



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2024-1525
 Date : October 29, 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 **November 4, 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 specific date in Annex A .**
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	
			SUPPLY AND DELIVERY					
	1	lot	REPAIR AND MAINTENANCE OF 3-UNITS 45 KVA GENERATOR SETS					
			I. SCOPE OF WORKS & SPECIFICATIONS: A. 45KVA YANGDONG (Located @ Main compound) SN: Y212024672 - Replacement of 1 set Fuel Filter Element - Replacement of 1 set Lube Filter - Replacement of Radiator Coolants - Replacement of Lube Oil (15W40) --Replacement of Distilled Water - Replacemant of DC Switch -Supply of N70, 12V, Maintenance Free battery with 1 set battery clamp - Replacement of Engine Oil Cap - Replacement of Radiator Cap - Overhauling and Repair of Radiator Tank - Washing and cleaning of the interior and exterior portion of the generator set - Testing and commissioning B. 45KVA PERKINS GENERATOR SET (Located @ Main compound) SN: 185857/13 - Replacement of 1 set Fuel Filter Element - Replacement of 1 set Lube Filter - Replacement of Radiator Coolants - Replacement of Lube Oil (15W40) --Replacement of Distilled Water - Supply of Radiator Cap -Supply of N70, 12V, Maintenance Free battery with 1 set battery clamp - Washing and cleaning of the interior and exterior portion of the generator set - Testing and commissioning C. FGWPEPP5JATS01990 (Located @ Main compound) SN: 186549/01 - Replacement of 1 set Fuel Filter Element - Replacement of 1 set Lube Filter - Replacement of Radiator Coolants - Replacement of Lube Oil (15W40) --Replacement of Distilled Water - Replacemant of Control module with wiring harness -Supply of N70, 12V, Maintenance Free battery with 1 set battery clamp - Replacement of busted Batory Float Charger 12VDC - Washing and cleaning of the interior and exterior portion of the generator set - Testing and commissioning II. TERMS AND CONDITIONS: 1. The Company has been in existence for 5 years in industry. 2. Has complete and appropriate equipment, tools and necessary materials or substances to undertake the maintenance/repair services; CHARGED to: PAMANA					
Total:								
Approved Budget for the Contract: Php185,000.00				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: Semestral preventive maintenance of generator sets								

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