



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
 Field Office VII  
 Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

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

RFQ No. : DSWD7-2022-1560  
 Date : September 15, 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 **September 19, 2022 at 5:00PM.**

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 days from the receipt of billing statement.**
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 / Service  
 Provider / Authorized Representative)



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

Company Name \_\_\_\_\_  
 Company Address \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Contact No. \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_  
 Tin Number: \_\_\_\_\_

RFQ No. DSWD7-2022-1560

Date: September 15, 2022

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1	lot	<p><b>Provision of Labor and Materials for the Installation, Replacement of Parts, to Include Substances, Steel Frames, and Accessories of the Following Air-Conditioning Units:</b></p>				
			<p>1.) 1-Unit 2.5HP, Koppel, Wall-Mounted Air-conditioning Unit at Third Floor, Expansion Building, SN:CH500357/ FH540036</p> <ul style="list-style-type: none"> <li>● Reconditioning &amp; installation including replacement of 40±5 uF and 35±5 uF capacitor;</li> <li>● Supply &amp; installation of appropriate electrical wirings and auxiliary circuit breaker</li> <li>● Charging of refrigerant with required pressure</li> <li>● Piping installation must be up to the appropriate location determined by the end-user with proper placement and insulation</li> <li>● Testing and commissioning</li> </ul> <p>2.) 1-Unit 4.0HP, Koppel, Floor-Mounted Air-conditioning Unit at COA Office, SN:JJ248139/JJ323431</p> <ul style="list-style-type: none"> <li>● Repair/replacement of parts and accessories including rewinding and replacement of bearings and 5uF capacitor of indoor fan motor:</li> <li>● Testing and commissioning</li> </ul>				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			3.) 1-Unit, 4.0 HP, Daikin, Floor-Mounted Air-conditioning Unit of SFP Office, SN:0000356/0000342 • Repair/replacement of parts and accessories including LRA 81 Compressor;  • Brazing, installation of oil trap, leak testing, nitrogen flushing, vacuuming system, charging of freon, re-insulation;  • <b>Testing and commissioning</b>				
Approved Budget for the Contract: <b>Php 76,000.00</b>				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: <b>GSMS</b>							
PURPOSE : For DSWD Field Office VII Air-Conditioning Units Repair and Maintenance							

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

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