



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

RFQ No. : DSWD7-2023-0317

Date : April 13, 2023

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 Permit, Philgeps Registration Number** upon submission of quotation/s. An **omnibus Sworn Statement** is 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 **April 17, 2023 at 5:00PM.**

Very truly yours,

  
**ENGR. EMMANUEL M. EDLES**  
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 **please refer to Annex A**
- Place of Delivery: **please refer to Annex A**
- 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**  
Cavasser

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: \_\_\_\_\_

RFQ No. DSWD7-2023-0317  
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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	23	unit	<p><b>PROVISION OF VAN RENTAL SERVICES</b></p> <p><b>Specifications:</b></p> <ul style="list-style-type: none"> <li>• Service Vehicle from designated / identified pick-up and drop off points from/to Tagbilaran City, Bohol to any point of Bohol Province and Vice Versa</li> <li>• To pick-up and drop-off passengers/staff/supplies/equipment from identified/designated pick up and drop-off points.</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>• Vehicle rental to include fully-vaccinated (for COVID-19) and licensed Professional driver, fuel/lubricant and disinfectant/sanitizer</li> <li>• Vehicle must be regularly cleaned and disinfected</li> <li>• Rental service up to 12 hours per day on staggered or scheduled date/s by end user</li> <li>• Service Provider can provide simultaneously at least 4 units in a day, if necessary</li> </ul>				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<ul style="list-style-type: none"> <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>				
Approved Budget for the Contract: <b>Php 161,000.00</b>				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: <b>SLP</b>							
<b>PURPOSE :</b> 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 Bohol for CY 2023.							

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

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

\_\_\_\_\_  
 Signature of Supplier / Authorized Representative Over  
 Printed Name

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