



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. : **DSWD7-2025-0474**

Date : **April 11, 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; 232-0261; 231-2172 local 17140 or 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **April 16, 2025 at 5:00 PM**.

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 **the reflected duration of the contract**.
4. Place of Delivery: **please refer to Annex A**
5. Terms of Payment: **please refer to Annex A**
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 Service
Provider/ Authorized Representative)



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Field Office VII, Cebu City

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Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost
			Provision of Repair Services for Airconditioning Units of Field Office VII			
1	1	lot	A. REPAIR SERVICES including parts/materials Note: Please indicate the <u>unit cost only</u> for each item/service			
			1) Chemical cleaning of indoor and outdoor units.			
			2) Leak testing, soldering, reprocess/reflashing, and freon charging			
			3) Relocation of units including power supply, pipings, and steel frames (maximum of 10 ft copper tube free)			
			4) Rewinding of fan motor and rebearing			
			5) Replacement of compressor units including power and control wirings			
			6) Repair/replacement of control switch and/or thermostat			
			7) Replacement of running capacitor			
			8) Replacement of fan blade			
			9) Replacement of rubber mounting for fan motor			
			10) Repair/replacement of rubber insulations			
			11) Repair/replacement of damage physical parts and accessories			
			12) Repair/replacement of motherboards & other electronic parts & accessories			
			13) Re-bearing of fan motor			
			14) Replacement of fan capacitor			
			15) Replacement of compressor harness (3TR to 5TR capacity)			
			16) Re-bearing of fan motor			
			TERMS OF REFERENCE <i>• This contract shall not state or imply any agreement to place future contracts or make order/service with the service provider</i>			

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost
			<ul style="list-style-type: none"> • Upon receipt of the Detailed Quotation from the service provider for the proposed Repair Services needed, the Procuring Entity will evaluate/validate the scope of works and cost. Once the quotation is found to be in order, most practical, economical, and advantageous for the procuring entity, approval of quotation will follow and commence work execution • There is no limit on the number of Approved Detailed Quotation that may be executed or issued. Provided, however, that the aggregated amount of all executed or Approved Detailed Quotation shall not exceed the Approved Budget of Contract for the Repair Services • For purpose of financial evaluation of this service, average unit cost for the Repair Services will be considered. Approved Budget for the Contract (ABC) will be the Contract Cost for this service. • Without prejudice to the provisions of applicable laws, rules, and guidelines, the Repair Services shall be automatically terminated when the amount specified for this service has been exhausted <p>OTHER PROVISIONS AND CONDITIONS</p> <ul style="list-style-type: none"> • Service Provider must have employed at least two (2) skilled air-condition technician/s with TESDA Refrigeration and Air-conditioning (RAC) National Certificate (NC) II that will be assigned for this contract (Please attach proof of employment and RA-NC II certificate) • Has complete and appropriate equipment, tools and necessary materials or substances to undertake the maintenance/repair services; • Must be an authorized installer or service center of any three (3) of the following brand/make: LG, KOPPEL, CARRIER, DAIKIN, EVEREST, PANASONIC, CONDURA, SHARP, KOLIN, GENERAL ROYAL, MATRIX (Please attach certificate as authorized service center or installer); <p>Responsibilities of the Service Provide:</p> <p>a. Provide estimates of the cost labor, parts and materials/substances for all repair services within two (2) days after the check-up/diagnostic or determination of defects;</p> <p>b. Under no circumstances shall the Service Provider proceed to commence any repair services/works without an approved or conformity of the proposal/quotation;</p> <p>c. Checking and cleaning of the units shall be done under the supervision of the duly designated representative of the Procuring Entity. The ACU Service History ("Annex C") must be updated for every service undertaken;</p>			

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost
			<p><i>d. Submit to General Services Management Section (GSMS) the duly accomplished ACU Repair and Maintenance Service Report ("Annex D")</i></p> <p><i>e. Provide all necessary and appropriate equipment and tools such as pressurized water compressor, push-cart, scaffolds, safety harness, ladders, and among others;</i></p> <p><i>f. Provide basic cleaning materials and chemicals;</i></p> <p><i>g. Ensure all safety precautionary measures are applied for all the workers, employees/guests, and properties to avoid accidents and/or damages;</i></p> <p><i>h. Attend to all call for service within 24 hours from receipt of request;</i></p> <p><i>i. Ensure that the Preventive Maintenance Program is performed/conducted as scheduled</i></p> <p>Responsibilities of DSWD (the Procuring Entity):</p> <p><i>a. Designate a representative who shall oversee all the works to performed by the Service Provider</i></p> <p><i>b. At the option of Procuring Entity, may request for the replacement of designated technician if the former is not satisfied with the performance of the latter;</i></p> <p><i>c. Validate the accuracy of the report of completed works submitted by the Service Provider;</i></p> <p><i>d. Account for all waste materials of all replaced parts by accomplishing the COA prescribed Report of Waste Materials form;</i></p> <p><i>e. Ensure that the Service Provider adheres to all the conditions set forth in the contract;</i></p> <p><i>f. Should the Procuring Entity (PE) finds the services to be ineffective, the PE reserves the right to pre-terminate this Service Contract upon issuance of notice to the Service Provider. In such case, PE shall not be obligated to pay for the particular services rendered by the Service Provider.</i></p> <p>Warranties:</p> <p>For the duration of the contract, the Service Provider warrants that:</p> <p><i>a. The technician assigned to perform the maintenance/repair services are all highly-skilled and possess the qualifications specified in para IV 1;</i></p> <p><i>b. In the performance of the services, extraordinary diligence will be exercised to ensure that no accident and/or damage to properties of PE and ant its employees/guest will take place.</i></p>			

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost
			<p><i>c. The Service Provider hereby assumes full responsibilities for any damages that may arise on account of or by reason of any or all acts, omission, negligence or fault of the Service Provider and its agents.</i></p> <p>TERMS OF PAYMENTS:</p> <p><i>The Service Provider shall be paid every after completion of services/works, upon submission of statement of account/billing statement with complete supporting documents.</i></p>			
TOTAL:						
Approved Budget for the Contract: Php 200,000.00				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.		
End User: General Services Management Section						
Purpose : Repair Services 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						

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


CHARL ALBERT J. TORREFIEL
 Canvasser

 Signature of Service Provider / Authorized Representative
 Over Printed Name