

REQUEST FOR QUOTATION

RFQ No. 2024-04-0395 NP-SVP  
Date: May, 13 2024

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** maybe 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: [procurement.fomimaropa@dswd.gov.ph](mailto:procurement.fomimaropa@dswd.gov.ph) and [maediones@dswd.gov.ph](mailto:maediones@dswd.gov.ph)** not later than **5:00 PM on May 20, 2024 (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** 5/13/2024  
Administrative Officer V  
Procurement Section Head

**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: Fifteen (15) Calendar days upon receipt of approved Purchase Order (P.O)
- Place of Delivery : DSWD SWADT Office-Romblon 2nf Floor Servanez Building, Liwayway, Odiongan Romblon
- 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 "

  
**MARK ANTHONY E. DIONES**

Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09565162748

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



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

MOP: NP-SVP

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
LOT 1			<b>SERVICE PROVIDER FOR PREVENTIVE MAINTENANCE OF DSWD SWADT ROMBLON SERVICE VEHICLE</b>			
1	1	Set	Injector Washers			
2	2	pcs	Tail Light LH/RH			
3	1	Set	Shifting Lever Bushing			
4	1	Set	Clutch Kit Set			
5	1	Set	Mud Guard			
6	2	Set	Engine Support			
7	1	Set	Clutch Master Set			
8	1	pcs	Secondary Sleeve			
9	2	pcs	Balljoint, Lower			
10	1	pcs	Thermostat			
			<b>Labor Charges:</b>			
			Pulldown transmission assy. To replace clutch disk pressure plate and release bearing set			
			Replace Shifting lever bushing			
			Replace clutch master and secondary clutch slave			
			Replace LH and RH engine supports; replace lower balljoint LH and RH			
			Replace Thermostat valve			
			Replace Tail light assembly , LH and RH			
			Replace Injector washers			
			*** Nothing Follows***			
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT: Seventy-Four Thousand One Hundred Pesos Only (Php 74,100.00)</b>			
LOT 2			<b>SERVICE PROVIDER FOR PREVENTIVE MAINTENANCE OF DSWD SWADT ROMBLON SERVICE VEHICLE - AIRCON REPAIR PARTS</b>			
1	1	Unit	Compressor			
1	1	pc	Condenser			
			<b>Labor Charges:</b>			
			General Leak Test and Diagnosis			
			Remove and Replace Compressor			
			Remove and Replace Condenser			
			Add Compressor Oil			
			Vacuuming AC System			
			*** Nothing Follows***			
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT: Twenty-Seven Thousand Pesos Only (Php 27,000.00)</b>			
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT: One Hundred One Thousand One Hundred Pesos Only (Php 101,100.00)</b>			
			Note: Please specify brand model/origin .			

PURPOSE: For SWADT Romblon service vehicle maintenance  
 PR No.: 2024-04-0395 NP-SVP

\_\_\_\_\_  
 (Signature over Printed name)  
 Supplier

VAT  
 Non-VAT