



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

REQUEST FOR QUOTATION

RFQ No. 2024-05-0412 Direct Retail Purchase of POL
Date: May 21, 2024

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

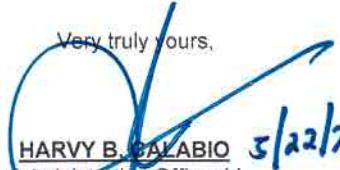
Sir/Madam:

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 and maediones@dswd.gov.ph** not later than **5:00 PM on May 28, 2024 (Tuesday)**. Quotations submitted to different email address(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,

HARVY B. GALABIO 5/22/2024
Administrative Officer V
Procurement Section Head

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: 15 CD after receipt of approved Purchase Order (July to December 2024)
- Place of Delivery: MIMAROPA Youth Center Poblacion, Bansud, Oriental Mindoro
- 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 "**


MARK ANTHONY E. DIONES
Telefax: 5336-8106 to 07 loc. 24052
Contact Number: 09565162748

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 to register

RFQ 2024-05-0412 Direct Retail Purchase of POL

Date: _____ (should be filled up by supplier)

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

MOP: Direct Retail Purchase of POL

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	2898	Liters	SERVICE PROVIDER FOR THE VEHICLE PETROLEUM OIL, LUBRICANT AND OTHER SUPPLY NEEDS FOR JULY TO DECEMBER 2024			
			A. Competence and Qualifications			
			A.1 Three-year experience in providing services to government offices			
			A.2 Submission of Company Profile			
			A.3 Business Name and Article of Incorporation			
			B. SCOPE OF WORKS			
			B.1 Product Inclusion			
			All fuels,oil, lubricants, and other supplies (Glass Cleaner, Car Freshener, Turtle wax)			
			B.2 Purchase Limits			
			In liters as covered by the Appropriate purchase order			
			Other supplies (Glass cleaner, car freshener, turtle wax) as the need arises			
			C. OTHER PROVISIONS			
			C.1 SERVICE PROVIDER shall prepare bi-monthly regular report including detailed transaction reports			
			C.2 Minor repairs/services such as change oil, tune up, undercoating, cleaning and adjustment of hand brake, wheel and camber alignment, car aircon repair and other minor services relevant to the maintenance of the vehicle			
			C.3 Odometer checking with each fuel purchase to calculate fuel consumption and monitoring			
			F. CONTRACT DURATION AND SCHEDULE			
			July to December 2024 (6 months)			
			G. TERMS OF PAYMENT: Government Procedure			
			H. BUDGETARY REQUIREMENT AND FUND			
			* Actual amount based on retail Pump Price*			
			*** Nothing Follows***			
			Contact Person: Monina D. Pechon			
			Contact #: 0921-975-0029			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			Two Hundred Eleven Thousand Five Hundred Fifty-Four Pesos Only (Php 211,554.00)			
				Note: Please specify brand model/origin .		

PURPOSE: Purchase of Gasoline, Lubricants for the MIMAROPA Youth Center (MYC) Residents for the Month of July to December 2024
 PR No.: 2024-05-0412 Direct Retail Purchase of POL

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.