



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

RFQ No. : DSWD7-2023-0381

Date : March 16, 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 supplier/s are required to submit true copies of their **valid Mayor's Permit, Philgeps Registration Number** upon submission of quotation/s. 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 **March 20, 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: **DSWD FO VII, Corner M.J. Cuenco Avenue and Gen. Maxilom Ext., Carreta, 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. DSWD7-2023-0381

Date: March 16, 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>Provision of Materials &amp; Labor for the Repair of Airconditioning Units at Field Office VII:</b></p> <p><b>Scope of Works:</b></p> <p><b>1.) 4.0HP Floor Mounted Daikin at Accounting Office</b></p> <p><b>Scope of Works:</b></p> <p>A. Rewinding of Indoor Fan Motor</p> <p>B. Rebearing of Indoor Fan Motor</p> <p>C. Replacement of Fan Capacitor 7.5UF</p> <p><b>2.) Floor Mounted Koppel at Property and Asset Office</b></p> <p><b>Scope of Works:</b></p> <p><b>1. System Reprocessing</b></p> <p>A. Leak Testing</p> <p>B. Nitrogen Flushing</p> <p>C. Brazing/Soldering</p> <p>D. System Vaccumming</p> <p>E. Charging of Freon R22</p> <p>F. Testing &amp; Commissioning</p> <p><b>2. Fabrication of Indoor Coil Bracket</b></p> <p><b>3.) 2.5HP Ceiling Suspended Koppel at General Services Office</b></p> <p>A. Pull Down Indoor Unit, Checking Coil</p> <p>B. Re-piping Indoor to Outdoor Unit</p> <p>C. System Reprocessing</p> <p>D. Leaking Testing</p> <p>E. Brazing/Soldering</p> <p>F. Nitrogen Flushing</p> <p>G. System Vaccumming</p> <p>H. Charging of Freon R22</p> <p>I. Testing &amp; Commissioning</p>				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<b>4.) Floor Mounted LG at RACCO</b> <b>Scope of Works:</b> A. Replace Harness Wire of Aircon Compressor B. Replace Dual Capacitor 60uf <b>5.) 3.0HP Floor Mounted Carrier at RLRC Conference</b> <b>Scope of Works:</b> A. Re-Insulate copper pipe of indoor unit				
Approved Budget for the Contract: <b>Php 57,800.00</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 : <b>For the Repair of Airconditioning units at Field Office VII</b>							

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

*Bonaparte DCS*  
**BONAPARTE D. CASEÑAS II**  
 Canvasser

\_\_\_\_\_  
 Signature of Supplier / Authorized Representative Over  
 Printed Name

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