



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. : DSWD7-2023-1595  
 Date : December 4, 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 **December 11, 2023 at 10:00AM**.

Very truly yours,

  
**ENGR. EMMANUEL M. EDLES**  
 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: **VDRC, TINGUB, MANDAUE CITY CEBU**
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: \_\_\_\_\_

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| 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             | <b>Preventive Maintenance Services of 2 Units Counter Balance Forklift (Electric) at the Visayas Disaster Resource Center</b>   |   |                         |           |            |
|   |          |                 | <b>Scope of Work:</b><br>• Replacement of hydraulic oil and filter<br>• Replacement of gear oil<br>• Replacement of master brake o/h kit<br>• Replacement of wheel cylinder o/h kit<br>• Greasing<br>• General cleaning of the unit<br><b>Materials per Unit:</b><br>• Contac Cleaner 2 cans<br>• Chain Lubricant 2 cans<br>• Multi-Purpose grease 2 cans<br>• Rust penetrant 2 cans<br>• Hydraulic oil 32 liters<br>• Hydraulic filter 2 pieces<br>• Gear Oil 4 liters<br>• Master Brake o/h kit 2 sets<br>• Wheel cylinder o/h kit 4 sets<br><b>Payment:</b> Shall be processed after delivery is completed and the required documents are submitted. |   |                         |           |            |
| <b>Approved Budget for the Contract: Php 73,000.00</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>ADMIN/VDRC</b>   |          |                 |   |   |                         |           |            |
| <b>PURPOSE : Preventive Maintenance Services of 2 Units Counter Balance Forklift (Electric) at the Visayas Disaster Resource Center</b> |          |                 |   |   |                         |           |            |

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

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

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