

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

REQUEST FOR QUOTATION

RFQ No. 2022-07-410  
PR No. 2022-07-841  
Mode of Proc: NP-SVP

\*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: **DSWD FO III PROPOSED MAJOR REPAIR/REPLACEMENT FOR MAIN BUILDING REAR GUTTER OVERFLOW, ACCOUNTING OFFICE LOOSENED CERAMIC TILE AND REPLACEMENT OF RDs OFFICE WORN-OUT CARPET TO GRANITE TILES**

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

Interested supplier/s are required to submit copies of their **Mayor's/Business Permit**. The **Certificate of PhilGEPS Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

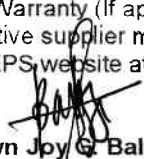
Please accomplish and **submit this from together with Annex A** and all the required documents to DSWD FO III - BAC Secretariat at DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga or **email to [quotation.fo3@dswd.gov.ph](mailto:quotation.fo3@dswd.gov.ph)** not later than **3:00PM Aug. 15, 2022**. 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]**. Bids submitted must be in **pdf format ONLY** clearly scanned in a **SINGLE FILE**. Any supporting documents shall be saved in a separate pdf file.

Very truly yours,

  
JENNIFER CAMPANG-MORALES  
Procurement Section Chief

**Terms and Conditions:**

- Award shall be made on per:  Item Basis  Lot Basis
  - No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
  - Quotation validity shall be: Thirty (30) Calendar Day
  - Good/s/Activity shall be delivered within: 10 Calendar Days
  - Place of Delivery: DSWD FO III Main Building, DMGC, Maimpis, City of San Fernando, Pampanga
  - Terms of Payment: Within Thirty (30) Calendar Days  
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.
  - 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.
  - For goods, please indicate brand, model and country or origin.
  - In case of discrepancy between unit cost and total cost, unit cost shall prevail.
  - Please indicate Warranty (If applicable): \_\_\_\_\_
10. 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) and register for free.

  
Keilyn Joy G. Baltazar

PPMU

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

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Date: \_\_\_\_\_

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Contact Person: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
PhilGEPS Reg. No.: \_\_\_\_\_

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Bidder's Specifications (Please State your Compliance)	UNIT COST	TOTAL COST
			<b>DSWD FO III PROPOSED MAJOR REPAIR/REPLACEMENT FOR MAIN BUILDING REAR GUTTER OVERFLOW, ACCOUNTING OFFICE LOOSENED CERAMIC TILE AND REPLACEMENT OF RDs OFFICE WORN-OUT CARPET TO GRANITE TILES</b>			
			<b>I. GENERAL REQUIREMENTS</b>			
	1	lot	A. Mobilization / Demobilization Works			
	1	lot	B. Health and Safety			
			<b>II. CONSTRUCTION WORKS</b>			
	1	LOT	<b>A. Site Preparation</b>			
	1	lot	1.1. Chipping Works for Accounting Office Tile Work surface preparation and Disposal of Chipped Debris			
	1	lot	1.2. Removal of Existing Ceiling and Gutter on ARDA and Budget Hallway			
	1	lot	1.3. Removal of Existing Damaged and Worn out Carpet Vinyl Tiles, Chipping Works for surface preparation and Disposal of Chipped Debris at RD's Office			
	1	LOT	<b>B. Floor Finish</b>			
	60.06	m2	1.1. Granite Tiles (600x600mm with mortar topping and grout) - Accounting Office			
	36.00	sq.m.	1.2. Granite Tiles (600x600mm with mortar topping and grout) - RD-s Office			
	1	LOT	<b>C. Storm Drain</b>			
	1	lot	1.1. Aluminum Gutter (48"-cut, min. 30x30cm cross section)			
	1	lot	1.2. Storm Drainage (Gutter Downspout to Existing Embedded Floor Pipe)			
	1	LOT	<b>D. Ceiling Works</b>			
	37.91	m2	1.1. Fiber Cement Board on metal furring and carrying channel on ARDA and Budget Hallway (provide 60x60cm opening on each gutter-downspout location)			
	1	LOT	<b>E. Electrical Works</b>			
	1	lot	1.1. Electrical Works for Hallway of ARDA and Budget Section			
	1	LOT	<b>F. Painting Works</b>			
	37.91	m2	1.1. Painting Works for Hallway of ARDA and Budget Section			
			<b>III. SCHEDULE OF WORKS</b>			
			The project duration is Thirty (30) Calendar days and will commence a day after the pre-construction meeting or as per agreed upon.			
			<b>IV. QUALIFICATION OF SERVICE PROVIDER</b>			
			Service Provider/ Contractor shall have at least Project License Engineer with minimum experience of three (3) years, License Architect with minimum experience of three (3) years, License Electrical Engineer with minimum experience of three (3) years, Master Electrician with minimum experience of three (3) years for construction industry and General Foreman with minimum experience of three (3) years of finishing works in construction industry.			
			<b>V. DUTIES AND RESPONSIBILITIES OF SERVICE PROVIDER</b>			
			1. The Service provider shall ensure that the scope of work and schedules are diligently rendered.			
			2. The Service Provider must conform with the warranty provision in accordance with section 62.2 of revised IRR of RA 9184 one (1) year from			

		project completion up to final acceptance or the defects liability period.			
		3. The Service Provider shall exercise diligence in performing its services to ensure that no illness, accident or damage will happen to any DSWD FO III employees, clients and properties. The service provider shall assume full responsibility for any claims or liabilities that may arise because of illness, accident and/or damage due to its acts of omission and negligence.			
		A. Total Direct Cost (Material, Labor and Equipment: item II)			
		B. Overhead, Contingencies and Miscellaneous (OCM)			
		C. Health and Safety (2)			
		D. Contractor's Profit (CP)			
		E. Mobilization / Demobilization			
		F. Value Added Tax (VAT)			
		<i>Note: No negative feedback/incident and or delay of delivery of Service Provider within Three (3) months.</i>			
		<b>Approved Budget for the Contract: PhP 198,165.51</b>			

**PURPOSE:** DSWD FO III PROPOSED MAJOR REPAIR/REPLACEMENT FOR MAIN BUILDING REAR GUTTER OVERFLOW, ACCOUNTING OFFICE LOOSENEED CERAMIC TILE AND REPLACEMENT OF RDs OFFICE WORN-OUT CARPET TO GRANITE TILES

**PR No.** 2022-07-841

**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". Thank you very much!

  
**JENNIFER C. MORALES**  
 Procurement Officer

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 Supplier