



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
 Field Office VII  
 Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

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

RFQ No. : DSWD7-2025-0252  
 Date : March 13, 2025

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) 887-9720; 233-0261; 231-2172 local 17140 or 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **March 18, 2025 at 05:00PM**.

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: **Regional Warehouse, AVRC II Compound Camomot Franza Rd., Brgy. Labangon,**
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. DSWD7-2025-0252**  
**Date: March 13, 2025**

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 Maintenance Services for the following Forklift Equipment</b></p> <p><b>1.) Forklift 1 Hytsu Model:FD25T Serial: 41507090114</b></p> <p><b>Materials and Scope of Works:</b></p> <p>Engine Filter (1 pc)</p> <p>Fuel filter (1 pc)</p> <p>Multi-purpose grease (1 can)</p> <p>Rust penetrant (1 can)</p> <p>Chain lubricant (1 can)</p> <p>ATF (6 Liters)</p> <p>Transmission filter (1 pc)</p> <p>Hydraulic oil tellus 32 (36 Liters)</p> <p>Hydraulic return filter (1 pc)</p> <p>Air cleaner (1 pc)</p> <p>Gear oil (6 Liters)</p> <p>Radiator coolant (9 Liters)</p> <p>Brake master o/h kit (1 set)</p> <p>Wheel cylinder o/h kit (1 set)</p> <p>Brake fluid (1 Liter)</p> <p>Round rags (20 pcs)</p> <p>Fuel pump (1 pc)</p> <p>Hydraulic main hose (from tank to control valve) (1 pc)</p> <p>Hydraulic hose (from pump to tank) (1 pc)</p> <p>Brake light bulb double filament 12v (2 pcs)</p> <p>Brake light switch 12v (1 pc)</p> <p>Fan belt (1 pc)</p> <p>Side mirror (2 pcs)</p>				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Labor charge (1 Lot)				
			Engine Oil (9 Liters)				
			<b>2.) Forklift 2 Htsu Model:FD25T Serial:41507090113</b>				
			<b>Materials and Scope of Works:</b>				
			Engine Filter (1 pc)				
			Fuel filter (1 pc)				
			Multi-purpose grease (1 can)				
			Rust penetrant (1 can)				
			Chain lubricant (1 can)				
			ATF (6 Liters)				
			Transmission filter (1 pc)				
			Hydraulic oil tellus 32 (36 Liters)				
			Hydraulic return filter (1 pc)				
			Air cleaner (1 pc)				
			Gear oil (6 Liters)				
			Radiator coolant (9 Liters)				
			Brake master o/h kit (1 set )				
			Wheel cylinder o/h kit (1 set)				
			Brake fluid (1 Liter)				
			Round rags (20 pcs)				
			Hydraulic hose(from tank to control valve) (1 pc)				
			Hydraulic hose(from pump to tank) (1 oc)				
			Steering orbital o/h kit (1 set)				
			Hydraulic return hose ( from tank to control valve) (1 pc)				
			Labor charge (1 Lot)				
			Engine Oil SAE40 (9 Liters)				
<b>Approved Budget for the Contract: Php 194,620.00</b>				<b>Note:</b>			
End User: <b>DRMD</b>				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
<b>PURPOSE :</b>		For 2 units Forklift Preventive maintenance at Cebu Regional Warehouse Labangon.					

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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