



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2022-0076
 Date : January 21, 2022

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 and Philgeps Registration Number** upon submission of quotation. An **Omnibus Sworn Statement (OSS)** shall be required prior to award.

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 **January 26, 2022 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 2022.
4. Place of Delivery: **Within Siquijor Province.**
5. Terms of Payment: **within 30 calendar days from the completion of monthly services and 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: _____


BRYAN C. LAGARE
 Canvasser

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

 (Signature over Printed Name of Supplier /
 Authorized Representative)



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	1	lot	Van Rental (1 unit X 15 trips) Specifications: * Four-wheel drive, preferably * Fully airconditioned * At least 14- person min. capacity (normal seating capacity) * Inclusion of fuel and lubricant * With licensed driver including his food & accommodation * Vehicle year model must be at least 2013 or above * Use of van depends on the set schedule of activity * 8 to 12 hours per day * Driver must be fully vaccinated with covid-19 Origin: * Siquijor, Siquijor Place to be visited: * Any point in Siquijor Province Roundtrip				
Approved Budget for the Contract: Php 79,500.00				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			
End User: SLP							
Purpose :		To provide transportation of SLP staff for official functions during Spot check/ conduct of Technical Assistance to Different SLP staff / and Delivery of Assorted Office Supplies and Documents to different LGUs and conduct LAG implementation activities in the Province of Siquijor for CY 2022.					

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

Signature of supplier/Authorized Representative over printed name

BRYAN C. LAGARE
 Canvasser