



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

RFQ No. : DSWD7-2021-1188

Date : October 08, 2021

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, Philgeps Registration Number and Latest Income Tax Return (ITR) for ABC above Php500,000.00** upon submission of quotation. An **Omnibus Sworn Statement (OSS)** shall be required prior to award for ABC above Php50,000.00.

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 **October 15, 2021 at 5:00 pm**.

Very truly yours,

  
**ROSARIO P. BACONG**

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 and conformity of Purchase Order.
4. Place of Delivery: **DSWD Field Office VII, Carreta, Cebu City**
5. Terms of Payment: **within 30 calendar days from the 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: \_\_\_\_\_

  
**MARK ALVIN LONGAKIT**

Canvasser

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

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


 Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 PhilGEPS Registration 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	<b>Provision of Labor &amp; Materials for the Repair &amp; Maintenance of DSWD service Vehicle, ISUZU (DMAX) with plate no. CM 5026</b>  <b>Scope of Works:</b> 1. Performs PMS 160,000 KM check up and provision of the following parts & accessories:  * Replacement and provision of necessary items as but no limited to engine oil, oil filter, transmission oil, differential oil, fuel filter, air cleaner, ATF, brake / clutch fluid, coolant, clutch fan silicon oil * Adjustment and cleaning of brakes * Cleaning of airconditioning unit  2. Replacement of 1 set clutch assembly 3. Replacement of 1 set wiper blade (LH / RH) 4. Replacement of 1 set brake pads front 5. Replacement of expansion valve 6. Replacement of aircon drier and blower motor assembly  7. Supply and installation of 1 set leather seat cover with ISUZU logo 8. Perform rustproof undercoating  <b>** All parts for replacement must be genuine and of high quality standard**</b>				
Approved Budget for the Contract: <b>Php 90,000.00</b>				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			
End User: <b>DRMD</b>							
<b>Purpose :</b> Repair, improvement and preventive maintenance of DSWD vehicle (ISUZU DMAX CM5026)							

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

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 Signature of supplier/Authorized Representative over printed name

  
**MARK ALVIN LONGAKIT**  
 Canvasser