



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. : DSWD7-2023-1060  
 Date : July 25, 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 **July 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: **YDRC, TINGUB, MANDAUE CITY CEBU**
- 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 DSWD7-2023-1060  
Date: July 25, 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>Preventive Maintenance Services Rotorcomp Air Compressor</b></p> <p><b>Scope of works:</b></p> <ul style="list-style-type: none"> <li>● Lock and tag electrical power supply</li> <li>● Totally drain oil from separator tank and oil cooler</li> <li>● Remove oil filter and clean oil filter fittings</li> <li>● Remove separator element, clean scavenge tube line and separator tank</li> <li>● Remove air filter element and clean filter housing</li> <li>● Clean oil and after cooler</li> <li>● Check rotor for clearance</li> <li>● Install new oil filter, air filter element, separator element and recharge new oil</li> <li>● Remove transmission belt from motor to airend</li> <li>● Remove drive sheave of main motor</li> <li>● Dismantle drive end and non drive end of main motor</li> <li>● Replace bearing both drive end and non drive end of main motor</li> <li>● Assemble main motor and conduct insullation testing for winding</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
			<b>Materials:</b> <ul style="list-style-type: none"> <li>● 1 Set Motor Bearings</li> <li>● 1 Set High Temp Grease</li> <li>● 1 Piece Separator</li> <li>● 1 Piece Oil Filter</li> <li>● 1 Piece Air Filter</li> <li>● 20 liters Air Compressor oil</li> </ul> <b>Payment:</b> Shall be processed after delivery is completed and the required documents are submitted				
Approved Budget for the Contract: <b>Php 136,500.00</b>				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: <b>ADMIN/VDRC</b>							
PURPOSE : Preventive Maintenance Services Rotorcomp Air Compressor							

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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