



**REQUEST FOR QUOTATION**  
**NP- SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2021- 0293A  
 Date : April 23, 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 **April 28, 2021 at 11:00 am**.

Very truly yours,

  
**ROSARIO P. BACONG**

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 **May to November 2021**.
4. Place of Delivery: **DSWD Field Office VII, Cebu City**
5. Terms of Payment: **within 30 calendar days from the receipt of Billing Statement / Sales Invoice.**
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: \_\_\_\_\_

  
**JOCELYN G. PADOA**

Canvasser

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

\_\_\_\_\_  
 (Signature over Printed Name of 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.: \_\_\_\_\_

RFQ No.: DSWD7-2021- 0293A  
 Date: April 23, 2021

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<b>REPAIR AND PREVENTIVE MAINTENANCE SERVICES FOR THE FORKLIFT UNITS OF THE VISAYAS DISASTER RESOURCE CENTER (VDR) FOR CY 2021</b>				
<b>1</b>	<b>1</b>	<b>lot</b>	<b>A. PREVENTIVE MAINTENANCE SERVICES FOR TWO (2) UNITS FORKLIFTS</b> Approved Budget for the Contract (ABC) : <b>Php72,000.00</b>				
			Schedule of Repair/Maintenance Services * May * July * September * November  1. General and Comprehensive Maintenance <ul style="list-style-type: none"> <li>▪ Removal of alternator for check-up and recommendation for the placement when necessary</li> <li>▪ Inspection of the following and recommendation for the replacement when necessary                             <ul style="list-style-type: none"> <li>a. Check-up of handbrake</li> <li>b. Check-up cables</li> <li>c. Check-up hubs and brake shoe</li> <li>d. Adjust cables when necessary</li> <li>e. Check-up/repair kit assembly</li> <li>f. Check-up brake fluid level</li> <li>g. Adjust brakes when necessary</li> </ul> </li> <li>▪ Inspection of the following and recommendation for the replacement when necessary:                             <ul style="list-style-type: none"> <li>a. Checking of horns (high &amp; low) and recommendation for the replacement if necessary</li> <li>b. Check-up of lights and replace when necessary (signal light, brake light, back light, overhead light)</li> <li>c. Check-up and repair any electrical problem of the forklift</li> <li>d. Check-up pump built</li> <li>e. Check-up starter</li> <li>f. Check-up glow plugs</li> </ul> </li> <li>▪ Inspection of the following:                             <ul style="list-style-type: none"> <li>a. Check-up radiator, if high temperature occurs</li> <li>b. Overhaul radiator, if necessary</li> </ul> </li> <li>▪ Check-up of hydraulic hose</li> <li>▪ Check-up of master brake o/h kit</li> </ul>				

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			<ul style="list-style-type: none"> <li>▪ Inspection of the following and recommendation for the replacement when necessary:               <ul style="list-style-type: none"> <li>a. Mast rollers</li> <li>b. Lift cylinder kits</li> <li>c. Tilt cylinder kits</li> <li>d. Side shift cylinder kits</li> </ul> </li> <li>2. Inclusion to Schedule of Services (Minor works without charges except major materials/parts)               <ul style="list-style-type: none"> <li>▪ All works under maintenance schedule services</li> <li>▪ Free attendance to all trouble calls that need check-up and inspection</li> </ul> </li> </ul>				
2	1	lot	<p><b>B. REPAIR SERVICES including materials</b></p> <p>Approved Budget for the Contract (ABC) : <b>Php97,540.00</b></p> <p>NOTE: Please indicate unit cost only for each item/service</p> <ul style="list-style-type: none"> <li>▪ Replacement of alternator</li> <li>▪ Replacement of hand brake</li> <li>▪ Replacement of horn (high and low)</li> <li>▪ Replacement of brake shoe</li> <li>▪ Replacement of repair kit assembly</li> <li>▪ Replacement of master brake o/h kit</li> <li>▪ Replacement of radiator</li> <li>▪ Overhauling of radiator</li> <li>▪ Replacement of lights (signal light, brake light, back light, overhead light)</li> <li>▪ Check-up and repair of any electrical problem of the forklift</li> <li>▪ Replacement of pump belt</li> <li>▪ Replacement of forklift hydraulic hose</li> <li>▪ Replacement of master rollers</li> <li>▪ Replacement of lift cylinder kits</li> <li>▪ Replacement of tilt cylinder kits</li> <li>▪ Replacement of side shift cylinder kits</li> </ul>				
			<ul style="list-style-type: none"> <li>♦ The contract shall not state or imply any agreement to place future contracts or make order/services with the service provider.</li> <li>♦ Upon receipt of the Detailed Quotation from the service provider for the proposed Repair Services needed, the Procuring Entity will evaluate/validate the scope of works and costs. Once the quotation is found to be in order, most practical, economical, and advantageous for the procuring entity, approval will be done immediately.</li> <li>♦ There is no limit on the number of Work Order that may be executed or issued. Provided, however, that the aggregate amount of all executed or issued Work Order shall not exceed the total cost for the Repair Services.</li> <li>♦ For the purpose of evaluation, average unit cost for Repair Services will be considered. Approved Budget for the Contract (ABC) will be the Contract Cost for this service.</li> <li>♦ Without prejudice to the provision of applicable laws, rules, and guidance, the Repair Services shall automatically terminated when the amount specified for this service has been exhausted.</li> </ul>				



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			<p><b>I. SPECIAL CONDITIONS</b></p> <ul style="list-style-type: none"> <li>i. Technicians must be a holder of National Certificate (NC) II for the Forklift maintenance repair.</li> <li>ii. Has complete equipment, tools and necessary materials to undertake the maintenance/repair services.</li> <li>iii. Must be an authorized technician or service center of the Forklift.</li> <li>iv. Responsibilities of the Service Provider: <ul style="list-style-type: none"> <li>a. Provide estimates 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.</li> <li>b. Under no circumstances shall the Service Provider proceed to commence any repair service/works without an approved or conformity with the proposal.</li> <li>c. Checking and cleaning of the units shall be done under the supervision of the duty designated representative of the Procuring Entity. The Forklift Service History "Annex C" must be updated for every service undertaken.</li> <li>d. Submit to General Services Management Section (GSMS) the duly accomplished Forklift Repair and Management Service Report "Annex D";</li> <li>e. Provide all necessary equipment and tools use in performing the activity.</li> <li>f. Provide basic cleaning materials.</li> <li>g. Ensure all safety precautionary measures are applied for all the workers, employees/guests, and properties to avoid accidents and/or damages.</li> <li>h. Attend to all call for service within 24 hours from receipt of request;</li> <li>i. Ensure that the Preventive Maintenance Program is performed/conducted as scheduled.</li> </ul> </li> <li>v. Responsibilities of DSWD (the Procuring Entity): <ul style="list-style-type: none"> <li>a. Designate a representative who shall oversee all the works to be performed by the Service Provider;</li> <li>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;</li> <li>c. Validate the accuracy of the report of completed works submitted by the Service Provider;</li> <li>d. Account for all waste materials of all replaced parts by accomplishing the COA prescribed Report of Waste Materials form;</li> <li>e. Ensure that the Service Provider adheres to all the conditions set forth in the contract;</li> <li>f. Should the Procuring Entity (PE) finds the services to be ineffective, the PE reserves the right to pre-terminate the 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.</li> </ul> </li> </ul>				

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			<p><b>II. WARRANTIES</b></p> <p>For the duration of the contract, the Service Provider warrants that:</p> <ol style="list-style-type: none"> <li>The technician assigned to perform the maintenance/repair services are all highly-skilled and possess the qualifications specified in the Sepcial Conditions;</li> <li>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/guests will take place.</li> <li>The Service Provider hereby assumes full responsibilities for any damages that may arise on account of or by reason of any or all acts, omission, negligence or fault of the Service Provider and its agents.</li> </ol> <p><b>III. PAYMENT</b></p> <p>The Service Provider shall be paid on the following basis:</p> <ol style="list-style-type: none"> <li>Preventive Maintenance Services - Every Three (3) months, upon submission of the Statement of Account/Billing Statement.</li> <li>Repair Services - Every after completion of services/works, upon submission of the Statement of Account/Billing Statement. <ul style="list-style-type: none"> <li>▫ Payment shall be made in a monthly basis with a monthly service report and Statement of Account/Bill.</li> <li>▫ Payment will be based on actual service rendered and the terms of payment within 30 days from the receipt of all supporting documents.</li> <li>▫ The service provider shall make a written recommendation with the detailed material breakdown, scope of work and cost estimate for the repair needed.</li> <li>▫ The service provider shall be responsible to act the request of DSWD Field Office VII / VDRC or any authorized personnel within 24 hours.</li> <li>▫ The cleaning equipment, materials and other tools must be done by the service provider without charge.</li> </ul> </li> </ol> <p>Place of Delivery: VDRC, Tingub, Mandaue City</p>				

**TOTAL COST (Lot A + Average Unit Cost of Lot B)**

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 at VDRC, Tingub, Mandaue City.**

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

  
**JOCELYN G. PADO**  
 Canvasser

\_\_\_\_\_  
 Signature of Service Provider / Authorized Representative  
 Over Printed Name