, among others used to expedite the delivery, within 1-2 days after its delivery trucks have returned - insert in payment checklist				
			7. Documents such as delivery receipt, requisition and issue slip shall be returned to Regional or Provincial Warehouse within three(3)days upon completion of delivery for destination within Central Visayas				
			8. All expenses incident to the pick-up and delivery of the goods, including obligations pertaining to loading, handling and trucking, as well as expenses for the repairs and maintenance of the hauling units, are for the account of the service provider				
			9. The service provider will have to fulfill reporting obligations on an hourly/daily basis adhering to DSWD format for monitoring purpose				
			10. The service provider shall ensure that all its personnel shall observe proper decorum while conducting business with DSWD				
			11. Contract period is from January to December 2021 only or when the Contract Price is exhausted.				
			12. Upon receipt of the goods, the service provider shall assume the full responsibility of the safety and custody of the goods until it reaches its destination and the goods accepted / received by the consignees.				
			13. Losses, damages or liabilities to DSWD, its employees, or to any third party that may arise, while in transit, shall be for the sole account of the services provider				
			14. Losses of goods/items due to robbery or hijacking of the hauling/trucking units shall be for the sole account of the service provider				
			15. Payment will be based on actual service rendered and the terms of payment is within 30 days upon receipt of billing statement and shall supporting documents.				
			16. The total approved budget for the contract (ABC) will serve as the contract price. Once the ABC is fully consumed or exhausted, the contract will end. The average quoted unit price will serve in determining the lowest calculated bid/quotation.				
			17. Extra cost of service for the loading and unloading of goods and logistics are responsibilities of the service provider.				
			18. During the term of this contract, the service provider shall maintain the roadworthiness and sanitation (e.g pest-free, odor-free, units had not been used to carry waste				

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			19. Wing Van with tampered seal shall subject for inspection by the receiving party and the service provider or its representative.				
			20. Lowest Calculated Bid (LCB) is determined thru the computation of Average Bid Price of the financial Proposal Sheet (Sum of item 1 to 9 divided by 9)				
Approved Budget for the Contract: <b>Php 100,000.00</b>							
Charge to: SFP Funds							
End User: DRMD							
Purpose : Hauling and delivery of relief items( including supplies and equipment to any destination in Region VII)							
<p style="text-align: center;">Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.</p>							

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

  
**MARK ALVIN LONGAKIT**  
 Canvasser

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