



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

RFQ No. : DSWD7-2024-1452  
 Date : October 17, 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 23, 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 within 30 calendar days upon receipt of approved PO.
4. Place of Delivery: **within Bohol Province**
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: \_\_\_\_\_

**EDLYN S. CANGQUE**  
 Canvasser

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

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



**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
Field Office VII, Cebu City

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Contact No.: \_\_\_\_\_

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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
1	1	lot	Labor and materials in repair and replacement of defective parts for DSWD Vehicle TOYOTA (Hi-Ace) with Plate No. SJW 836  <b>Scope of works:</b> * Replace brake pads * Perform leaktes * Replace upper arm assy (left & right) * Replace stabilizer bushing * Replace bulb * Replace brake shoe * Replace alternator * Replace tires * Perform wheel alignment  <b>Materials:</b> * Brake pad kit (genuine) * Bulb * Bumper, front spring (genuine) * Evaporator sub-assy (genuine) * Dryer, cooler * Arm sub-assy (genuine) * Bush, stabilizer (genuine) * O-ring's * Shoe kit, rear brake (genuine) * Alternator assy (genuine) * 195/R15, 8ply - Tire				

**Total:**

Approved Budget for the Contract: **Php260,000.00**

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

Purpose: **Repair and maintenance of DSWD Vehicle TOYOTA (Hi-Ace) with Plate No. SJW 836.**

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

**EDLYN S. CANGQUE**  
Canvasser

\_\_\_\_\_  
Signature of supplier/Authorized Representative over printed name