



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

RFQ No. : DSWD7-2023-1224 ✓  
 Date : September 4, 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 service providers are required to submit true copies of their valid Mayor's/Business Permit and Philgeps Registration Number upon submission of quotation. An omnibus Sworn Statement shall be 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 17126 or kalahiaf7.procurement23@gmail.com on or before **September 11, 2023 at 11:00AM.** ✓

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 **on the specific date in Annex A .**
- Place of Delivery: **within Negros Oriental Province** ✓
- Terms of Payment: **within 30 calendar days from the completion of services and 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: \_\_\_\_\_

**EDLYN S. CANGQUE**  
 Canvasser

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

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



Company Name: \_\_\_\_\_

RFQ No.: DSWD7-2023-1224

Company Address: \_\_\_\_\_

Date: September 4, 2023

Contact Person: \_\_\_\_\_

Contact No.: \_\_\_\_\_

PhilGEPS Registration No.:

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost	
1	12	unit/s	<b>PROVISION OF VAN RENTAL SERVICES (Negros Oriental)</b>  <b>Specifications:</b>  * service from designed / identified pick-up and drop-off points from/to place of Origin/DSWD SWAD Negros office to any point of Negros Oriental Provinces and Cities and vice versa  * to pick-up and drop-off passengers/staff/ Supplies/equipment from identified/designed pick-up and drop-off points  * can accommodate of at least 12 passengers in comfortable & normal sitting capacity  *in good running condition/roadworthiness  * fully air-conditioned and well-maintained  * vehicle year model must be 2015 and above  * vehicle rental to include fully-vaccinated(for COVID-19) licensed professional driver, fuel/lubricant, disinfectant/sanitizer, first-aid kit  * vehicle must be regularly cleaned and disinfected  * rental service must be at least up to 14 hours per day on staggered or sheduled date/s by the end-user  * can immediately provide of atleast five (5) vehicles per day, if needed by the end user  * 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  <i>charged to: KC-KKB Funds</i>					
<b>Total:</b>								
Approved Budget for the Contract: <b>Php96,000.00</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>Purpose:</b>	Vehicle rental services for the transportation of BP2P beneficiaries from their respective municipality to the activity venue.							

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

 Signature of supplier/Authorized  
 Representative over printed name


  
**EDLYN S. CANGQUE**  
 Convasser