



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

RFQ No. : DSWD7-2024-1378  
 Date : October 3, 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 service providers are required to submit true copies of their valid Mayor's/Business Permit and Philgeps Registration Number upon submission of quotation. An omnibus Sworn Statement shall be 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 17126 or **kalahiaf7.procurement23@gmail.com** on or before **October 10, 2024** at **1:00 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 **on the scheduled date of the activity**.
4. Place of Delivery: **DSWD FIELD OFFICE VII**
5. Terms of Payment: **within 30 calendar days from the completion of services and receipt of Billing Statement / Sales Invoice.**
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: \_\_\_\_\_

**CRISMARIE S. EROJO**  
 Canvasser

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

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



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Item No.	Qty	Unit	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</b>				
	<b>1</b>	<b>LOT</b>	<b>A. PREVENTIVE MAINTENANCE SERVICES</b>				
			SPLIT - TYPE (0.5HP to 1HP) - 8 units SPLIT - TYPE (1HP to 2HP) - 17 units WINDOW TYPE (1HP to 2.5HP) - 56 units FLOUR MOUNTED (3TR) - 59 units WALL MOUNTED (3TR) - 85 units CEILING MOUNTED (2HP) - 2 units				
	<b>1</b>	<b>LOT</b>	<b>B. REPAIR SERVICES including parts/materials</b>				
			* Chemical cleaning of indoor and outdoor units * Leak testing, soldering, process / reflushing, and freon charging * Relocation of units including power supply, pippings, and steel frames (maximum of 10 ft copper tube free) * Rewinding of fan motor and rebearing * Replacement of compressor units including power and control wirings * Repair / replacement of control switch and/or thermostat * Replacement of running capacitor * Replacement of fan blade * Replacement of rubber mounting for fan motor * Repair / replacement of rubber insulations * Repair / replacement of damage physical parts and accessories * Repair / replacement of motherboards & other electronic parts & accessories				
			Charge to: KC-KKB				

**Total:**

Approved Budget for the Contract: **Php544,468.50**

**Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.**

**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 & VDRRC/Regional Warehouse [ 1 Periodicity - November 2024]

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

**CRISMARIE S. EROJO**  
 Canvasser

Signature of supplier/Authorized Representative over printed name