



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2022- 0645
 Date : April 8, 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 and Philgeps Registration Number** upon submission of quotation.

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 **April 13, 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: **DSWD Field Office VII, Carreta, Cebu City**
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: _____


BONAPARTE D. CASEÑAS II
 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
1	1	lot	Preventive Maintenance Services performing 200,000 km check up, minor repair and replacement of defective parts for DSWD vehicle Toyota (HI-ACE) with Plate No. SDY 889 * Oil Filter IMV - 1 * Gasket - 1 * TGDG GL-5 85W-90 1L - 3 * Brake Fluid - 2 * TGMG GL-4 75W-90 - 3 * TGFS SN/CF-5W-30 4L - 2 * X1 R Engine Treatment - 1 * DSL Engine Flush - 1 * DSL Injector Cleaner - 1 * Filter & ACC Assy.A - 1 * Element Sub-Assy, Air Cleaner - 1 * Filter * MVP Element Fuel Fil - 1 * Toyota Genuine Brake Cleaner - 1 * Sand Paper #120 - 1 * Liqui Moly Brake Paste - 1 * Waste Pads - 5				

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			* Install Headrest Lock - 1 * Support A/S, FR - 1 * Support , FR Seat - 1 * Cap Sub - Assy, Wheel - 4 * Replace Upper and Lower Grille - 2 * Grille, Radiator - 1 * Grille, Radiator - 1 * Grille, Radiator - 1 * Install Fog Lamp - 1 * Install Side Visor - 1 * Full Rust Proof - 1				
Approved Budget for the Contract: Php 90,000.00				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			
End User: RRCY							
Purpose : Preventive Maintenance Check up of RRCY'S Vehicle SDY 889							

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


BONAPARTE D. CASEÑAS II
 Canvasser

 Signature of supplier/Authorized Representative over printed name