



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. : DSWD7-2023-1140
Date : August 11, 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 **August 15, 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: **VDRC, 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. **DSWD7-2023-1140**
 Date: **August 11, 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>Preventive Maintenance Services of 2 Units Forklift (Diesel) at the Visayas Disaster Resource Center</p> <p>Scope of Work:</p> <ul style="list-style-type: none"> • Replace Engine Oil • Replace Oil filter • Replace Fuel filter • Replace Hydraulic Return Filter • Replace Transmission Filter • Replace Air Cleaner • Replace Gear Oil • Replace Radiator Coolant • Replace Master Brake O/H Kit • Washing of Unit • Greasing <p>Materials per Unit:</p> <ul style="list-style-type: none"> • Engine Oil, SAE 40 - 7 Liters • Engine Oil Filter - 1 Piece • Multi Purpose Grease - 1 Can • Fuel Filter - 1 Can • Hydraulic Return Filter - 1 Piece • ATF - 4 Liters • Hydraulic Oil Tell us 32 - 30 Liters • Transmission Filter - 1 Piece • Air Cleaner - 1 Piece • Gear Oil - 9 Liters • Radiator Coolant - 9 Liters • Master Brake O/H Kit - 1 Set • Brake Fluid - 1 Liter 				

Approved Budget for the Contract: **Php 98,800.00**

End User: **ADMIN/VDRG**

Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.

PURPOSE : **Preventive Maintenance Services of 2 Units Forklift (Diesel) at the Visayas Disaster Resource Center**

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

Bonaparte DCU
BONAPARTE D. CASEÑAS II
 Canvasser

Signature of Supplier / Authorized Representative
 Over Printed Name