



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. : DSWD7-2023-1635
 Date : December 20, 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 27, 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: **DSWD Field Office VII, Carreta, Cebu City**
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: _____

RFQ No. DSWD7-2023-1635

Date: December 20, 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	Preventive Maintenance Services performing 200,000kmp with check up and minor repair of defective parts of DSWD Service Vehicle, ISUZU (DMAX) with Plate No. SAB 4901				
			Scope of Works: PMS minor repair of defective parts Replace Clutch Components (genuine) Reface Flywheel Replace Brake Pads (genuine) Reface Rotor Disc LH/RH Replace Front Shock Absorber LH/RH (genuine) Replace Rear Shock Absorber LH/RH Replace Front Wheel Bearing Outer LH/RH Replace 4x4 Axle Boots Replace Engine Cover (genuine) Replace Front Door Trimp Pads LH/RH Replace Brake Master (genuine) Replace Primary Clutch ASM (genuine) Replace Secondary Clutch ASM (genuine) Replace Rear Wheel Cylinder ASM LH/RH (genuine) Replace Chain Tensioner Reform Cargo Panel Retouch Cargo Panel Adjust Valve Clearance / Tune Up				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Aircon Cleaning (Pulldown Dashboard) (genuine) Replace Expansion Valve Replace Drier Replace Clutch Fan Silicon Oil BG Injector Cleaner Replace Shackle Bushing LH/RH (genuine) Replace Leafspring Bushing LH/RH (genuine) Replace Upper Arm Bushing LH/RH (genuine) Replace Center Bearing (genuine) Replace Cross Bearing Front (genuine) Replace Cross Bearing Rear (genuine) Install Headlamp/Tail Lamp Garnish MATERIALS: Engine Oil Oil Filter Fuel Filter Sub Brake Cleaner Frigi Fresh Brake Paste Distilled Water Clutch lining (genuine) Clutch Pressure (genuine) Release Bearing (genuine) Pilot Bearing (genuine) Brake Pads (genuine) Shock Absorber Front LH/RH(genuine) Shock Absorber Rear LH/RH (genuine) Wheel Bearing Inner (genuine) Wheel Bearing Outer (genuine) Axle Boots (genuine) Engine Cover Door Trimpad Front LH Door Trimpad Front RH				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Brake Master ASM (genuine) Primary Clutch ASM (genuine) Secondary Clutch ASM (genuine) Rear Wheel Cylinder ASM (genuine) Timing Chaing Tensioner (genuine) Expansion Valve A/C Drier Clutch Fan Silicon Oil Evaporator Shackle Bushing (genuine) Leafspring Liner Upper Arm Bushing (genuine) Center Bearing (genuine) Cross Bearing Front (genuine) Cross Bearing Rear (genuine) Tail Lamp Garnish Set HeadLamp Garnish Set Center Cap				
Approved Budget for the Contract: Php 387,000.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User:		DRMD					
PURPOSE :				Preventive Maintenance Services of DSWD Service Vehicle, ISUZU (DMAX) with Plate No. SAB 4901			

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

(page 2 of 2)