



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office MIMaRoPa Region  
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. KC-2023-06-0170

Date: June 21, 2023

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Company TIN : \_\_\_\_\_  
PhilGEPS Reg. 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 basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are exclusive manufacturer, distributor, or agent in the Philippines for goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

Additionally, please attach copies of your **Company's Business Permit, Mayor's Permit, PCAB License (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return** and a notarized or unnotarized Omnibus Sworn Statement in accordance with the attached format marked as **Annex B**. If awarded, please submit immediately the duly notarized Omnibus Sworn Statement (if previously submitted is unnotarized). The **Certificate of Platinum Membership** may be submitted in lieu of the Mayor's /Business Permit and PHILGEPS Registration Number.

Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: [kcmimaropa-procurement@dswd.gov.ph](mailto:kcmimaropa-procurement@dswd.gov.ph) not later than **5:00 PM on June 26, 2023 (Monday)**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ Number], [Deadline of Submission]**.

Very truly yours,

**HARVY B. CALABIO**  
Administrative Officer V  
Procurement Section Head

6/21/2023

Terms and Conditions:

- Award shall be made on per: ☐ item basis ☒ total quoted price ☐ lot basis
- Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
- Services shall be delivered on: 7-15 days upon receipt of approved Purchase Order
- Place of Delivery: N/A
- Terms of Payment: within 30 days upon final inspection and acceptance  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)  
Account Name: \_\_\_\_\_ Account Number : \_\_\_\_\_  
Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_  
**\*\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee**
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the Procuring Entity may rescind or terminate the contract without prejudice to other courses of action and remedies available under the circumstances.
- For goods please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate warranty: \_\_\_\_\_
- NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) to register"

**NERICHO C. GAGA-A**  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09490976674 / 09652364341

Signature Over Printed Name  
(Supplier)



Note: Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PHILGEPS). You may visit the PHILGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) to register

RFQ KC-2023-06-0170

Date: \_\_\_\_\_ (should be filled up by supplier)

MOP: SHOPPING FOR NON CONSULTING SERVICES

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Company TIN : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided) NOTE: Supplier must state here either the statement of compliance either "COMPLY" or "NOT COMPLY". "Failure to indicate information could be basis for non-compliance."	Unit Cost	Total Cost
			SERVICE PROVIDER FOR THE PREVENTIVE MAINTENANCE OF DSWD SWADT ROMBLON SERVICE VEHICLE			
			Parts, Materials and Scope of Works:			
1	1	pc	Alternator Belt			
2	1	pc	Aircon Belt			
3	1	set	Brake pads			
4	2	pc	CV boots inner			
5	2	pc	CV boots outer			
6	4	pc	CV Grease			
7	2	pc	Stabilizer Bar Brushing			
8	2	pc	Stabilizer Link Kit			
9	2	pc	Tire rod end inner			
10	2	pc	Tire rod end outer			
11	4	pc	Upper Arm Bushing			
12	4	pc	Lower Arm Bushing			
13	2	pc	Balljoint Lower			
14	2	pc	Balljoint Upper			
15	2	pc	Shock Absorber front			
16	2	pc	Shock Absorber rear			
17	1	pc	Fuel injector return hose			
18	8	set	Leaf spring bushing			
19	1	pc	Center Bearing			
20	2	pc	Crossjoint			
21	1	pc	Turbo oil supply hose			
22	1	pc	Power steering high pressure hose			
23	1	pc	aircon idler bearing			
24	1	pc	Front transference oil seal			
25	1	pc	Shifting Lever Bushings			
26	1	set	Baro Sensor			
27	5	pc	Vehicle tire for Ford Ranger, 245/70R16			
			***Page 1 of 2***			
			Total Approved Budget for the Contract: One Hundred Thirty-Nine Thousand Five Hundred Fifty Pesos only (Php139,550.00)	Note: Please specify brand model/origin .		

PURPOSE: SERVICE PROVIDER FOR THE PREVENTIVE MAINTENANCE OF DSWD SWADT ROMBLON SERVICE VEHICLE

PR No.: KC-2023-06-0170

(Signature over Printed name)  
Supplier

☐ VAT  
☐ Non-VAT

**IMPORTANT:** The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Section within three (3) days from the date advance copy was served thru email. FAILURE to show up and sign the original P.O. means the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future biddings.



RFQ KC-2023-06-0170

Date: \_\_\_\_\_ ( should be filled up by supplier)

MOP: SHOPPING FOR NON CONSULTING SERVICES

Company Name	_____
Company Address	_____
Contact Person	_____
Contact No.	_____
Email Address	_____
Company TIN	_____
PhilGEPS Reg. No.	_____

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided) NOTE: Supplier must state here either the statement of compliance either "COMPLY or "NOT COMPLY". "Failure to indicate information could be basis for non-compliance."	Unit Cost	Total Cost
			SERVICE PROVIDER FOR THE PREVENTIVE MAINTENANCE OF DSWD SWADT ROMBLON SERVICE VEHICLE			
28	1	lot	Labor Charges:			
			Open 4 wheel, check brakes, clean and adjust rear, replace front brake pads			
			Check wheel alignment, front suspension bushing etc., replacement of tire rods (inner and outer); replacement of lower and upper bushings; replacement of lower and upper bushings, replacement of stabilizer bar bushings and link kit, press in/out of bushings and ball joints			
			Overhaul of front axle joints, replace of inner and outer CV Boots and grease			
			Replacement of front and rear shock absorber			
			Pulldown propeller shaft assembly and replacement of crossjoint and center bearing			
			replacement of power steering hose, leaking high pressure line			
			Replacement of engine belts (Aircon and Alternator belts)			
			Check/scan engine light on, repair/replace Barometric Pressure sensor			
			Repair/Replace shifting lever bushing set (loose lever)			
			wheel alignment			
			Airconditioning, replacement of parts and freon charging			
			***Nothing follows***			
			***Page 2 of 2***			
			Total Approved Budget for the Contract: One Hundred Thirty-Nine Thousand Five Hundred Fifty Pesos only (Php139,550.00)	Note: Please specify brand model/origin .		

PURPOSE:	SERVICE PROVIDER FOR THE PREVENTIVE MAINTENANCE OF DSWD SWADT ROMBLON SERVICE VEHICLE
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PR No.: KC-2023-06-0170

(Signature over Printed name)  
Supplier

☐ VAT  
☐ Non-VAT



## REQUEST FOR QUOTATION RECEIVING FORM

I Hereby certify that I \_\_\_\_\_, of

\_\_\_\_\_ has received the **Request for**

**Quotation RFQ No.**      **KC-2023-06-0170**      from DSWD MIMAROPA Region intended for the

**SERVICE PROVIDER FOR THE PREVENTIVE MAINTENANCE OF DSWD SWADT ROMBLON SERVICE VEHICLE**

**Certified by:**

\_\_\_\_\_  
(Signature Over Printed Name of Supplier)

Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

**RFQ Delivered by:**

\_\_\_\_\_  
(Signature Over Printed Name of Canvasser)

Position: \_\_\_\_\_

Date / Time of Delivery: \_\_\_\_\_

Note: This form shall be used and issued in cases when RFQ is personally delivered to prospective supplier/service provider.