

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

REQUEST FOR QUOTATION

RFQ No. 2022-09-622  
PR No. 2022-09-1131  
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: Elevator Main Rope Shortening, Lift Water Proofing and Installation of Elevator Intercom at DSWD FO III Annex Building.**

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 **12:00PM September 19, 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: Twenty (20) Calendar Days
- Place of Delivery: DSWD FO III, Annex Building, DMGC, CSFP
- 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): \_\_\_\_\_
- 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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. 2022-09-622  
Date: \_\_\_\_\_

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\*Company Address: \_\_\_\_\_  
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\*Contact No.: \_\_\_\_\_  
\*Email Address.: \_\_\_\_\_  
\*PhilGEPS Reg. No.: \_\_\_\_\_

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Bidder's Specifications	UNIT COST	TOTAL COST
1		LOT	<b>ELEVATOR MAIN ROPE SHORTENING, LIFT WATER PROOFING AND INSTALLATION OF ELEVATOR INTERCOM AT DSWD ANNEX BUILDING</b>			
			<b>A. WIRE ROPE SHORTENING</b>			
			<ul style="list-style-type: none"> <li>• Hanging of cabin &amp; counter weight using chain block to loosen the wire ropes.</li> <li>• Disassembling of wire ropes attached at cabin side.</li> <li>• Shortening of wire ropes &amp; fixing of ropes and rope attached.</li> </ul>			
			<b>B. PIT WATER PROOFING</b>			
			<ul style="list-style-type: none"> <li>• 4 gallons of water proofing adhesive</li> <li>• Cleaning &amp; drying of cement &amp; pit</li> <li>• Application of cement plaster</li> <li>• Application of water proofing</li> </ul>			
			<b>C. INSTALLATION OF ELEVATOR INTERCOM</b>			
			<ul style="list-style-type: none"> <li>• Intercom unit, cables and installation to lobby</li> </ul> <p>With service warranty of six (6) months from the date of completion</p>			
			<b>SCOPE OF WORKS</b>			
			<p>The service provider shall also be readily available in case a problem with the elevator operation. Immediate response for service or repair may even be availed anytime of the day. Response time should be as soon as possible especially for failure of elevator to operate. The service provider shall arrive with the complete tools and equipment.</p> <p>Activity form will be submitted automatically to General Services Section of Department of Social Welfare and Development Field Office III.</p>			
			<b>SCHEDULE OF WORKS</b>			
			The contractor is advised to start in three (3) calendar days after issuance of Notice to Proceed and finish the work within twenty (20) calendar days.			
			<b>QUALIFICATION OF THE SERVICE PROVIDER</b>			
			The Contractor must have experienced Elevator Technician for the said scope of works of project.			
			<b>DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER</b>			
			<ol style="list-style-type: none"> <li>1.The Service provider shall ensure that the scope of work and schedules are diligently rendered.</li> <li>2. The Service Provider shall ensure and warrant the quality of work. Warranty period is Six (6) months from the date of completion.</li> <li>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.</li> </ol>			
			<b>* NOTHING FOLLOWS *</b>			
			<i>Note: No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.</i>			
			<b>Approved Budget for the Contract: PhP 163,460.00</b>			

PURPOSE: **Elevator Main Rope Shortening, Lift Water Proofing and Installation of Elevator Intercom at DSWD FO III Annex Building.**

PR No. **2022-08-1131**

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

\_\_\_\_\_  
Supplier