



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

REQUEST FOR QUOTATION

RFQ No. 2023-04-0603 NP-SVP

Date: April 14, 2023

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, Mayor's Permit, PCAB License (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return and a notarized or unnotarized Omnibus Sworn Statement in accordance with the attached format marked as Annex B**. If awarded, please submit immediately the duly notarized Omnibus Sworn Statement (if previously submitted is unnotarized). 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 MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila, **or email to: procurement.fomimaropa@dswd.gov.ph** not later than **5:00 PM on APRIL 21, 2023 (Friday)**. Quotations submitted to the different email addresses (es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ Number], [Deadline of Submission]**

Very truly yours,


HARVEY B. CALABIO
Administrative Officer V
Procurement Section Head

4/14/23

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 on: APRIL TO JUNE 2023
- Place of Delivery: WITHIN THE PROVINCE OF MARINDUQUE
- Terms of Payment: within 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 specified 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 to register "


LORETTA G. LICOP
Procurement Officer

Telephone Number: 5328-5111 to 15 loc. 24052

Contact Number: 09984746898

Signature Over Printed Name
(Supplier)

RFQ № 2023-04-0603

Date: _____ (Should be filled up by Supplier)

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

MOP: NP-SVP

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided) NOTE: Supplier must state here either the statement of compliance either "COMPLY or "NOT COMPLY". "Failure to indicate information could be basis for non-compliance."	Unit Cost	Total Cost
1	1	Van	VAN RENTAL for 14 Days (On-Call)			
			To be used of DSWD SWADT CIS during PSP-AICS Payout			
			VEHICLE TYPE: Commuter Van, 15-16 Seater Excluding the Driver, With Not Less Than 4-Doors			
			DATE OF SERVICE:			
			For a Period of APRIL TO JUNE 2023 (14 Days On Call)			
			AREA OF VEHICLE SERVICE:			
			Within the Province of MARINDUQUE			
			DROP OFF AND PICK UP POINT PLACE			
			Place to be Arrange within the Province of MARINDUQUE			
			TIME OF DROP-OFF AND PICK-UP:			
			Between 7:00 AM to 8:00 AM and 5:00 PM			
			SPECIFICATIONS:			
			Air-Conditioned Passenger Van with Seat Headrest			
			Can Accommodate of at least 15-16 Passengers			
			Disinfected Vehicle			
			INCLUSION:			
			Service Provider to Shoulder Meals and Load Allowance of Driver			
			1 Driver per Vehicle			
			Passenger's Insurance Against Accidental including All Expenses on Medical (including but limited to medical laboratory/hospitalization/medicines and other procedures needed)			
			Gas, Toll and Parking Fees, Maintenance of Vehicle, and Other Charges Expenses to shoulder by the Service Provider throughout the contract period			
			OTHER REQUIREMENTS:			
			Licensed Driver			
			Driver must be COVID-19 Negative and FULLY Vaccinated (Medical Certificate/Vaccine Card as Proof)			
			MODE OF PROCUREMENT: Government Procurement			
			*****NOTHING FOLLOWS*****			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: One Hundred Twelve Thousand Pesos Only (Php 112,000.00)	Note: Please specify the brand model/origin		

PR No.: 2023-04-0603 NP-SVP

☐ VAT
☐ Non-VAT

(Signature over Printed name)
Supplier

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