



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

RFQ No. : DSWD7-2023-1012  
 Date : July 26, 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 **July 31, 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: \_\_\_\_\_

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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	30	unit	<b>PROVISION OF VAN RENTAL SERVICES (Negros Oriental)</b>				
			<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</li> </ul> <p><b>Other Conditions:</b></p> <ul style="list-style-type: none"> <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 passengers/staff from identified/designated pick-up and drop-off points.</li> <li>• Vehicle rental to include licensed professional driver, fuel/lubricant, disinfectant/sanitizer.</li> <li>• Driver must be vaccinated for Covid-19 virus</li> <li>• Vehicle must be regularly cleaned and disinfected.</li> <li>• Rental service up to 16-18hours per day on staggered or scheduled date/s by end-user</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> <li>Can provide of at least 5 units at a time, if necessary</li> </ul>				
<b>Approved Budget for the Contract: Php 210,000.00</b>				<b>Note:</b>			
End User: <b>SOCIAL PENSION PROGRAM</b>				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
<b>PURPOSE :</b>				<b>To Provide transportation of SocPen staff for official functions during CY-2023 Payout/Spot check/Conduct of Technical Assistance to LGUs and other activities.</b>			

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

  
**BONAPARTE D. CASEÑAS II**  
 Canvasser

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

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