



REQUEST FOR QUOTATION

RFQ No. 2021-05-0390 NP SVP  
 Date: May 14, 2021

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Email Address : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_  
 PhilGEPS Reg. 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 basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are exclusive manufacturer, distributor, or agent in the Philippines for goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

Additionally, please attach copies of your **Company's Business Permit, PhilGEPS Certificate, latest Income/Business Tax Return and Omnibus Sworn Statement**. The **Certificate of Platinum Membership** maybe submitted in lieu of the Mayor's /Business Permit and PHILGEPS Registration Number

Please accomplish and submit this form together with Annex A to DSWD - Procurement Unit at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or **fax it through numbers: (02) 336-8106 to 07 loc. 111 or email to: [cervictorio@dswd.gov.ph](mailto:cervictorio@dswd.gov.ph)** not later than **5:00PM on May 20, 2021 (Thursday)**.

Very truly yours,

**HARVY B. CALABIO**

Administrative Officer V

Procurement Section

Tel. No: 5336-8106 loc 24051-52

**Terms and Conditions:**

- Award shall be made on per:  item basis  total quoted price  lot basis
- Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
- Services shall be delivered or 7 days upon receipt of approved PO
- Place of Delivery: Outside / near Metro Manila
- Terms of Payment: within 15-30 days upon final inspection and acceptance  
 Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)  
 Account Name: \_\_\_\_\_ Account Number : \_\_\_\_\_  
 Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_  
*\*\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee*
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time sepcified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the Procuring Entity may rescind or terminate the contract without prejudice to other courses of action and remedies available under the circumstances.
- For goods please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate warranty: \_\_\_\_\_
- NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) to register"

CATHERINE CATHY R. VICTORIO

Procurement Officer

Tel. No. 5336-8106 loc 24051-52

Signature Over Printed Name

( Supplier)



**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
 Field Office MiMaRoPa Region  
 1680 F.T. Benitez corner Malvar Sts., Malate, Manila

**Note:** "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) to register"

RFQ No. 2021-05-0390 NP SVP  
 Date: \_\_\_\_\_ (should be filled up by suppliers)  
 MOP: SVP

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Email Address : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_  
 PhilGEPS Reg. No. : \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
			<b>VEHICLE RENTAL for the use of MIMAROPA Staffs During MECQ (Outside / near Metro Manila)</b>			
1	1	unit	<b>PASSENGER VAN</b>			
			1. Four-wheeled and airconditioned passenger van vehicle with atleast 15 seats excluding the driver			
			2. with locally manufactured chassis and body			
			3. with not less than 4 doors			
			4. with engine displacement not exceeding 2200 cc for gasoline and 3000cc for diesel			
			5. atleast 2015 model			
			<b>Other inclusions:</b>			
			1. Driver, Driver's salary / meals, fuel, toll fees, parking fees including repairs and maintenance of vehicle through out the contract period.			
			2. Passenger's insurance againts accidenta including all expenses on medical (including but limited to laboratory / hospitalization / medicines and other procedures needed) and accidental death benefit insurance for the passengers in the event of an accident during the rental period.			
			3. Tax included			
			4. Load allowance for the driver to contact passengers included			
			5. billing to be forwarded to the Administrative Division one (1) day after the 13 days rental period			
			Period: May - June 2021, 13 days or as arrange by the GSS			
			Place/s: Outside / near Metro Manila			
			Rate: Php 6,000.00 / van/ 15 hours use / day			
			Mode of payment: Government Procedure			
			<b>***nothing follows***</b>			
				Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification		
				"Failure to indicate information could be basis for non-compliance."		
			<b>Total Approved Budget Cost: Php 156,000.00</b>			-

PURPOSE: VEHICLE RENTAL for the use of MIMAROPA Staffs During MECQ (Outside / near Metro Manila)

PR No.: 2021-05-0390 NP SVP

**IMPORTANT:** The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Unit within three (3) days from the date advance copy was served thru fax.

**FAILURE** to show up and sign the original P.O. means the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future biddings.

**CATHERINE CATHY R. VICTORIO**  
 Procurement Officer

(Signature over printed name)  
 Supplier

VAT  
 Non-VAT

Tel: 336-8106 Local 101/Fax No: 8336-8106 Local 24051-52/Email: [procurementdsw](mailto:procurementdsw)