



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

RFQ No. : DSWD7-2022-0979

Date : June 3, 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 **June 8, 2022 at 5:00PM.**

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 July to December 2022**
- Place of Delivery: **within Bohol Province**
- Terms of Payment: **within 30 days from the receipt of billing statement.**
- 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: \_\_\_\_\_

  
**BONAPARTE D. CASEÑAS II**  
Canvasser

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

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



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

Company Name \_\_\_\_\_  
 Company Address \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Contact No. \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_  
 Tin Number: \_\_\_\_\_

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| Item No.   | Quantity | Unit of Measure   | Articles / Descriptions   | Statement of Compliance (State "Comply" or "Not Comply")   | Bidder's Specifications | Unit Cost | Total Cost |
|--|----------|---|---|--|-------------------------|-----------|------------|
| 1  | 34       | trip  | <p><b>VEHICLE RENTAL SERVICES For Bohol Province Area</b></p> <p><b>Specifications:</b></p> <ul style="list-style-type: none"> <li>• Service from DSWD SWAD - Bohol Office going to any point of Bohol Province with pick-up / drop-off at every LGU and vice versa (no inter-island)</li> <li>• Can accommodate of at least 12 passengers in comfortable &amp; normal seating capacity</li> <li>• To pick-up and drop-off passengers / staff from identified / designated pick-up and drop-off points</li> <li>• Fully air-conditioned and well-maintained.</li> <li>• Vehicle year model must be at least 2015 and above,</li> <li>• Inclusion of licensed professional driver, fuel, / lubricant, disinfectant / sanitizer.</li> <li>• Driver must be fully vaccinated for COVID-19 virus.</li> <li>• Vehicle must be regularly cleaned and disinfected.</li> <li>• Rental services up to 16 - 18 hours per day on staggered or scheduled date/s by End user (July to December 2022)</li> <li>• End user to inform the service provider 3 days prior to the set schedule.</li> <li>• Service provider to submit Statement of Account or Billing Statement on a monthly basis. Attached also the Trip Ticket with name/s of the passenger.</li> <li>• 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.</li> </ul> |  |                         |           |            |
| <p><b>Approved Budget for the Contract: Php 238,000.00</b></p> |          |   |   | <p>Note:<br/>                     "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.</p> |                         |           |            |
| End User:  |          | SFP   |   |  |                         |           |            |
| PURPOSE :  |          | Provision of transportation of SFP Staff in retrieval and distribution of delivery documents and other. |   |  |                         |           |            |

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

*Bonaparte D. CJ*  
**BONAPARTE D. CASEÑAS II**  
 Canvasser

Signature of Supplier / Authorized Representative Over  
 Printed Name