



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2021- 1161
 Date : October 27, 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 service providers 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 on or before **November 02, 2021 at 5:00PM**

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 30 days calendar from receipt and conformity of Purchase Order.
4. Place of Delivery: **DSWD Field Office VII, Carreta, Cebu City**
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: _____

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


BRYAN C. LAGARE
 Canvasser

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



Company Name: _____
 Company Address: _____
 Contact Person: _____
 Contact No.: _____
 PhilGEPS Registration No.: _____

RFQ No.: DSWD7-2021-1161
 Date: October 27, 2021

| Item No. | Qty. | Unit | Articles / Descriptions | Statement of Compliance (State "Comply" or "Not Comply") | Unit Cost |
|----------|------|------|---|---|-----------|
| 1 | 1 | lot | <p>Provision of PETROLEUM, OIL and LUBRICANT for DSWD Field Office VII</p> <p><u>Requirements:</u></p> <p>A. Card System</p> <ol style="list-style-type: none"> Vehicle Card with Office Name and plate number embossed on each Lead time of fifteen (15) calendar days to produce, deliver and use the cards. Cards for the existing 22 vehicles and 8 equipment (forklifts & generators) To have at least fifty (50) fleet card fuel stations within strategic location of Region VII <p>B. Product Restriction All fuels (gasoline, diesel) Lubricants (Motor/Engine Oil, Break Fluid, ATF, and Coolant)</p> <p>Other Services (Change oil, minor repair, etc.)</p> <p>C. Purchase Limits: The Fuel Card Service Provider shall be responsible to dispense and make available at all times and at all branches of its stations with the contract period under the terms and conditions most advantageous to the government the estimated volume or quantity of the product or services</p> <p>Based on the average consumption of the current year, the following will be the total fuel allocation within the contract duration (based on allocation /service vehicle / month indicated in Annex A):</p> <p>a. Diesel: 3,410 liters more or less</p> <p>Lubricants requirements within the contract duration: a. Motor/Engine Oil: 6 liters</p> <p>Other Services: a. Change oil, minor repair, etc.: 2 services</p> <p>D. Membership Fee: Free membership and other fees for new members with the same terms and conditions.</p> <p>E. Other Services / Features:</p> <ol style="list-style-type: none"> Provision of reports including detailed transactions With Odometer Checking with each fuel purchase to calculate fuel consumption and monitoring If a particular vehicle was not able to consume its monthly allocation, the actual per month shall be charged to the Office Provision of basic services such as but not limited to change oil, minor repair and maintenance, etc. (subject to actual cost of the service conducted) Fuel price shall be subjected to pump prices. For purpose of price evaluation, financial compliance shall be determined through the average price by adding all unit costs of fuel, lubricant and services divided by the number of items. <p>F. Schedule of Payment: Monthly actual fuel usage to be paid within thirty (30) days upon receipt of billing. The Billing Documents of the Card Distributor must be attached with the Invoice Details from the POL Company</p> | | |

| Item No. | Qty. | Unit | Articles / Descriptions | Statement of Compliance (State "Comply" or "Not Comply") | Unit Cost |
|---|------|------|--|---|-----------|
| | | | <p>G. Contract Period:</p> <ul style="list-style-type: none"> ▪ The contract period shall be for one (1) month or until the amount is exhausted. ▪ Contract amount will be the Approved Budget for the Contract (ABC). 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 <p>SAFETY FEATURES:</p> <ul style="list-style-type: none"> ▪ To protect the Office from possible fraud or misuse of fuel cards, the service provider shall put in place security features ensuring that every transaction will be accounted for through the monthly statement of account. Presentation of an approved trip ticket issued by General Services Management Section/ Administrative Division to the driver shall be a requirement by the fuel station before any transaction. For added security against loss, the General Services Management Section / Administrative Division, as implementing office, may also opt for the PIN system whereby the card is assigned a 4-digit code known only to the cardholder or assigned driver to a particular vehicle. With either system, every transaction is electronically captured, providing documented details. ▪ Another security feature for the Vehicle-Card type of plan is the Odometer checking by the fuel station. This will confirm and verify if fuel has been gassed up to a particular DSWD vehicle per embossed plate number on the card. The kilometer reading of the vehicle shall be recorded every time the vehicle is gassed up. In this case, the fuel consumption and fuel efficiency of the vehicle will be validated. Also, the Service Provider must provide DSWD Drivers a receipt/proof of transaction for every withdrawal of fuel/lubricants. ▪ In the event of lost card, the General Services Management Section can advise for deactivation/ cancellation of the card and a replacement card can be issued upon request for minimum fee. The release of the replacement card should be within ten (10) calendar days upon reporting/filing of request. A mother/admin card must be provided to General Services to ensure that the vehicle with a lost card would be filled up with POL during the replacement period. General Services Section shall be responsible for the "mother card". ▪ In case the vehicle card is lost during travel outside Cebu City, Talisay City, Mandaue City, or Lapu-Lapu City and the vehicle needs to be gassed up, the driver will shoulder the fuel expenses subject for reimbursement. <p>FUEL PRICES Subject to pump price</p> | | |
| Approved Budget for the Contract: Php 200,000.00 | | | | | |
| End User: GS | | | | | |
| Purpose: For DSWD FO VII vehicles and equipment/generators/forklift | | | | | |
| <i>Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.</i> | | | | | |

Signature of Service Provider / Authorized Representative
Over Printed Name


BRYAN C. LAGARE
Canvasser