

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

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2026-04-347  
End-user: BGMS  
Name of Project:

RFQ No.: 2026-05-260  
Date: MAY 06 2026  
ABC: ₱645,000.00

**PREVENTIVE MAINTENANCE OF GENERATOR SETS FOR CENTERS AND RESIDENTIAL CARE FACILITIES**

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](mailto:bacsec.car@dswd.gov.ph) on or before MAY 12 2026 12:00NN.

MAY 06 2026  
CECILE A. BASAWIL  
BAC Chairperson

**TERMS AND CONDITIONS:**

- Quotations in excess of the ABC will be **REJECTED**.
- For unit price/s, quotations with a **dash or zero shall be deemed free of charge**.
- All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/ representative**, otherwise quotation will be rejected.
- The Procuring Entity **may give due preference to goods being offered with green component**.
- Payment terms is charged on account.
- If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
- Delivery of Goods / Services is **as indicated** in the next page.
- 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.
- The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
  - Updated Mayor's / Business Permit**
  - PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases of RA 12009 IRR)**
    - Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
    - Official Receipt or Invoice issued by BIR (as applicable, a mere picture of the receipt or invoice can suffice)**
- 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 latter shall prevail.
- Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation shall be disqualified**.
- 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.
- 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 **₱500,000.00** for **Emergency Cases** and **₱50,000.00** above for **Small Value Procurement**.
- Upon **approval of the Purchase Order (PO)**, the Procurement Section may 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 may cause the automatic cancellation of the PO.
- 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**.
- 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.
- Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430** local **25123**, mobile number **0969-572-9176** or email address [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph).

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

**REQUEST FOR QUOTATION (RFQ)**

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	<b>PREVENTIVE MAINTENANCE OF GENERATOR SETS FOR CENTERS AND RESIDENTIAL CARE FACILITIES</b>				
	<b>Preventive Maintenance of Generator Set at RSCC</b> RSCC: 200 kVA Cummins Generator Set	3	Quarter		
	<b>Repair and Maintenance of Generator Set at RRCY</b> RRCY: 20 kVA Power City Smart Generator Set  1. Replacement of Fuel Pump 2. Replace/ Repair of Fuel level Gauge 3. Replace/ Repair Fuel Filter Assembly 4. Repair ATS 5. Replace Battery (Maintenance Free) 12V 2SM	3	Quarter		
	<b>Preventive Maintenance of Generator Set at RHWG</b> RHWG: 100 kVA Cummins Generator Set	3	Quarter		
	<p><b>Scope of Work:</b></p> <p><b>"I. Fuel System</b>                      &gt; Check fuel level                      &gt; Change fuel filters, fittings for leaks                      &gt; Drain sediments and water from engine water fuel separator                      &gt; Check low pressure lines and fuel filters or leaks                      &gt; Check storage tank lines and operations and fuel tanks for water                      &gt; Check rust problems.</p> <p><b>"II. Lubrication System:</b>                      &gt; Check oil level                      &gt; Check oil filters and oil fitting for leaks                      &gt; Change crankcase filter                      &gt; Check and tighten all oil fittings                      &gt; Check oil pressure and temperature control sensors/ sender.</p> <p><b>"III. Cooling System</b>                      &gt; Check cooling system coolant and water level                      &gt; Check cooling system hoses, connections and fittings for leaks                      &gt; Inspect radiator fins                      &gt; Check alternator fan and other drive belts                      &gt; Check and adjust fan belt tension                      &gt; Inspect water pump for leaks                      &gt; Inspect cooling system hoses and connections                      &gt; Check/clean radiator air ducts, louvers for restriction and dirt.</p> <p><b>"IV. Air and Exhaust System:</b>                      &gt; Check engine air intake system for leak                      &gt; Check air cleaner assembly                      &gt; Check exhaust system for signs of leaks of restriction                      &gt; Inspect air filters and check mechanical indicator.</p>				

<p><b>"V. Battery System:</b>          &gt; Check battery electrolyte level          &gt; Inspect/ clean battery connections and ground connections          &gt; Remove corrosion, case exterior clean and dry          &gt; Check battery charger operation and charge rate          &gt; Measure output voltage and internal resistance.</p> <p><b>"VI. Control Panel/ Electrical System:</b>          &gt; Check wirings for fatigue wear and abrasions          &gt; Ensure fuse holders are correctly seated          &gt; Check and tighten all necessary electrical connections          &gt; Check output voltage and adjust          &gt; Check grounding system          &gt; Clean dust from control board.</p> <p><b>"VII. General Condition of Equipment</b>          &gt; Check and tighten nuts, bolts, fittings and hose clamp          &gt; Check controller operation including shutdown function and emergency stop          &gt; Set system on automatic mode          &gt; Visually inspect all external components for mechanical damage or malfunction.</p> <p><b>"VIII. OBLIGATION OF SERVICE PROVIDER</b>          &gt; 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 be provided)          &gt; 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.          &gt; Dispatch of the technician for request of service must be done upon receipt of compliant/ report.</p>					
---	--	--	--	--	--

**TOTAL**

OTHER REQUIREMENTS	COMPLIANCE		REMARKS
	Can Comply	Cannot Comply	
<i>Delivery place will be around Benguet. If the last day of delivery falls on Saturday/Sunday/Holiday, the delivery of goods can be moved to the next working day.</i>	[ ]	[ ]	
<i>PAYMENT TERMS: Payment shall be processed after each delivery of service, subject to the complete submission of all required supporting documents.</i>	[ ]	[ ]	
<i>Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.</i>	[ ]	[ ]	

**PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES**

• Award shall be made per:

Lot basis

Total Quoted Price

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.

Ma'am:

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 Convasser

JFC/64n