



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

REQUEST FOR QUOTATION

RFQ No. 2024-07-0725 NP-SVP  
Date: September 19, 2024

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

Sir/Madam:

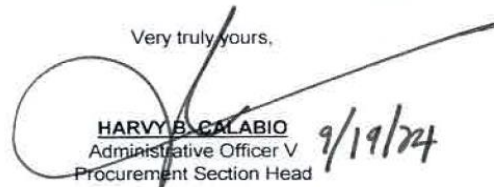
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures 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: [ejcnolasco@dswd.gov.ph](mailto:ejcnolasco@dswd.gov.ph)** not later than **5:00 PM on September 26, 2024 (Thursday)**. 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. CALABIO**  
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: OCTOBER 8 and 11, 2024
- Place of Delivery: See attached Annex A for complete details
- 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](http://www.philgeps.gov.ph) to register "**

  
**EMMA JOY C. NOLASCO**

Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09994602492

Signature Over Printed Name  
( Supplier)



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. 2024-07-0725

Date: \_\_\_\_\_ (Should be filled up by Supplier)

MOP: NP-SVP

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

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
			<b>VEHICLE RENTAL FOR THE CONDUCT OF PANTAWID YEAR-END PROGRAM IMPLEMENTATION REVIEW 2024</b>			
			<b>BUS VEHICLE</b>			
<b>1</b>	<b>3</b>	<b>unit</b>	<b>October 8, 2024</b>			
			Pick up date: Tuesday, October 8, 2024			
			Pick up Point: DSWD Mimaropa, Malate, Manila and Batangas Port			
			Drop-off Point: Hotel in Brgy. Banga, Talisay, Batangas			
<b>2</b>	<b>3</b>	<b>unit</b>	<b>October 11, 2024</b>			
			Pick up date: Friday, October 11, 2024			
			Pick up Point: Hotel in Brgy. Banga, Talisay, Batangas			
			Drop-off Point: DSWD Mimaropa, Malate, Manila and Batangas Port			
			Mode of Payment: Government Procedure			
			Provision of Services:			
			Duration: 8 hours			
			Call Time: To be advised before the activity			
			Fuel and Gasoline provided by the Operatoe			
			<b>Passenger Bus:</b>			
			1. Eight-wheeled and airconditioned passenger vehicle with 50 seats, excluding the driver			
			<b>Other Inclusion:</b>			
			1. Driver, drivers salary/meals, fuel, toll fees, parking fees including repairs and maintenance of vehicle throughout the contract period			
			2. Passengers insurance against accidents including all expenses on medical (including but not 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 Regional Operations one (1) day after the activity			
			<b>*****NOTHING FOLLOWS*****</b>			
			<b>APPROVED BUDGET FOR THE CONTRACT:</b>			
			<b>One Hundred Twenty Thousand Pesos Only</b>			
			<b>Php120,000.00</b>			
			page 1 of 1			
				Note: Please specify brand model/origin .		

PURPOSE: VEHICLE RENTAL FOR THE CONDUCT OF PANTAWID YEAR-END PROGRAM IMPLEMENTATION REVIEW 2024

PR No.: 2024-07-0725

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.