



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. : **DSWD7-2025-0921**

Date : **June 18, 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.

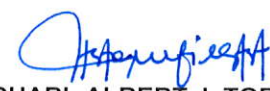
Please accomplish and submit this **form** together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 887-9720; 233-0261; 231-2172 local 17140 or 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **June 23, 2025 at 05:00PM**.

Very truly yours,


ENGR. EMMANUEL M. EDLES
AO V/Head, Procurement Management Section

Terms and Conditions:

- Award shall be made on per: ☐ item basis ☒ total quoted price ☐ lot basis
- Quotation validity shall be not less than **60 calendar days**.
- Good/s or Services shall be delivered **within 30 days from receipt and conformity of Purchase Order.**
- Place of Delivery: **DSWD FO VII, Corner M.J. Cuenco Avenue and Gen. Maxilom Ext., Carreta, Cebu City**
- Terms of Payment: **within 30 days from the receipt of billing statement.**
- Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
- 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.
- 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. DSWD7-2025-0921


Date: June 18, 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>Preventive Maintenance Services performing 230,000km with General check up and minor repairs of defective parts of DSWD Service Vehicle, ISUZU (DMAX) with Plate No. SAB 4901</p> <p>Scope of Works:</p> <p><i>*Perform PMS 230,000KM, General Check-up and Minor Repairs.</i></p> <p><i>Replace:Gasket Drainplug (Genuine)</i></p> <p><i>Replace: Oil Filter (Genuine)</i></p> <p><i>Replace:Engine Oil</i></p> <p><i>Replace:Transmission oil.</i></p> <p><i>Replace;Gear Oil</i></p> <p><i>Replace:4x4 Transfer Case Oil</i></p> <p><i>Brake Cleaner</i></p> <p><i>Replace:Brake Fluid</i></p> <p><i>Replace:Power Steering Fluid</i></p> <p><i>Replace:Grease</i></p> <p><i>Replace;Coolant</i></p> <p><i>Replace:Fuel Filter (Primary) (Genuine)</i></p> <p><i>Replace:Fuel Filter (Secondary)(Genuine)</i></p> <p><i>Replace:Air Filter (Genuine)</i></p> <p><i>Windsheild Cleaner</i></p> <p><i>Head Lamp Buffing</i></p> <p><i>Shop Material</i></p> <p><i>Engine Detailing</i></p> <p><i>ExteriorDetailing</i></p> <p><i>Exterior Detailing</i></p>				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<i>Replace: Aircon Belt (Genuine)</i> <i>Replace: Alternator Belt (Genuine)</i> <i>Replace Turbo Hose (Genuine)</i> <i>Replace Battery</i> <i>Replace Seal Waist :Front (Genuine)</i> <i>Replace Seal Waist :Rear (Genuine)</i> <i>Rust Proofing</i> <i>Replace Brake pad (SET) (Genuine)</i> <i>Replace Brake shoe ASM (SET) (Genuine)</i> <i>Boot Change Lever</i> <i>Replace Wiper Blade (SET) (Genuine)</i> Materials: <i>*Gasket Drainplug (Genuine)</i> <i>*Oil Filter (Genuine)</i> <i>*Engine Oil</i> <i>*Transmission oil.</i> <i>*Gear Oil</i> <i>*4x4 Transfer Case Oil</i> <i>*Brake Cleaner</i> <i>*Brake Fluid</i> <i>*Power Steering Fluid</i> <i>*Grease</i> <i>*Coolant</i> <i>*Fuel Filter (Primary) (Genuine)</i> <i>*Fuel Filter (Secondary) (Genuine)</i> <i>*Air Filter (genuine)</i> <i>*Windsheild Cleaner</i> <i>*Head Lamp Buffing</i> <i>*Shop Material</i> <i>*Engine Detailing</i> <i>*Exterior Detailing</i> <i>*Exterior Detailing</i>				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			*Aircon Belt (Genuine) *Alternator Belt (Genuine) *Turbo Hose (Genuine) *Battery *Seal Waist :Front (Genuine) *Seal Waist :Rear (Genuine) *Rust Proofing *Brake pad (SET) (Genuine) *Brake shoe ASM (SET) (Genuine) *Boot Change Lever *Wiper Blade (SET) (Genuine)				
Approved Budget for the Contract: Php 88,500.00				Note:			
End User: GSMS				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
PURPOSE :		Preventive Maintenance Services of DSWD Service Vehicle, ISUZU (DMAX) with Plate No. SAB 4901					

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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