



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

RFQ No. : DSWD7-2022- 0271  
 Date : March 15 ,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 & Philgeps Registration Number** upon submission of quotation. An **Omnibus Sworn Statement** 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 **March 21, 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 March to December 2022**.
4. Place of Delivery: SWAD-Negros Oriental Province
5. Terms of Payment: within 30 calendar days from the completion of 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 S. LAGARE**  
 Canvasser

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

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



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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	10	trip	<b>Vehicle Rental Services</b> <b>Specifications:</b> <ul style="list-style-type: none"> <li>* Service from DSWD SWAD-Negros office going to any point of Negros Oriental Province with pick-up/drop-off point at every LGU and vice versa</li> <li>* Can accommodate of at least 12 passengers in comfortable &amp; normal sitting capacity</li> <li>* In good running condition/roadworthiness</li> <li>* Fully air-conditioned and well- maintained</li> <li>* Vehicle year model must be 2015 and above</li> <li>* To pick-up and drop-off passenger/staff and supplies from identified/designated pick-up and drop-off locations</li> <li>* Vehicle rental to include licensed professional driver, fuel/lubricant, disinfectant/sanitizer Driver must be fully vaccinated for covis-19 virus</li> <li>* Vehicle must be regularly cleaned and disinfected</li> <li>* Rental service up to 10 - 14 hours per day on staggered or scheduled date/s by the end user (more or less, once a month, from March to December 2022)</li> </ul>				

Approved Budget for the Contract: **Php 65,000.00**

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: **SWAD-Negros Oriental**
 Purpose : **To transport staff and supplies during provision of technical assistance, validations, distribution of supplies, and other related program activities within Negros Oriental Province.**
*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