

REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2025-1130

Date : July 29, 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** in accordance with Implementing Rules and Regulations of Republic Act 12009. Failure to indicate required information/s 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 or service provider/s is/are required to submit true copies of **valid Business/Mayor's Permit** and **Philgeps Registration Number** upon submission of the 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 **August 04, 2025 at 5:00PM.**

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 calendar days after the receipt and conformity of Purchase Order.**
- Place of Delivery: **VDRC, TINGUB, MANDAUE CITY CEBU**
- Terms of Payment: **within 30 days from the receipt of billing statement.**
- Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay**
- 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)



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


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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 of Five (5) Units Forklift at the Visayas Disaster Resource Center</p> <p>2 Units Maximal Forklift - Counterbalance</p> <p>PM1 - 2nd Quarter and 4th Quarter</p> <p>Scope of Work:</p> <ol style="list-style-type: none"> 1. Greasing all moving mechanism 2. Re-torque mast bolt mounting 3. Cleaning of battery using powerbat 4. General cleaning and perform 360° 5. Voltage test and SG test per cell 6. Drive test and load testing <p>Materials:</p> <ol style="list-style-type: none"> 1. Engine Oil 2. Rust penetrant 3. Multi-Purpose Grease 4. Oil Filter <p>PM3 - 3rd Quarter</p> <p>Scope of Work:</p> <ol style="list-style-type: none"> 1. Drain and change hydraulic oil 2. Change hydraulic filter 3. Drain and charge gear oil 4. Greasing all moving mechanism 5. Re-torque mast bolt mounting 6. Cleaning of battery using powerbat 7. General cleaning and perform 360° 8. Voltage test and SG test per cell 9. Drive test and load testing <p>Materials:</p> <ol style="list-style-type: none"> 1. Engine Oil and Oil Filter 2. Rust Penetrant 3. Multi-Purpose Grease 4. Oil Filter 5. Fuel Filter 6. Hydraulic return filter 7. Hydraulic Oil 8. Transmission filter 9. ATF 10. Air Cleaner 				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			11. Gear Oil / 12. Radiator Coolant / 13. Brake Fluid / 14. Brake master assy. / 15. Wheel cylinder / 16. Round rags / 17. Washing of unit / 18. Labor PM1 / 19. Labor PM3 /				
			2 Units Toyota Electric Forklift Model No. 8FBN25 (Serial No. 38571 & 37200) / PM1 - 2nd Quarter and 4th Quarter / Scope of Work: / 1. Greasing all moving mechanism / 2. Re-torque mast bolt mounting / 3. Cleaning of battery using powerbat / 4. General cleaning and perform 360° / 5. Voltage test and SG test per cell / 6. Drive test and load testing / Materials: / 1. Contact cleaner / 2. Multi-Purpose Grease / 3. Chain Lubricant / 4. Rust Penetrant / PM3 - 3rd Quarter / Scope of Work: / 1. Drain and change hydraulic oil / 2. Change hydraulic filter / 3. Drain and charge gear oil / 4. Greasing all moving mechanism / 5. Re-torque mast bolt mounting / 6. Cleaning of battery using powerbat / 7. General cleaning and perform 360° / 8. Voltage test and SG test per cell / 9. Drive test and load testing / Materials: / 1. Contact Cleaner / 2. Multi-Purpose Grease / 3. Chain Lubricant / 4. Rust Penetrant / 5. Hydraulic Oil / 6. Hydraulic Filter / 7. Gear Oil / 8. Brake Fluid / 9. Wheel Cylinder o/h kit / 10. Brake Cylinder o/h kit / 11. Round rags / 12. Labor wash battery / 13. Labor PM1 / 14. Labor PM3 /				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			1 Unit Toyota Reach Truck Model No. 8FBR20 PM1 - 2nd Quarter & 4th Quarter Scope of Work: <ol style="list-style-type: none"> 1. Greasing all moving mechanism 2. Re-torque mast bolt mounting 3. Cleaning of battery using powerbat 4. General cleaning and perform 360° 5. Voltage test and SG test per cell 6. Drive test and load testing Materials: <ol style="list-style-type: none"> 1. Contact cleaner 2. Multi-Purpose Grease 3. Chain Lubricant 4. Rust Penetrant PM3 - 3rd Quarter Scope of Work: <ol style="list-style-type: none"> 1. Drain and change hydraulic oil 2. Change hydraulic filter 3. Drain and charge gear oil 4. Greasing all moving mechanisms 5. Re-torque mast bolt mounting 6. Cleaning of battery using powerbat 7. General cleaning and perform 360° 8. Voltage test and SG test per cell 9. Drive test and load testing Materials: <ol style="list-style-type: none"> 1. Contact cleaner 2. Multi-Purpose Grease 3. Chain Lubricant 4. Rust Penetrant 5. Hydraulic Oil 6. Hydraulic Filter 7. Gear Oil 8. Round Rags 9. Labor wash battery 10. Labor PM1 11. Labor PM3 				
Total:							
Approved Budget for the Contract: Php 298,900.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated or may state brand, model and country of origin of item offered, if applicable.			
End User: ADMIN/VDRC							
PURPOSE : For the preventive maintenance services of 5 units of forklift of the Visayas Disaster Resource Center							


CHARL ALBERT J. TORREFIEL
 Canvasser

Signature of Supplier / Authorized
 Representative Over Printed Name