



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

RFQ No. : DSWD7-2024-1179  
 Date : September 05, 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, Philgeps Registration Number and Income Tax Return** 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 **September 10, 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. DSWD7-2024-1179  
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Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<b>Provision of Repair and Preventive Maintenance Services for Airconditioning Units of Field Office VII For CY 2024</b>				
1	1	lot	<b>A. Preventive Maintenance Services</b> <ul style="list-style-type: none"> <li>• Split-Type (0.5HP to 1HP) (8 units)</li> <li>• Split-Type (1HP to 2HP) (17 units)</li> <li>• Window Type (1HP to 2.5HP) (56 units)</li> <li>• Floor Mounted (3TR) (59 units)</li> <li>• Wall Mounted (3TR) (85 units)</li> <li>• Ceiling Mounted (2HP) (2 units)</li> </ul>				
2	1	lot	<b>B. Repair Services including parts/materials</b> <ul style="list-style-type: none"> <li>• Chemical cleaning of indoor and outdoor units</li> <li>• Leak testing, soldering, reprocess/reflusing, and freon charging</li> <li>• Relocation of units including power supply, pipings, and steel frames (maximum of 10 ft copper tube free)</li> <li>• Rewinding of fan motor and rebearing</li> <li>• Replacement of compressor units including power and control wirings</li> <li>• Repair/replacement of control switch and/or thermostat</li> <li>• Replacement of running capacitor</li> <li>• Replacement of fan blade</li> <li>• Replacement of rubber mounting for fan motor</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>• Repair/replacement of rubber insulations</li> <li>• Repair/replacement of damage physical parts and accessories</li> <li>• Repair/replacement of motherboards &amp; other electronic parts &amp; accessories</li> </ul>				
<b>Total:</b>							
Approved Budget for the Contract: <b>Php 450,000.00</b>				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: <b>GS</b>		PURPOSE : Repair and Preventive Maintenance of Air-conditioning Units in the Field Office VII Main Building, ACSWD Building, FO-Expansion Building, FO-Annex Building, CIS/SWAD Building, Centers & VDRC/Regional Warehouse for CY-2024 [One (1) - Quarter Service].					

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

(page 2 of 2)