



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

RFQ No. : DSWD7-2022- 0331  
 Date : March 14 ,2022

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** 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 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **March 18, 2022 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 days calendar from receipt and conformity of P.O .
4. Place of Delivery: **YDRC, TINGUB, MANDAUE CITY, CEBU**
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: \_\_\_\_\_

**BRYAN C. LAGARE**  
 Canvasser

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

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



Company Name: \_\_\_\_\_

RFQ No.: DSWD7-2022- 0331

Company Address: \_\_\_\_\_

Date: March 14 ,2022

Contact Person: \_\_\_\_\_

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

PhilGEPS Registration No.:

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1	lot	<p><b>Preventive Maintenance Services for the Two (2) units Forklift of Visayas Disaster Resource Center.</b></p> <p>Schedule of Preventive Maintenance Services:</p> <p>1st Quarter 2022 2nd Quarter 2022 3rd Quarter 2022 4th Quarter 2022</p> <p>Scope of Work</p> <p>1st Quarter (2 units Forklift)</p> <ol style="list-style-type: none"> <li>1. Change Engine Oil</li> <li>2. Change engine oil filter</li> </ol> <p>2nd Quarter (2 units Forklift)</p> <ol style="list-style-type: none"> <li>1. Change engine oil</li> <li>2. Change engine oil filter</li> <li>3. Change hydraulic oil</li> <li>4. Change hydraulic return filter</li> <li>5. Change ATF</li> <li>6. Change transmission filter</li> </ol> <p>3rd Quarter (2 units Forklift)</p> <ol style="list-style-type: none"> <li>1. Change engine oil</li> <li>2. Change engine oil filter</li> </ol> <p>4th Quarter (2 units Forklift)</p> <ol style="list-style-type: none"> <li>1. Change engine oil</li> <li>2. Change engine oil filter</li> <li>3. Change fuel filter</li> <li>4. Change hydraulic return filter</li> <li>5. Change ATF</li> <li>6. Change hydraulic oil</li> <li>7. Change transmission filter</li> <li>8. Change air cleaner</li> <li>9. Change gear oil</li> <li>10. Replace/Add Brak Fluid</li> <li>11. Master Brake O/H kit</li> <li>12. Wheel Cup O/H kit</li> </ol>				

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<b>Inclusion to Schedule of Services (Minor Works without charges except major materials/parts)</b>  1. Drive test and load testing 2. General cleaning of unit, retorque all bolts and mast mounting 3. Greasing all moving mechanism 4. Lubricants of mast chain 5. Washing of unit 6. Free attendances to all trouble call that need check-up and inspection 7. All works under maintenance schedule services.				

Approved Budget for the Contract: **Php 160,000.00**

End User: **VDRC**

Purpose : **Preventive Maintenance Services for the two (2) units Forklift of Visayas Disaster Resource.**

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

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

**BRYAN C. LAGARE**  
 Canvasser

Signature of supplier/Authorized Representative  
 over printed name