



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

RFQ No. : DSWD7-2023-0875
 Date : July 14, 2023

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, Philgeps Registration Number** upon submission of quotation/s.

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 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **July 20, 2023 at 5:00PM.**

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 calendar from receipt and conformity of P.O.**
4. Place of Delivery: **AVRC II Compound, Camomot-Franza Rd., Labangon, 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: _____


REINAFLOR C. VISTO
 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. DSWD7-2023-0875

Date: July 14, 2023

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	PROVISIONS OF SUPPLIES, PARTS AND LABOR FOR THE PREVENTIVE MAINTENANCE AND REPAIR OF TWO (2) UNITS DSWD FORKLIFT (Model: FD25T; Serial Nos: 41507090113 / 41507090114)				
			Scope of Works and Materials/Parts:				
			* Conduct of Preventive Maintenance Services				
			* Removal and replacement/installation of the following:				
			- Engine Oil (18 liters)				
			- Engine Oil Filter (2 pcs)				
			- Multi-purpose grease (2 cans)				
			- Rust Penetrant (2 cans)				
			- Fuel Filter (2 pcs)				
			- Chain Lubricant (2 pcs)				
			- Hydraulic Return Filter (2 pcs)				
			- ATF (12 liters)				
			- Hydraulic oil tellus 32 (72 liters)				
			- Transmission filter (2 pcs)				
			- Air cleaner (2 pcs)				
			- Gear Oil (12 Liters)				
			- Radiator Coolant (18 liters)				
			- Brake Master O/H Kit (2 sets)				
			- Wheel cylinder O/H Kit (2 sets)				
			- Brake Fluid (2 liters)				
			- Round rags (40 pcs)				
			- Brake light bulb (4 pcs)				
			- Fuel hose (4 pcs)				
			- Horn tips (3 pcs)				
			* Other materials and installation for Forklift w/ SN 4150790114:				
			- Break light switch (1 pc)				
			- Brandnew Solid Tires w/ press-in-out, 600 x 9 (2 pcs)				
			- Horn (1 pc)				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			* Other materials and installation for Forklift w/ SN 4150790113:				
			- Reverse Light Bulb (2 pcs)				
			- Headlight Assembly (2 pcs)				
			- Tilt cylinder O/H Kit (2 sets)				
			- Tilt hose upper and lower (4 sets)				
			- Oil cooler hose upper and lower (2 pcs)				
			- Brandnew Solid Tires w/ press-in-out, 700 x 12 (2 pcs)				
			- Fan belt (1 pc)				
			- Water temperature sensor (1 pc)				
			* General washing				
			LOCATION: AVRC II Compound, Camomot-Franza Rd., Labangon, Cebu City				
			TOTAL				
Approved Budget for the Contract: Php 282,000.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: DRMD							
PURPOSE : Eliminate Pests thriving in the Rice Pile at VDRC							

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

REINAFLO R. VISTO
Carvasser

Signature of Supplier / Authorized Representative Over
Printed Name

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