



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

RFQ No. : DSWD7-2021- 0658  
Date : June 7,2021

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 **June 11, 2021** at 5:00 pm.

Very truly yours,

  
**ROSARIO P. BACONG**  
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 within 30 days calendar from receipt and conformity of P.O .
- Place of Delivery: DSWD Field Office VII, Cebu City and to any point in Cebu Province
- Terms of Payment: within 30 calendar days from the 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: \_\_\_\_\_

  
**REINAFLOR C. VISTO**  
Carvasser

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

Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Contact No. \_\_\_\_\_  
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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	8	Trips	<p><b>VEHICLE RENTAL SERVICES ( 1 UNIT - VAN )</b></p> <p>Specifications: 1-unit VAN</p> <p>Specifications: *Four-wheel drive, preferably *can accommodate of at least 14 pax in comfortable and normal sitting capacity *in good running condition/roadworthiness *fully air-conditioned and well-maintained *vehicle year model must be 2015 and above *to drop off/pick-up/wait for the passengers /staff from identified/designated areas in Cebu Province either North/South *vehicle rental to include licensed professional driver, fuel/lubricant/disinfectant/sanitizer,thermal scanner. *vehicle must be regularly cleaned and disinfected *To ensure body temperature should be taken for every passenger before riding the vehicle and implement the "NO Face Mask, NO Face Shield-No Ride" policy *Rental service up to 8-14 hours per day for 8 days/trips with staggered date and LGU assigned by user.</p> <p>Origin: Cebu City/Cebu Place to be visited: Any point in Cebu Province Round trip</p>				
Approved Budget for the Contract: <b>Php 52,000.00</b>				<p><b>Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.</b></p>			
End User: <b>FAMILY SECTOR</b>							
<p>Purpose : To provide transportation of Family/Women activities and RMT member for official functions during the CY 2021. Spot check and conduct Technical Assistance to different LGUs and delivery of assorted documents to LGUs in the Province of Cebu.</p>							

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

  
**REINAFLOR C. VISTO**  
Canvasser