DSWD
Department of Social Welfare and Development
BAGONG PILIPINAS
Field Office 3 – Central Luzon

CPM NO. PS-2025-0125
Repair and Maintenance

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No.	**RFQ-2025-09-0032**
PR No.	**2025-09-033**
Mode of Procurement	**Small Value Procurement**

***Company Name:** _____
***Company Address:** _____
***Contact Person:** _____
***Contact No.:** _____
***Email Address:** _____
***PhilGeps Reg. No.:** _____

*REQUIRED. To avoid bid disqualification, **please fill out all the items accordingly.** Indicate "N/A" if not applicable. Thank you!

***Title of the Project: PROCUREMENT OF SERVICE PROVIDER FOR THE PREVENTIVE MAINTENANCE OF DSWD FIELD OFFICE III RP LIGHT VEHICLES FOR CY 2025**

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 a basis for non – compliance.

Pursuant to Section 34 of the Republic Act No. 12009,, otherwise known as the "New Government Procurement Act," interested bidders **MUST** submit the following requirements along with their bid.

Small Value Procurement

Legal and Technical Requirements

- Philgeps Registration Number (Red Membership) **or** Philgeps **Platinum** Certificate;
- Valid Mayor's Permit;

  For methods of procurement requiring **Mayor's Permit and Philgeps Registration Number, Philgeps Platinum Membership with updated Annex 'A'** may be submitted in lieu of the said documents.

- Notarized Special Power of Attorney (SPA) / Secretary Certificate for Authorized Representative;
- Latest Income/Business Tax Return **(for ABCs 500k and above)**;
- Unnotarized Omnibus Sworn Statement **(for ABCs above 50k);**

  If awarded, kindly submit the notarized **Omnibus Sworn Statement** within 1 day upon receipt of the Notice of Award to the BAC Secretariat.

Additional Requirements

- If applicable, evidence supporting the specifications and compliance of the offered item/s must be submitted as part of your bid. Acceptable forms of evidence include, but are not limited to:

  ✔ Manufacturer's sales literature or brochures;
  ✔ Clear photos showing the brand, model, and specifications;
  ✔ Website links with readable brand and detailed specifications;

DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga, 2000 Philippines
Website: www.fo3.dswd.gov.ph Tel Nos.: (045) 961-2143

- ✔ Unconditional statements of specification and compliance issued by the manufacturer; and/or
- ✔ Samples or independent test data, as appropriate

- For Advocacy Materials, bidders must submit **EVIDENCE** such as but not limited to the following, in order to support its quotation:

  a. Clear and actual copies of sample photo(s) of items being offered with measurements and dimensions;
  b. Clear and actual copies of sample photo(s) of similar items from previous transactions, contracts or sales;
  c. Whenever applicable, sample digital copy of design with required layout, kind of material and such other relevant specifications being offered.

- If awarded, kindly submit the **BIR Registration Certificate** within 1 day upon receipt of the Notice of Award to the BAC Secretariat.
- If applicable, Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Failure to attach the required documents will result in the **DISQUALIFICATION** of your bid.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD FO III - BAC Secretariat electronically under the following condition:

ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsite **in case of difficulty accessing the above link, you may access the alternate link:** https://bit.ly/fo3bacsite Select the Menu – **"BID SUBMISSION"**
DEADLINE OF SUBMISSION	**September 16, 2025	11:00 AM**

INSTRUCTIONS TO BIDDERS

1. Accomplish this RFQ and Annex A correct and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with the given instructions for eligibility requirements will disqualify your quotation.
4. Do not submit to any official email addresses of the Procurement Section and Bids Awards Committee.
5. Bids must be in a **SINGLE FILE** and in **PDF FORMAT ONLY**

Very truly yours,

ADRIAN D. MORALES
Procurement Section Chief

Terms and Conditions:
1. Award shall be made on per: ☐ Item Basis ■ Lot Basis
2. No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
3. Quotation validity shall be: Sixty (60) Calendar Days
4. Goods/Activity shall be delivered/conducted within/on: Please see attached Terms of Reference
5. Place of Delivery/Activity: Winning bidder's place
6. Terms of Payment: within thirty (30) Calendar days after the completion of service

Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).

Account Name: _____
Account Number: _____ _____
Bank Name: _____
Branch: _____

*Note; Non-Land Bank of the Philippines accounts shall be charged a service fee to be shouldered by Service Provider.

Payment through inter-bank transactions may take a minimum of two (2) to three (3) weeks to be credited. Service providers are highly encouraged to open a Land Bank account to facilitate faster and more efficient crediting of claims.

7. Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, 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. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
8. For goods, please indicate brand, model and country or origin.
9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
10. Please indicate Warranty (If applicable):_____
11. Alterations: Any interlineations, erasures or overwriting shall be valid only if they are signed by the supplier or any of its duly authorized representative(s).
12. NOTE: "Prospective suppliers must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free.

BIANCA C. SOLITA
PRMU Head

_____
(Signature over Printed Name)
Supplier

/JALYN

Procurement Form No. 04-A "ANNEX A"

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

NOTE: "Prospective supplier must be registed at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register."

RFQ NO. 2025-09-0032

*Company Name: _____
*Company Address: _____
*Contact Person: _____
*PhilGEPS Reg. No.: _____

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications (Please indicate the word "COMPLY" in this whole column as your statement of compliance. For goods, please include the detailed specifications in another sheet of paper or in the proof of evidence.)	UNIT COST	TOTAL COST
			PROCUREMENT OF SERVICE PROVIDER FOR THE QUARTERLY (3RD QUARTER) PREVENTIVE MAINTENANCE OF DSWD FO III RP LIGHT VEHICLES FOR CY 2025			
			TOYOTA INNOVA 2.8E AT WAGON 2023			
			MATERIALS AND LABOR:			
	1	SET	DRIVE BELT			
	1	PCS	OIL FILTER			
	8	LITER	MOTOR OIL			
	1	SET	FRONT DISC BRAKE PADS			
	1	SET	FRONT DISC BRAKE CALIPER KIT			
	1	LOT	FRONT DISK BRAKE ROTOR RESURFACE			
	1	SET	REAR BRAKE SHOE			
	1	SET	REAR WHEEL CYLINDER ASSEMBLY			
	1	LOT	REAR BRAKE DRUM RESURFACE			
	1	LITER	BRAKE FLUID			
	1	LITER	DEGREASER			
	1	LOT	LABOR			
			NISSAN NAVARA 2016 NP 300			
	1	PCS	OIL FILTER			
	8	LITER	MOTOR OIL			
	1	LITER	DEGREASER			
	1	PCS	POWER STEERING FLUID RESERVOIR			
	1	SET	COMPRESSOR MAGNETIC CLUTCH, FREON, ORINGS AND HI AND LOW PRESSURE TUBE			
	1	LOT	AIRCONDITION GENERAL SERVICE (LABOR)			
	1	SET	POWER WINDOW			
	1	SET	REVERSE LIGHT			
	1	LOT	LABOR			
			NISSAN NAVARA 2022 2.5 VL 4X4 MT			
	1	SET	DRIVE BELT			
	1	PCS	OIL FILTER			
	8	LITER	MOTOR OIL			
	1	LOT	LABOR			
			FOTON TRANSVAN PASSENGER VAN 2024 (SCA 1482)			
	1	SET	DRIVE BELT			
	1	SET	BRAKE PAD AND BRAKE SHOE			
	1	PCS	OIL FILTER			
	8	LITER	MOTOR OIL			
	1	LOT	LABOR			
			FOTON TRANSVAN PASSENGER VAN 2024 (SCA 1483)			
	1	SET	DRIVE BELT			
	1	SET	BRAKE PAD AND BRAKE SHOE			
	1	PCS	OIL FILTER			
	8	LITER	MOTOR OIL			
	1	SET	COMMON RAIL ASSEMBLY WITH SUCTION CONTROL VALVE			
	1	SET	HIGH PRESSURE PUMP ASSSEMBLY			
	1	LOT	LABOR			
			ISUZU DMAX 4X4 LS MT 2015			
	1	PCS	OIL FILTER			
	8	LITER	MOTOR OIL			
	1	SET	DRIVE BELT			
	1	SET	FUEL PUMP			
	1	LOT	EGR CLEANING			
	1	SET	CLUTCH MASTER			
	1	LITER	BRAKE FLUID			
	1	PCS	SECONDARY CLUTCH			
	1	LOT	LABOR			
			TOYOTA HI ACE COMMUTER DELUXE 2021			
	1	SET	DRIVE BELT			
	1	PCS	OIL FILTER			
	8	LITER	MOTOR OIL			
	1	SET	DISC BRAKE PADS			
	1	SET	DISC BRAKE CALIPER KIT			
	1	LOT	DISC BRAKE ROTOR RESURFACE			
	2	SET	FRONT WHEEL HUB ASSEMBLY			
	1	SET	REAR BRAKE SHOE			
	1	SET	REAR WHEEL CYLINDER ASSEMBLY			
	1	LOT	REAR BRAKE DRUM RESURFACE			
	1	LITER	BRAKE FLUID			
	1	LITER	DEGREASER			
	1	LOT	LABOR			
			NISSAN URVAN NV350 2024 2.5 PREMIUM MT PASSENGER VAN			
	1	SET	DRIVE BELT			

	1	PCS	OIL FILTER			
	8	LITER	MOTOR OIL			
	1	SET	FRONT DISC BRAKE PADS			
	1	SET	FRONT DISC BRAKE CALIPER KIT			
	1	LOT	FRONT DISC BRAKE ROTOR RESURFACE			
	1	SET	REAR BRAKE SHOE			
	1	SET	REAR WHEEL CYLINDER ASSEMBLY			
	1	LOT	REAR BRAKE DRUM RESURFACE			
	1	LITER	BRAKE FLUID			
	1	LITER	DEGREASER			
	1	LOT	LABOR			
			ISUZU DROPSIDE NHR TRUCK 2014 (SHR 922)			
	1	SET	DRIVE BELT			
	1	PCS	OIL FILTER			
	8	LITER	MOTOR OIL			
	1	SET	TIE ROD END			
	1	SET	DRAG LINK			
	1	LOT	WHEEL ALIGNMENT			
	1	LOT	TINT: WINDOW (FRONT); WINDSHIELD AND REAR WINDOW; WINDOW AND DOOR GLASS			
	1	LOT	LABOR			
			NOTHING FOLLOWS			
			Approved Budget for the Contract: PHP 368,992.87			

TOTAL OFFERED QUOTATION / BID

In WORDS: _____

_____

_____

_____

In FIGURES:

PHP_____

PURPOSE:	PROCUREMENT OF SERVICE PROVIDER FOR THE PREVENTIVE MAINTENANCE OF DSWD FIELD OFFICE III RP LIGHT VEHICLES FOR CY 2025
PR No. :	2025-05-045
IMPORTANT:	The winning bidder MUST SIGN the original copy of Purchase Order (P.O) at DSWD-Regional Office III, Procurement Section within 48 hours from its issuance.
	FAILURE to show up and sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.
	Please carefully re-check your bid (i.e. price, technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY"

ADRIAN D. MORALES
PROCUREMENT SECTION CHIEF

_____
(Signature over Printed Name)
SUPPLIER