



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

RFQ No. : DSWD7-2023-0803  
 Date : May 31, 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 **June 5, 2023 at 5:00PM.**

Very truly yours,

  
**ENGR. EMMANUEL M. EDLES**  
 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 please refer to Annex A
4. Place of Delivery: please refer to Annex A
5. Terms of Payment: within 30 days from the receipt of billing statement.
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: \_\_\_\_\_

  
**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: \_\_\_\_\_

RFQ No. DSWD7-2023-0803  
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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	22	unit	<p><b>PROVISION OF VAN RENTAL SERVICES (Negros Oriental Province Area)</b></p> <p><b>Specifications:</b></p> <ul style="list-style-type: none"> <li>• Service from DSWD SWAD - Negros Oriental Office going to anypoint of Negros Oriental 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 sitting 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 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 14 - 16 hours per day on staggered or scheduled date/s by End user (June 2023 until the of Cycle 13 implementation).</li> <li>• Service provider must have at least 3 vehicles to accommodate simultaneous trip in a day.</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>• 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>				
<b>Approved Budget for the Contract: Php 176,000.00</b>				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User:		<b>SFP</b>					
PURPOSE :		<b>Provision of transportation of SFP Staff for support to operation on program implementation at Negros Oriental Province</b>					

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

  
**BONAPARTE D. CASEÑAS II**  
 Canvasser

Signature of Supplier / Authorized Representative Over  
 Printed Name

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