



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
FIELD OFFICE - MIMAROPA
1680 F.T. Benitez Corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2021-11-0167
Date: December 13, 2021

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

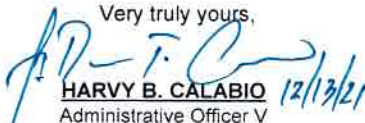
Sir/Madam:

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) 5336-8107 local 24502** or **email to: kc4bprocurement2@gmail.com** not later than **5:00PM on December 17, 2021 (Friday)**.

Very truly yours,

HARVY B. CALABIO 12/13/21
Administrative Officer V
Procurement Section
Telefax: 5336-8107 local 24052

Terms and Conditions:

1. Award shall be made on per: item basis total quoted price lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered December 20 to 23, 2021
4. Place of Delivery: Metro Manila or Region IV-A (from DSWD FO MIMAROPA to and within the vicinity of the venue of activity)
5. 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**
6. 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.
7. For goods please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate warranty: _____
10. 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 to register"

SHARON F. PASCASIO
Procurement Officer
Tel. No: 5336-8106 Local 101

Signature Over Printed Name
(Supplier)



Procurement Form No. 04-A (Annex A)
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 Proc RFQ No. System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register"

2021-11-0167
 (should be filled up
 by suppliers)

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

MOP: SHOPPING

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
1	7	unit	Activity: Regional Program Management Team (RPMT) Skills Upscaling Venue of Activity: Metro Manila or Region IV-A Vehicle Rental Pick up and drop off: From DSWD MIMORAPO FO, Malate Manila to the venue of activity and vice versa Specification: Seven (7) units of 20 seater passenger van that can accommodate ten (10) persons as per LTFRB guidelines abiding with the COVID 19 Safety Protocols to transport participants to and from the venue of the activity General Conditions: a. The service provider shall be responsible for the disinfection of the vehicle before and after every trip b. The service provider shall provide a professional driver with provision of fuel, oil and toll fee c. The service provider shall abide with the COVID-19 Safety Protocols d. The rental shall be for two (2) days which is on December 20 and December 23, 2021 and vice versa. The specific time schedule will be provided by the end user.			
				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."		
			Page 1 of 2			

PURPOSE: Vehicle rental for the Regional Program Management Team (RPMT) Skills Upscaling

PR No.: 2021-11-0167

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 form 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.

SHARON F. PASCASIO

Procurement Officer

 (Signature over printed name)

Tel: 5336-8106 Local 101/Fax No: 5336-8106 Local 24502/Email: kc4bprocurement2@gmail.com

Supplier

VAT
 Non-VAT



Procurement Form No. 04-A (Annex A)
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 Proc RFQ No. System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to re Date:

2021-11-0167
 (should be filled up
 by suppliers)
MOP: SHOPPING

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

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
2	1	unit	Vehicle Rental			
			Pick up and drop off: In land transportation from the venue of the activity to any point within the vicinity as the need arises			
			Specification: One (1) unit 20 seater passenger van that can accommodate ten (10) persons as per LTFRB guidelines that abiding with the COVID 19 Safety Protocols.			
			General Conditions: a. The service provider shall be responsible for the disinfection of the vehicle before and after every trip b. The service provider shall provide a professional driver with provision of fuel, oil and toll fee c. The service provider shall abide with the COVID-19 Safety Protocols d. The rental duration shall be for three (3) days, from December 20, 21 and 22, 2021. The specific schedule will be provided by the end user or as the need arises e. The vehicle is to stay within the premises of the venue of the activity f. The vehicle will be utilized for transporting participants of the activity within the area and may include travel from venue to Metro Manila if the need arises.			
			Nothing Follows			
			Approved Budget Cost: Php 102,000.00			
				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."		
			Page 2 of 2			

PURPOSE: Vehicle rental for the Regional Program Management Team (RPMT) Skills Upscaling

PR No: 2021-11-0167

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 form 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.

SHARON F. PASCASIO
 Procurement Officer

Tel: 5336-8106 Local 101/Fax No: 5336-8106 Local 24502/Email: kc4bprocurement2@gmail.com

 (Signature over printed name)

Supplier

VAT
 Non-VAT



REQUEST FOR QUOTATION RECEIVING FORM

I Hereby certify that I _____, of

_____ has received the **Request for**

Quotation RFQ No. # 2021-11-0167 from DSWD MIMAROPA Region intended for

Vehicle rental for the Regional Program Management Team (RPMT) Skills Upscaling

Certified by:

(Signature Over Printed Name of Supplier)

Contact: _____

Email Address: _____

RFQ Delivered by:

(Signature Over Printed Name of Canvasser)

Position: _____

Date / Time of Delivery: _____

Note: This form shall be used and issued in cases when RFQ is personally delivered to prospective supplier/service provider.