



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. : DSWD7-2023-0120

Date : January 27, 2023

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** is 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 **January 31, 2023 at 5:00PM.**

Very truly yours,

  
**ENGR. EMMANUEL M. EDLES**  
 AO V/Head, Procurement Management Section

**Terms and Conditions:**

- Award shall be made on per:  item basis  total quoted price  lot basis
- Quotation validity shall be not less than **60 calendar days.**
- Good/s or Services shall be delivered **within 30 days calendar from receipt and conformity of P.O.**
- Place of Delivery: **Home for Girls, Camomot Franza Rd., Brgy Labangon, Cebu City**
- Terms of Payment: **within 30 days from the receipt of billing statement.**
- Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
- 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.
- 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. DSWD7-2023-0120**  
**Date: January 27, 2023**

| 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>Labor and Materials for the repair, replacement of broken parts and maintenance of Ford Ranger Vehicle with plate no. SFK 795.</b></p> <p><b>Scope of works:</b></p> <ul style="list-style-type: none"> <li>Pull-out and replacement of ball joint, lower left side.</li> <li>Pull-out and replacement of lower arm bushing</li> <li>Pull-out and replacement of assy-splitor</li> <li>Pull-out and replacement of valve gur and gasket</li> <li>Repair and replacement of front suspension assy left side                             <ul style="list-style-type: none"> <li>● Renew worn out parts</li> <li>● Lubricate/re-greasing</li> <li>● toe-in-toe-out and wheel alignment</li> </ul> </li> </ul> <p><b>Machine shop:</b></p> <ul style="list-style-type: none"> <li>● Upper arm assy- press-in press-out upper ball joint</li> <li>● upper arm assy- press-in press-out upper shaft assy, RH</li> </ul> <p><b>Open front left and right caliper piston assy</b></p> <ul style="list-style-type: none"> <li>● Dismantle and assemble; Overhaul</li> <li>● renew worn out caliper kit</li> <li>● bleeding and flushing</li> </ul> <p><b>Open valve cover assy</b></p> |  |                         |           |            |

| Item No.   | Quantity | Unit of Measure       | Articles / Descriptions  | Statement of Compliance (State "Comply" or "Not Comply")  | Bidder's Specifications | Unit Cost | Total Cost |
|--|----------|-----------------------|--|---|-------------------------|-----------|------------|
|  |          |                       | <ul style="list-style-type: none"> <li>● Dismantle and assemble</li> <li>● renew worn out VCG and resealant</li> </ul> <b>Open front left door siding panel</b> <ul style="list-style-type: none"> <li>● dismantle and assemble</li> <li>● replace/fabrigate window channel/glass</li> </ul> |   |                         |           |            |
| Approved Budget for the Contract: <b>Php 65,000.00</b> |          |                       |  | Note:<br>"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable. |                         |           |            |
| End User:  |          | <b>Home for Girls</b> |  |   |                         |           |            |
| PURPOSE : <b>For Home for Girls use.</b>               |          |                       |  |   |                         |           |            |

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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