



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

RFQ No. : DSWD7-2021- 0662  
 Date : June 09, 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 **June 15, 2021** at 5:00 pm.

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 30 days calendar from receipt and conformity of P.O .
4. Place of Delivery: AVRC II Compound, Camomot Franza Road, Brgy. Labangon, 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: \_\_\_\_\_

  
**ED SHERWIN PATALINGHUG**  
 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 \_\_\_\_\_  
 Contact No. \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_

RFQ No.: DSWD7-2021- 0662  
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Item No.	Qty	Unit of measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1	lot	<b>Provision of Labor and Materials for the Repair &amp; maintenance of HYTSU forklifts in Labangon Warehouse:</b>				
			<p><b>A: Forklift # 1 Model # FD25T Serial No. 41507090114</b></p> <p><i>Scope of works/Specifications:</i></p> <p>1. Perform preventive repair and maintenance and provision of necessary items such as but not limited to:</p> <p>a. Replacement of lift cylinder O/H Kit L/R</p> <p>b. Replacement of tilt cylinder O/H L/R</p> <p>c. Replacement of tilt cylinder hydraulic hose, upper and lower</p> <p>d. Replacement of 2 pcs head light bulbs H3</p> <p>e. Replacement of 2 pcs double contact bulbs 12 V</p> <p>f. Replacement of steering cylinder O/H Kit</p> <p>g. Repair of radiator</p> <p>h. Replacement of 1 set master brake O/H Kit</p> <p>i. Replacement of 2 sets wheel cylinders O/H Kit</p> <p>j. Conduct of steam wash</p> <p><b>2. Provision of necessary items such as but not limited to:</b></p> <p>* 9 liters engine oil SAE 40</p> <p>* 1 pc engine oil filter</p> <p>* 1 can multi-purpose grease</p> <p>* 1 liter trasmission oil</p> <p>* 1 pc transmission oil filter</p> <p>* 36 liters hydraulic oil fellus 32</p> <p>* 1 pc hydraulic oil filter</p> <p>* 1 pc fuel filter</p> <p>* 1 pc chain lubricant</p> <p>* 9 liters radiator coolant</p> <p>* 6 liters gear oil</p> <p>* 1 liter brake fluid</p> <p><b>B. Forklift # 2 Model # FD25T Serial No. 41507090113</b></p> <p><i>Scope of works/Specifications:</i></p> <p>1. Perform preventive repair &amp; maintenance and provision of necessary items such as but not limited to:</p> <p>a. Replacement of steering cylinder O/H Kit</p> <p>b. Replacement of temperaure gauge digital</p>				

Item No.	Qty	Unit of measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			c. Replacement of horn 12 V				
			d. Replacement of 1 set master brake O/H Kit				
			e. Replacement of 2 sets wheel cylinder O/H Kit				
			f. Conduct of steam wash				
			<b>2. Provision of necessary items such as but not limited to:</b>				
			* 9 liters engine oil SAE 40				
			* 1 pc engine oil filter				
			* 1 can multi-purpose grease				
			* 1 liter transmission oil				
			* 1 pc transmission oil filter				
			* 36 liters hydraulic oil fellus 32				
			* 1 pc hydraulic oil filter				
			* 1 pc fuel filter				
			* 1 pc chain lubricant				
			* 9 liters radiator coolant				
			* 6 liters gear oil				
			* 1 liter brake fluid				
Approved Budget for the Contract: <b>Php 167,500.00</b>				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: <b>DRMD</b>							
Purpose : Repair, Improvement and Preventive Maintenance of DSWD two(2) HYTSU Forklift in Labangon Warehouse.							

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

  
**ED SHERWIN PATALINGHUG**  
 Canvasser

\_\_\_\_\_  
 Signature of supplier/Authorized Representative over printed name