



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. : DSWD7-2025-0461  
 Date : April 10, 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 **April 15, 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: **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

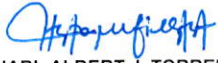
Company Name \_\_\_\_\_  
 Company Address \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Contact No. \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_  
 Tin Number: \_\_\_\_\_

RFQ No. DSWD7-2025-0461  
 Date: April 10, 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>Preventive Maintenance Services performing 110,000 km with check-up (all-in), Minor Repair and Replacement of Defective Parts for DSWD Vehicle Mitsubishi (Montero) with Plate No. SKT 487</b></p> <p><b>Scope of Works:</b></p> <ul style="list-style-type: none"> <li>*Service Material</li> <li>*General Check-up</li> <li>*Replace fuel filter</li> <li>*Replace Cylinder Assy Clutch</li> <li>*Replace Stabilizer Bushing</li> <li>*Overhaul FR Brake Caliper</li> <li>*Replace stabilizer link</li> <li>*Engine tune up</li> <li>*Replace brake pads</li> <li>*Replace Power steering fluid</li> <li>*Replace Gear Oil</li> <li>*Replace Shock Absorber</li> <li>*Wheel Balancing</li> <li>*PMS / 280,000 km check up</li> </ul> <p><b>Materials/Parts:</b></p> <ul style="list-style-type: none"> <li>*Oil filter (20) (pc(s))</li> <li>*Dia-plus engine flush (300ml)(pc(s))</li> <li>*Mini fuse (pc(s))</li> <li>*EF-X1R Decarboniser (200ml) (pc(s))</li> <li>*Blade Assy, RR window wiper (pc)</li> <li>*Blade Assy w/ shield, RH (pc(s))</li> <li>*Blade Assy w/ shield, LH (pc(s))</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 |
|---|----------|---|--|---|-------------------------|-----------|------------|
|   |          |   | *Seal Kit, FR BRK Calp PSTN (pc(s))<br>*Power Steering Fluid (pc(s))<br>*Pad set, FR Brake (10)(pc(s))<br>*Dia-plus brake fluid DOT4 (300ml) (pc(s))<br>*Motolite battery excel N70 D31L (pc(s))<br>*Fully synthetic (LTR)<br>*Shock Absorber, FR Susp (pc(s))<br>*Windshield washer flu (24L/BX) (pc(s))<br>*Brake parts cleaner (24L/BX)(pc(s))<br>*Link, FR Susp stabilizer, RH(pc(s))<br>*Cylinder assy, clutch release (pc(s))<br>*Link, FR Susp stabilizer, LH(pc(s))<br>*Coolant 1 LTR (24) Green (pc(s))<br>*Bushing, RR susp stabilizer (10)(pc(s))<br>*Bushing, FR susp stabilizer (pc(s))<br>*Bulb, stop lamp (12V18W) (pc(s))<br>*Bulb 12V-5W (10)(pc(s))<br>*Link Kit, RR susp stab Bar Side (pc(s))<br>*Bactakleen ultramist (60ml BTL)(BTL)<br>*GL-4 Multi gear oil 75W85W - trans (pc(s))<br>*GL-5 Multi gear oil 90-DIF'LT (pc(s))<br>*X-1R Engine treatment (240ml)(pc(s))<br>*Filter, fuel (cartridge) (20)(pc(s))<br>*Stop squeal<br>*Wheel weight |   |                         |           |            |
| Approved Budget for the Contract: <b>Php 120,000.00</b> |          |   |  | Note:<br>"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable. |                         |           |            |
| End User:   |          | <b>SWAD NEGROS</b>  |  |   |                         |           |            |
| PURPOSE :   |          | Labor and materials in repair and replace of under chassis parts of DSWD Service Vehicle Mitsubishi (Montero) with Plate No. SKT-487. |  |   |                         |           |            |

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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