



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office VII

Department of Social Welfare and Development

Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

REQUEST FOR QUOTATION  
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2021- 0897

Date : July 19, 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/Business Permit**, **Philgeps Registration Number** and **Latest Income Tax Return (ITR)** for ABC above Php500,000.00 upon submission of quotation. An **Omnibus Sworn Statement (OSS)** shall be required prior to award for ABC above Php50,000.00.

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 140 or 148 or e-mail to [bac.fo7@dswd.gov.ph](mailto:bac.fo7@dswd.gov.ph) on or before **July 23, 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 **August to October 2021**.
- Place of Delivery: **SWAD Tagbilaran City and to any point of Bohol Province and vice versa**
- 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: \_\_\_\_\_

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

  
**GLORY MAE CUYOS**

Canvasser

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




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

Annex A

 RFQ No.: DSWD7-2021- 0897  
 Date: July 19, 2021

 Company Name  
 Company Address

Contact Person

Contact No.

PhilGEPS Registration No.:

Item No.	Qty.	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	2	unit	<b>VEHICLE RENTAL SERVICES For Bohol Province Area (2 units x 2 days x 3 months)</b> Specifications: >Four-wheel drive, preferably >At least 4 seaters capacity (in normal seating capacity) >Fully-airconditioned >Inclusion of fuel and lubricant >With licensed driver including his food and accommodation >Vehicle year model must be at least 2012 or above >Use of vehicle depends on the set schedule of activity within August to October 2021 >End user will inform the service provider 3 days prior to the set schedule >Destination: SWAD Office to any point of Bohol Province and vice versa (no inter-island) >At least 8 hours per day roundtrip for 2 days per month				

Approved Budget for the Contract: **Php 78,000.00**End User: **Supplementary Feeding Program (SFP)**

Purpose : For SFP Cycle 11 implementation in the distribution and retrieval of documents.

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

  
**GLORY MAE CUYOS**  
 Canvasser