



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

RFQ No. : DSWD7-2021- 0264

Date : March 1, 2021

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**, **Omnibus Sworn Statement** for ABC above Php50,000.00, and **Latest Income Tax Return** for ABC above Php500,000.00 upon submission of quotation/s.

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; 232-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **March 5, 2021 at 5:00 pm.**

Very truly yours,

*[Signature]*  
**ROSARIO P. BACONGI**

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 30 days calendar from receipt and conformity of Purchase Order.
- Place of Delivery: **Any point in Bohol Province**
- Terms of Payment: **within 30 calendar days from the receipt of Billing Statement / Sales Invoice.**
- 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: \_\_\_\_\_

*[Signature]*  
**HENRIETTA E. HORA**  
Canvasser

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

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



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

Company Name

Company Address

Contact Person

Contact No.

PhilGEPS Registration No.

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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	40	unit	<b>VAN RENTAL</b>  <b>Specification:</b> <ul style="list-style-type: none"><li>• Four-wheel drive, preferably</li><li>• Fully airconditioned</li><li>• At least 14-person minimum capacity (normal seating capacity)</li><li>• Inclusion of fuel and lubricant</li><li>• With licensed driver including his food and accommodation</li><li>• Vehicle year model must be at least 2013 or above</li><li>• Use of Van depends on the set schedule of activity from (March-December 2021)</li><li>• 8 to 12 hours per day</li></ul> <i>Origin: Tagbilaran City, Bohol</i> <i>Destination: Any Point in Bohol Province (roundtrip)</i>				
Approved Budget for the Contract: <b>Php 240,000.00</b>				<b>Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.</b>			
<b>End User: Social Pension Program</b>							
<b>Purpose :</b> To provide transportation of SocPen staff for official functions during the CY-2021/ Spot check/ Conduct of Technical Assistance to LGUs and other activities							

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

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

**HENRIETTA S. HORA**  
Canvasser