

DSWD 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.	: DSWD7-2021- 0293
	Date	March 11, 2021
Company Name :		
Company Address :		
Contact Person :		
Contact No.		
PhilGEPS Registration No.:		
Sir/Madam:		
Please quote your government price/s incidental expenses for the goods listed in compliance. Also, kindly furnish us with applicable.	Annex A. Failure to indicate informat	ion could be the basis for non-
If you are the exclusive manufacturer, distr please attach in your quotation a duly notarize		r the goods listed in Annex A
Interested supplier/s are required to submit t Number , Omnibus Sworn Statement for Alabove Php500,000.00 upon submission of quantum submission of quantum submission.	BC above Php50,000.00,and Latest I	
Please accomplish and submit this form too DSWD Field Office VII, Cebu City or send local 140 or 148 or e-mail to bac.fo7@dswd.	it through facsimile numbers (032)	233-8785; 232-0261; 231-2172
	Very truly yours, ROSARIO F. BAC	ONG rement Management Section
Terms and Conditions:	AO VIII eau, Flocu	ement wanagement occion
	basis v total quoted price	lot basis
3. Good/s or Services shall be delivered with 4. Place of Delivery: VDRC, Tingub, Man	nin 30 days calendar from receipt and	confomity of Purchase Order.
5. Terms of Payment: within 30 calendar of	days from the receipt of Billing Stat	tement / Sales Invoice.
6. Liquidated Damages/Penalty: One-ten		
7. In case of discrepancy between total price by the quantity of that item, the latter shall	e per item and unit price for the item a	s extended or multiplied
8. Warranty Period, if applicable:		1
	J	OCELYN G. PADAO
I am interested to quote and agree to the ter		Canvasser
		*
(Signature over Printed Name of Sup Authorized Representative)	oplier / Page 1 of 2	

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT Field Office VII, Cebu City

Company A Company A Contact Per Contact No. PhilGEPS F	Company Name Company Address Contact Person Contact No. PhilGEPS Registration No.	tion No		Statement of Compiliance	Date: March 11, 2021	
Item No.	aty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")		Bidder's Specifications
			PROCUREMENT OF REPAIR AND PREVENTIVE MAINTENANCE SERVICES FOR THE FORKLIFT UNITS OF VISAYAS DISASTER RESOURCE CENTER FOR CY 2021			
2	_	ōt	A. PREVENTIVE MAINTENANCE SERVICES FOR TWO (2) FORKLIFTS * General and Comprehensive Maintenance * March * October * June * Decemeber			
2		lot	B. REPAIR SERVICES including materials * Replacement of alternator * Replacement of handbrake * Replacement of horn (high and low) * Replacement of brakeshoe * Replacement of repair kit assembly * Replacement of master brake o/h kit * Replacement of radiator * Replacement of lights (signal light, brake light, back light, over head light) * Check up and repair any electrical problem of the forklift * Replacement of pump belt * Replacement of forklift hydraulic hose * Replacement of Mast rollers * Replacement of lift cylinder kits * Replacement side shift cylinder kits			

A passis with a monthly service report and will be based on actual service work and commendation with the work and cost estimate for the repair sible to act the request of DSWD and other tools must be done by the recessary materials to undertake representation or the Forklift necessary materials to undertake represent of the force of the Porcuring Entity. The recet of the Porcuring Entity. The rust be done under the supervision so of the Procuring Entity. The rust be done under the supervision so without an approved or shall be done under the supervision so the procuring Entity. The rust be updated for every service provider proceed to swithout an approved or shall be done under the supervision to swithout an approved or shall be done under the supervision and the supervision and the supervision are of the Procuring Entity. The rust be updated for every service rust be updated for every service of the procuring Entity. The rust be updated for every service and the service Report an approved for all the operates to avoid accidents and/or 4 hours from receipt of request:				Statement of Compliance			
Terms and conditions. 1. Payment shall be made in a monthly basis with a monthly service report and Statement of Account/Bill "Payment will be based on acutal service" and statement of Account/Bill "Payment will be based on acutal service on acutal service or and search and the terms of purpose shall be responsible to act the service provide shall be responsible to act the request of SSVID Flad China VII /VIRO care yauthnoized personnel within 24 hours. 1. The service provides without change Pleas of delivery. VORC, Tingub. Mandaue Citry Special Conditions. Responsibilities of the Service Tracinities must be a holder of National Certificate (NCII) for the Forklitt Trainingment request. W. Responsibilities of the Service Tracinities of the Service Pleas of delivery. VORC, Tingub. Mandaue Citry Vorce and the service provides the control of the control of the citry of the service provides and the service provides and the service provides and the service provides of the control of the citry with the proposal technical or service provides and the service provides of the control of the		Unit	Articles / Descriptions	(State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
and Salements (Account/Bill "Payment will be based on adual service leadness and the terms of purposers and the terms of the request of SSVID Flad Critical provides shall be responsible to act the request of SSVID Flad Critical VI /VRPC, or any authorized personnel within 24 hours. The cleaning equipment, materials and other book must be done by the service provider without change place of the request of SSVID Flad Critical VI /VRPC, or any authorized personnel within 24 hours. The cleaning equipment, materials and other book must be done by the service provider without change place of delivery. VAPIC, Tingub, Mandaue Citry Special Conditions. Responsibilities of the service provider without change place and other book must be done by the service provider extracts. Responsibilities of the service provider. Responsibilities of the service provider without an authorized technical or activities to undertake the maintenance repair. Responsibilities of the service provider with the provide estimate of the cost of abort, parts and materials for undertake. The maintenance of pair and the service provider proceed to commence any repair services/works without an approved or conformation with the proposal and the service provider proceed to conformation or late duly designated expensal and the Provider proceed to conformation or service without an approved or commence and repairs of the cost of the provider proceed to conformation of the undertake and the service provider proceed to conformation of the defects. Provide an accomplished of the Repair and the provider proceed to conformation of the defects. Provide and service with the provider proceed to conformation of the defe			Terms and conditions: 1. Payment shall be made in a monthly basis with a monthly service report				
supporting documents. 2. The service provides tabil make a written recommendation with the desirated material breakdown, scope of work and cost estimate for the repair needs. 3. The service provides tabil to responsible to at the request of DSWD Feld Office VIV (DRG or any authorized personnel within 25 thours. 4. The cleaning equipment, materials and other tools must be done by the service provider without charge. Place of exiliary. Responsibilities of the Service. 1. Technical must be a notice of National Certificate (NCII) for the Forkitt maintenance repair. 1. Has complete equipment, tools and necessary materials to undertake the manthenance repair services. 1. Has complete equipment, tools and necessary materials to undertake the manthenance repair services. 1. Has complete equipment tools and necessary materials for all the repair services within two (2) days after the check-up or determination of the effects. 1. Checking and cleaning of the units shall be acroca provider proceed to comments are repair services which was approvision of the duty designated representative of the Pocuring Entity. The Forkitt Service History ("Anna C") must be updated for every service undertake a complete Forkitt Repair and Management Service Report ("Anna C") materials. 2. Checking and Ceaning of the units shall be done under the supervision of the duty designated representative of the Pocuring Entity. The Forkitt Service History ("Anna C") must be updated for every service undertake a provider and management Service Report ("Anna C") and for service Management Service Report ("Entity of the Provide all necessary equipment and tools is in performing the activity ("Anna C") and for service with a Variation of the Anna and Provider and the Proventive Administration of request: Essure at the Proventive Administration of request: Essure and the Proventive Administration of request:			and Statement of Account /Bill "Payment will be based on actual service rendered and the terms of payment within 30 days from the receipt of all				
decided makeful breakful and the responsible to act the request of DSWD 3. The service provider shall be responsible to act the request of DSWD 3. The service provider shall be responsible to act the request of DSWD 4. The cleaning explinent, makefuls and other tools must be done by the service provider without charge Place of delivery. VURC, Triguto, Mandause Citry VIRC, Triguto, Mandause Citry V			supporting documents.				
			detailed material breakdown, scope of work and cost estimate for the repair				
			needed. 3. The service provider shall be responsible to act the request of DSWD				
			Field Office VII / VDRC or any authorized personnel within 24 hours.				
			The cleaning equipment, materials and other tools must be done by the service provider without charge				
			Place of delivery:				
			VDRC, Tingub, Mandaue Citry				
		: ::	Special Conditions:				
			i.Technician must be a holder of National Certificate (NCII) for the Forklift				
			maintenance repair.				
			 ii. Has complete equipment, tools and necessary materials to undertake the maintenance/ repair services. 		7)		
			iii. Must be an authorized technician or service center of the forklift.		±3.5		
			iv. Responsibilities of the service provider a Provide estimate of the cost of labor parts and materials for all the		2	-	771
			repair services within two (2) days after the check-up or determination of the defects.				
					=		
the state of the s							
	***************************************		e Provide all necessary equipment and tools ise in performing the activity				
			f. Provide basic cleaning materials				
					27		

Item No.			applicable.		End User: Visayas Disaster Resource Center (VDRC)	er: Visayas	End Use
Articles / Descriptions Articles / Descriptions Articles / Descriptions Responsibilities of DSWD (The Procuring Entity) a Designated representative who shall oversea all the works to be performed by the Service Provider b. At the option of the procuring entity, may request for the replacement of designated technician if the former is not satisfied with the performance of the latter. c. Validate the accuracy of the report of completed works submitted by the Service Provider d. Account for all waste materials of all replaced parts by accomplishing the COA prescribed Report of Waste Materials form e. Ensure that the Service Provider adheres to all the conditions set forth in the contract. f. Should the Procuring Entity (PE) finds the services to be ineffective, the PE reserves the right to pre-terminate this Service Contract upon issuance of notice to the Service Provider. In such case, PE shall not be obliged to pay for the particular services rendered by the Service Provider warrants that, The technican assigned to perform the maintenance / repair services are elf highly-skilled and posses the qualifications specified in paragraph IV. b. In the performance of the services enterordinary diligence will be exercised to services from the performance of the services of PE and any its entering and its latter place.	/ith supplier's tion" stated if	nay be filled up w 'Articles/Descript	ecifications" column m l, origin) or may copy "	Note: "Bidder's Spoffer (brand, model	or the Contract: Php 169,540.00	Budget fo	Approved
Responsibilities of DSWD (The Procuring Entity) a. Designated representative who shall oversea all the works to be performed by the Service Provider b. At the option of the procuring entity, may request for the replacement of designated technician if the former is not satisfied with the performance of the latter. c. Validate the accuracy of the report of completed works submitted by the Service Provider d. Account for all waste materials of all replaced parts by accomplishing the COA prescribed Report of Waste Materials form e. Ensure that the Service Provider adheres to all the conditions set forth in the contract f. Should the Procuring Entity (PE) finds the services to be ineffective, the PE reserves the right to pre-terminate this Service Contract upon issuance of notice to the Service Provider. In such case, PE shall not be obliged to pay for the particular services rendered by the Service Comply					Warranties: For the duration of contract, the Service Provider warrants that, a. The technician assigned to perform the maintenance /repair services are all highly skilled and posses the qualifications specified in paragraph IV b. In the performance of the services, extraordinary diligence will be exercised to ensure that no accident and/or damage to properties of PE and any its employees/guest will take place		
Qty. Unit Articles / Descriptions Statement of Compliance (State "Comply" or Bidder's Specifications Unit Cost "Not Comply")					a. Designated representative who shall oversea all the works to be performed by the Service Provider b. At the option of the procuring entity, may request for the replacement of designated technician if the former is not satisfied with the performance of the latter. c. Validate the accuracy of the report of completed works submitted by the Service Provider d. Account for all waste materials of all replaced parts by accomplishing the COA prescribed Report of Waste Materials form e. Ensure that the Service Provider adheres to all the conditions set forth in the contract f. Should the Procuring Entity (PE) finds the services to be ineffective, the PE reserves the right to pre-terminate this Service Contract upon issuance of notice to the Service Provider. In such case, PE shall not be obliged to pay for the particular services rendered by the Service Provider		
	Total Cost	Unit Cost	Bidder's Specifications	Statement of Compliance (State "Comply" or "Not Comply")		Q,	Item No.

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007. Purpose Preventive Maintenance and Repair of Forklift units in the Visayas Disaster Resource Center, Tingub, Mandaue City

JOCELYN G. PADAO

Canvasser

Signature of Supplier / Authorized Representative Over Printed Name

Republic of the Philippines Department of Social Welfare and Development Field Office VII

Cebu City

FORKLIFT UNIT SERVICE HISTORY CARD

	UNIT DESRIPTION						
TYPE:		BRAND:	SERIAL NO.:				
	pr	CORD OF SERVIC	FC				
LOCATION	DATE	TYPE OF SERVICE	TECHNICIAN / SERVICE PROVIDER	REMARKS			
		18					
		2					
		9					
		,					

Republic of the Philippines Department of Social Welfare and Development

Field Office VII Cebu City

FORKLIFT UNIT REPAIR AND MAINTENANCE SERVICE REPORT

Service P	rovider						Contact No.:	
Type of S	ervice	□Maintenance	□Scree	ening		☐General/Comprehensive		
		□Repair	□First			□Back job		
Reference	2	1					,	
Type of U	Init			Serial N	Jo.			
Unit Loc		Building:		- Cornar I			Division/Section:	
		/Performed					Date of Service:	
			, up and	l recome	nendation fo	r the re	placement when necessary.	
		ion the following and re						
		Check-up of handbrak		папоп				
	a.	1	Ke .				kit assembly.	
	Ь.	Check- up cables	1 1		f. Check-up			
	c.	Check-up hubs and br			g. Adjust bi	rakes w	hen necessary	
	d.	Adjust cables when ne						
		ion the following and re			for the replac	cement	when necessary	
	a.	Checking of horns (hig recommendation for the			d 0	heck-w	p pump belt	
		when necessary.	ле тергас	cincin	u. c	ilcck-u	p pamp ben	
	b.	Check-up of lights and						
		necessary (signal light,		ight,	e. C	heck-up	p starter	
	-	back light, overhead lig Check-up and repair as		rical	-			
		problem of the forklift		icai	f. C	heck-uţ	glow plugs	
	Inspect	ion the following			•			
	a.	Check-up radiator if hi	gh		h (Sverha	ıl radiator if necessary.	
		temperature occurs.					a radiator it necessary.	
		up of hydraulic hose.						
		up of master brake o/h						
		ion the following and re	comme	ndation	for the replac	cement	when necessary	
		reader support enabled. Mast rollers			СТ	filt cylin	nder kits	
	-	Lift cylinder kits					ft cylinder kits	
	1	•	tools /	equinme			repair services as the need arises,	
	but not	limited to the following	service	s and id	entified to be	necess	ary and desirable but cannot be	
		ely pre-determined.	·					
	a. Repl	lacement of alternator		placeme h kit	ent of master	brake	k. Replacement of pump belt	
	b. Rep	placement of handbrake	g. Re	eplacem	ent of radiate	or	l. Replacement of forklift hydraulic hose	
	c. Replacement of Horn(high and low) h. Overhaul				m. Replacement of Mast rollers			
	d. Rep	placement of brake shoe	signa	al light, l	ent of lights brake light, b ad light)		n. Replacement Lift cylinder kits	
	e. Rep	lacement of repair kit ly		rical pro	and repair an blem of the	ny	o. Replacement Tilt cylinder kits p. Replacement Side shift cylinder kits	

	Other (please list down all)	
Defect/s	Found:	
Recomm	endation/s:	
Custome	r Feedback: Satisfied	☐ Not Satisfied
Remarks	:	
Name:	:22 S	Designation:
Signature	2:	Date:
Superviso	ed by:	Noted:
	VDRC Staff	VDRC Head