



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2021- 0359
 Date : March 23, 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 26, 2021** at 5:00 pm.

Very truly yours,


ROSARIO P. BACONG
 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 within March to June 2021.
4. Place of Delivery: **Any point of Negros Oriental Province**
5. Terms of Payment: **within 30 calendar days from the receipt of Billing Statement / Sales Invoice.**
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: _____


DAN ALBERT ADLAON
 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

Annex A

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	10	unit	VAN RENTAL FOR NEGROS ORIENTAL *Van schedules will vary depending on the availability of staff to transport the documents (March-June 2021) Specifications: *Ten (10) units of van rental services on staggered dates, or upon request/call by the end user. *Vehicle year model must be 2012 or above *can accommodate 12 pax in comfortable sitting capacity *fully air-conditioned *flexible in time and with possibilities of overnight stay in some areas/destinations *can pick up passenger from point of origin to destinations and vice versa *can accommodate bundle of documents carried or brought by passengers -Point of Origin: SWAD Negros Or., Dumaguete City -Destination: any part of Negros Oriental *Rate offers must be expressed in terms of daily rate basis, inclusive of VAT, driver's food & accommodation, fuel/lubricant cost, parking fees, insurances and all applicable taxes *Without prejudice to the provisions of applicable laws, rules and guidelines, the Rental Services shall be automatically terminated when the amount specified duration has expired or has been exhausted				
Approved Budget for the Contract: Php 80,000.00							
End User: UCT							
Purpose : _____			To provide transportation services on various UCT activities.				
Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.							
Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.							

Signature of Supplier / Authorized Representative
 Over Printed Name

DAN ALBERT ADLAON
 Canvasser