



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. : HAVEN-2020-14  
 Date : 8/25/2020

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-

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 and PhilGEPS registration number and Omnibus Sworn Statement for ABC above Php50,000.00** 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 **September 01, 2020 @ 5:00 PM.**

Very truly yours,

  
**ROSARIO P. 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 calendar days** upon receipt of approved Purchase Order.
- Place of Delivery: DSWD Field Office VII, Cebu 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: \_\_\_\_\_

  
**CECILLE P. ALEGARBES**  
 Canvasser

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

\_\_\_\_\_  
 (Signature over Printed Name of Supplier /



**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
 Field Office VII

Department of Social Welfare and Development

Company Name

Company Address

Contact Person

Contact No.

PhilGEPS Registration no.:

RFQ N HAVEN-2020-14  
 Date: 8/25/2020

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1	lot	Labor and materials for the repair of Regional Haven for Women				
			TOYOTA HILUX w/ Plate No. SEK 167, model 1996				
			<b>Scope of Work:</b>				
			• Injection pump calibration and injector				
			• Engine Tune-up				
			• Replacement of timing belt				
			• Replacement of timing belt idler bearing				
			• Replacement of timing belt tensioner				
			• Replacement of valve cover gasket				
			• Replacement of camshaft oil seal				
			• Replacement of crankshaft oil seal				
			• Replacement of fuel filter				
			• Replacement of oil filter				
			• Replacement of air filter				
Approved Budget for the Contract: Php 50, 000.00			<p><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.</b></p>				
Charge to: HAVEN FUNDS							
End User: Regional Haven for Women							

**PURPOSE :** for official use of Regional Haven for Women.

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

**CECILLE P. ALEGARBES**  
 Canvasser

Signature over Printed Name