



**REQUEST FOR QUOTATION  
NP- SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2024-0984  
Date : July 10, 2024

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

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

Interested supplier/s are required to submit true copies of their **valid Mayor's Permit and Philgeps Registration Number** upon submission of quotation/s. An **omnibus Sworn Statement** is required prior to award.


Please accomplish and submit this **form** together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 233-8785; 233-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **July 15, 2024 at 5:00PM**.

Very truly yours,

  
**ENGR. EMMANUEL M. EDLES**  
AO V/Head, Procurement Management Section

**Terms and Conditions:**

1. Award shall be made on per:  item basis  total quoted price  lot basis
2. Quotation validity shall be not less than **60 calendar days**.
3. Good/s or Services shall be delivered **within 30 days from receipt and conformity of Purchase Order.**
4. Place of Delivery: **DSWD FO VII, Corner M.J. Cuenco Avenue and Gen. Maxilom Ext., Carreta, Cebu City**
5. Terms of Payment: **within 30 days from the receipt of billing statement.**
6. Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
7. In case of discrepancy between total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail.
8. Warranty period, if applicable: \_\_\_\_\_

  
**CHARL ALBERT J. TORREFIEL**  
Canvasser

I am interested to quote and agree to the terms and conditions.

\_\_\_\_\_  
(Signature over Printed Name of Supplier / Service  
Provider / Authorized Representative)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office VII, Cebu City

Company Name \_\_\_\_\_  
 Company Address \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Contact No. \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_  
 Tin Number: \_\_\_\_\_

RFQ No. **DSWD7-2024-0984**  
 Date: **July 10, 2024**

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1	lot	<p><b>Provision of Preventive Maintenance Services performing 270,000 km with check-up, minor repair and replacement of defective parts for DSWD Vehicle Mitsubishi (Montero Sports) with Plate No. SKT 487</b></p> <p><b>Scope of Works:</b></p> <ul style="list-style-type: none"> <li>* 270,000km check-up (all-in)</li> <li>* Replace rear brake pads</li> <li>* Pulldown transmission</li> <li>* Engine overhaul</li> <li>* Egr cleaner/cleaning</li> <li>* Tint all glass</li> <li>* replace powerwindow glass and mechanism.</li> <li>* Towing charge</li> </ul> <p><b>Materials:</b></p> <ul style="list-style-type: none"> <li>* Gasket, valve cover</li> <li>* Glass (front door window, left and right)</li> <li>* Valve, inlet</li> <li>* Valve, exhaust</li> <li>* O-ring, engine front case</li> <li>* Oil seal, rocker cover</li> <li>* Gasket, Cylinder head</li> <li>* Hose, Oil cooler water feed</li> <li>* Oil seal, rocker cover</li> <li>* O-ring, Engine oil cooler</li> </ul>				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<ul style="list-style-type: none"> <li>* Head assy, Engine cylinder, (genuine)</li> <li>* O-ring, Engine oil cooler inr</li> <li>* GL-5 multi gear oil LS 90</li> <li>* Pad set, RR brake</li> <li>* Hose, vacuum pump oil return</li> <li>* Regulator, front door window (genuine)</li> <li>* Hardex silicone gasket</li> <li>* Brake parts cleaner</li> <li>* Balancer</li> <li>* Gasket, engine O/Pan drain plug (genuine)</li> <li>* Seal, inlet valve stem (genuine)</li> <li>* Gasket, engine oil filler cap (genuine)</li> <li>* Gasket kit, engine overhaul (genuine)</li> <li>* Oil seal, camshaft (genuine)</li> <li>* Oil seal, Balancer Shaft (left and right) (genuine)</li> <li>* Belt, valve timing (genuine)</li> <li>* Coolant green</li> <li>* Oil seal, crankshaft - rear and front (genuine)</li> <li>* Gasket, rocker cover (genuine)</li> <li>* Oil seal, Balancer Shaft (left and right) (genuine)</li> <li>* Clip, vacuum pump (genuine)</li> <li>* Fully synthetic</li> <li>* Multi gear Oil</li> <li>* Oil filter (genuine)</li> <li>* Ring set piston (genuine)</li> </ul>				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			* Engine flush * Engine treatment * Brake cleaner and grease * Wiper Shampoo * Fuel treatment				
<b>Approved Budget for the Contract: Php 326,879.47</b>				Note:			
End User: <b>KC-NCDDP</b>				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
<b>PURPOSE : Repair and maintenance of DSWD Service Vehicle.</b>							

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.



**CHARL ALBERT J. TORREFIEL**  
Canvasser

\_\_\_\_\_  
Signature of Supplier / Authorized Representative Over  
Printed Name

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