



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 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 supplier/s are required to submit true copies of their valid **Mayor's Permit, Philgeps Registration Number, Omnibus Sworn Statement** for ABC above Php50,000.00, and **Latest Income Tax Return** for ABC above Php500,000.00 upon submission of quotation/s.

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; 232-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **March 15, 2021** at 5:00 pm.

Very truly yours,


ROSARIO R. BACONG

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 Purchase Order.
- Place of Delivery: **VDRG, Tingub, Mandaue City**
- Terms of Payment: **within 30 calendar days from the receipt of Billing Statement / Sales Invoice.**
- 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: _____


JOCELYN G. PADO

Canvasser

I am interested to quote and agree to the terms and conditions.

(Signature over Printed Name of Supplier /
Authorized Representative)



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

Company Name

Company Address

Contact Person

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PhilGEPS Registration No.:

RFQ No.: DSWD7-2021- 0293

Date: March 11, 2021

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			PROCUREMENT OF REPAIR AND PREVENTIVE MAINTENANCE SERVICES FOR THE FORKLIFT UNITS OF VISAYAS DISASTER RESOURCE CENTER FOR CY 2021				
1	1	lot	A. PREVENTIVE MAINTENANCE SERVICES FOR TWO (2) FORKLIFTS * General and Comprehensive Maintenance * March * October * June * Decemeber				
2	1	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 tilt cylinder kits * Replacement side shift cylinder kits				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p>Terms and conditions:</p> <p>1. Payment shall be made in a monthly basis with a monthly service report 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 supporting documents.</p> <p>2. The service provider shall make a written recommendation with the detailed material breakdown, scope of work and cost estimate for the repair needed.</p> <p>3. The service provider shall be responsible to act the request of DSWD Field Office VII / VDRC or any authorized personnel within 24 hours.</p> <p>4. The cleaning equipment, materials and other tools must be done by the service provider without charge</p> <p>Place of delivery: VDRC, Tingub, Mandaue City</p>				
			<p>Special Conditions:</p> <p>i. Responsibilities of the Service Technician must be a holder of National Certificate (NCII) for the Forklift maintenance repair.</p> <p>ii. Has complete equipment, tools and necessary materials to undertake the maintenance/ repair services.</p> <p>iii. Must be an authorized technician or service center of the forklift.</p> <p>iv. Responsibilities of the service provider</p> <p>a. Provide estimate of the cost of labor, parts and materials for all the repair services within two (2) days after the check-up or determination of the defects.</p> <p>c. Under no circumstances shall the service provider proceed to commence any repair services/works without an approved or conformity with the proposal.</p> <p>c. Checking and cleaning of the units shall be done under the supervision of the duly designated representative of the Procuring Entity. The Forklift Service History ("Annex C") must be updated for every service undertaken.</p> <p>d. Submit to General Services Management Section (GSMS) the duly accomplished Forklift Repair and Management Service Report ("Annex D")</p> <p>e. Provide all necessary equipment and tools use in performing the activity</p> <p>f. Provide basic cleaning materials</p> <p>g. Ensure all safety precautionary measures are applied for all the workers, employees/ guests, and properties to avoid accidents and/or damages</p> <p>h. Attend to all call for service within 24 hours from receipt of request.</p> <p>i. Ensure that the Preventive Maintenance Program is performed/conducted as scheduled</p>				

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			Responsibilities of DSWD (The Procuring Entity) a. Designated representative who shall oversee 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				
			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 possess 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				
Approved Budget for the Contract: Php 169,540.00				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			
End User: Visayas Disaster Resource Center (VDRC)							
Purpose : Preventive Maintenance and Repair of Forklift units in the Visayas Disaster Resource Center, Tingub, Mandaue City							

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

Signature of Supplier / Authorized Representative
Over Printed Name


JOCELYN G. PADDAO
Canvasser

FORKLIFT UNIT SERVICE HISTORY CARD

[illegible]

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

FORKLIFT UNIT REPAIR AND MAINTENANCE SERVICE REPORT

Service Provider				Contact No.:	
Type of Service	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Screening	<input type="checkbox"/> General/Comprehensive		
	<input type="checkbox"/> Repair	<input type="checkbox"/> First Visit	<input type="checkbox"/> Back job		
Reference					
Type of Unit			Serial No.:		
Unit Location	Building:			Division/Section:	
Services Rendered/Performed				Date of Service:	
<input type="checkbox"/>	Removal of alternator for check-up and recommendation for the replacement when necessary.				
<input type="checkbox"/>	Inspection the following and recommendation for the replacement when necessary				
	a. Check-up of handbrake	e. Check-up repair kit assembly.			
	b. Check-up cables	f. Check-up brake fluid level			
	c. Check-up hubs and brake shoe	g. Adjust brakes when necessary			
	d. Adjust cables when necessary.				
<input type="checkbox"/>	Inspection the following and recommendation for the replacement when necessary				
	a. Checking of horns (high & low) and recommendation for the replacement when necessary.	d. Check-up pump belt			
	b. Check-up of lights and replace when necessary (signal light, brake light, back light, overhead light)	e. Check-up starter			
	c. Check-up and repair any electrical problem of the forklift	f. Check-up glow plugs			
<input type="checkbox"/>	Inspection the following				
	a. Check-up radiator if high temperature occurs.	b. Overhaul radiator if necessary.			
<input type="checkbox"/>	Check-up of hydraulic hose.				
<input type="checkbox"/>	Check-up of master brake o/h kit.				
<input type="checkbox"/>	Inspection the following and recommendation for the replacement when necessary				
	Screen reader support enabled.				
	a. Mast rollers	c. Tilt cylinder kits			
	b. Lift cylinder kits	d. Side shift cylinder kits			
<input type="checkbox"/>	To provide labor, materials, and tools/equipment for the following repair services as the need arises, but not limited to the following services and identified to be necessary and desirable but cannot be accurately pre-determined.				
	a. Replacement of alternator	f. Replacement of master brake o/h kit	k. Replacement of pump belt		
	b. Replacement of handbrake	g. Replacement of radiator	l. Replacement of forklift hydraulic hose		
	c. Replacement of Horn(high and low)	h. Overhauling of radiator	m. Replacement of Mast rollers		
	d. Replacement of brake shoe	i. Replacement of lights (signal light, brake light, back light, overhead light)	n. Replacement Lift cylinder kits		
	e. Replacement of repair kit assembly	j. Check-up and repair any electrical problem of the forklift	o. Replacement Tilt cylinder kits p. Replacement Side shift cylinder kits		

<input type="checkbox"/>	Other (please list down all)	
Defect/s Found:		
Recommendation/s:		
Customer Feedback:	<input type="checkbox"/> Satisfied	<input type="checkbox"/> Not Satisfied
Remarks:		
Name:		Designation:
Signature:		Date:
Supervised by:		Noted:
VDRC Staff		VDRC Head