

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2024-03-138

End-user: AD-BGMS

Name of Project:

RFQ No.: 2024-03-344

Date:

ABC

2024-03-344

MAR 19 2024
P146,250.00

Repair and maintenance of generator set peripherals at the Field Office,
Satellite Office and Training Center

Mode of Procurement: SMALL VALUE PROCUREMENT

Sir/Madam:

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at bacsec.car@dswd.gov.ph on or before **MAR 25 2024** **12:00NN.**

RINA CLAIRE L. REYES
BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For unit price/s, quotations with a **dash or zero shall be deemed free of charge**.
3. All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
4. The Procuring Entity **may give due preference to goods being offered with green component**.
5. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is **as indicated** in the next page.
7. Price validity shall be for a period of **120 calendar days from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier**.
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
 - a. **Updated Mayor's / Business Permit**
 - b. **PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)**
 - o **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
 - o **Official Receipt issued by BIR(a mere picture of the receipt can suffice)**
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the lower shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation may be disqualified**.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications and the terms and conditions** stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the Omnibus Sworn Statement prior to issuance of Award / Purchase Order with ABC amounting to P500,000.00 for Emergency Cases and P50,000.00 above for Small Value Procurement.
13. Upon **approval of the Purchase Order (PO)**, the Procurement Section shall send or forward the **approved PO for confirmation** to the winning bidder. The **approved PO shall be confirmed within three (3) calendar days** upon sending the approved PO to the **winning bidder's officially registered email address or upon notification of the winning bidder that the approved Purchase Order is available for confirmation**. Failure to submit the confirmed PO within the 3-day period shall cause the **automatic cancellation of the PO**.
14. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR**.
15. **Liquidated damages equivalent to one tenth of one percent (0.001)** of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE) may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
16. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25123** or email address bacsec.car@dswd.gov.ph.

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Cordillera Administrative Region
40 North Drive, Baguio City

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LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Repair and maintenance of generator set peripherals at the Field Office, Satellite Office and Training Center				
	Field Office: 100 kVA Cummins Generator Set	3	months		
	50 kVA Cummins Generator Set	3	months		
	Training Center: 15 kVA Cummins Generator Set	3	months		
	<p>SCOPE OF SERVICE:</p> <p>Fuel System</p> <ul style="list-style-type: none"> • Check fuel level • Change fuel filter • Drain sediments and water from engine water fuel separator • Check low pressure lines & fuel filters or leaks • Check storage tank lines and operations <p>Lubrication System</p> <ul style="list-style-type: none"> • Check oil level • Change engine oil • Change oil filters • Change oil fitting for leaks • Change crankcase filter • Check and tighten all oil fittings <p>Cooling System</p> <ul style="list-style-type: none"> • Check coolant level • Check coolant • Inspect radiator fins • Check alternator fan and other drive belts • Check fan belt tensioner • Inspect water pump for leaks • Inspect cooling system hoses & connections • Check radiator air ducts, louvers for restriction and dirt <p>Air & Exhaust System</p> <ul style="list-style-type: none"> • Check engine air intake system for leak • Check air cleaner assembly • Check exhaust system for sign of leaks or restriction <p>Battery System</p> <ul style="list-style-type: none"> • Check battery electrolyte level • Inspect/clean battery connections & ground connections • Remove corrosion, case exterior clean and dry • Check battery charger operation and charge rate <p>AC Electrical System</p> <ul style="list-style-type: none"> • Inspect major generator windings • Check and tighten all necessary electrical connections • Check output voltage and adjust <p>General Condition of Equipment</p> <ul style="list-style-type: none"> • Check and tighten bolts, fittings & hose clamp • Check controller operation including shutdown function and emergency stop • Set system on automatic mode 				
	<p>OBLIGATION OF SERVICE PROVIDE</p> <ul style="list-style-type: none"> • Conduct the preventive maintenance, check-up and related minor repairs according to schedule to ensure reliable operation of the Generator Sets during the coverage. Must give a recommendation on the supplies/materials needed for replacement (breakdown of materials cost shall also be provided) • Submit service report to the customer or site representative upon completion of work, before leaving the site/area. Detailed incident report may also be requested for further information needed. • Dispatch of the technician for request of service must be done upon receipt of compliant/report. 				

		TOTAL PRICE		
	<i>OTHER REQUIREMENTS</i>	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
	Delivery place for goods/services is at DSWD CAR, #40 NORTH Drive, Baguio City.	[]	[]	
	Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	[]	[]	
PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES				

• Award shall be made per: Item Basis x Lot Basis

Note: **NO GIFT ALLOWED.** Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.

Sir:

After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

Name of Firm/Dealer/Contractor: _____

Office Address: _____

Owner's/Proprietor/President's Name and Signature: _____

Contact Number/s: _____

Email Address: _____

For Authorized Representative, kindly indicate the following:

Name and Signature: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____

Name and Signature of Canvasser

MEL/ric