

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

REQUEST FOR QUOTATION

RFQ No. 2023-09-122  
PR No. 2023-09-041  
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: **PAINTING OF STORAGE ROOM AND INSTALLATION OF SHELVES OF HAVEN FOR GIRLS, SAN VICENTE, MAGALANG, PAMPANGA.**

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.

Pursuant to Appendix "A" of Annex "H" of the 2016 Revised IRR of Republic Act No. 9184, interested bidders **MUST** submit the following requirements along with their bid.

**NP-Small Value Procurement (Infra)**

- Philgeps Registration Number
- Valid Mayor's Permit
- Latest Income/Business Tax Return (for ABCs 500k and above)

**Additional Requirements**

- Valid PCAB License (Atleast Small B)

**For methods of procurement requiring Mayor's Permit and Philgeps Registration Number, Updated Certificate of Philgeps Platinum Membership may be submitted in lieu of the said document**

- Unnotarized Omnibus Sworn Statement (for ABCs above 50k);  
**If awarded, kindly submit the notarized Omnibus Sworn Statement within 2 days upon receipt of the Notice of Award.**

- Latest Income/Business Tax Return (for ABCs 500k and above);  
a. Evidence of the offered item/s shall be submitted in the form of manufacturer's sales literature or photos with readable brand, and specifications (**i.e brochure, websites, clear pictures showing the brand, model, and description**), unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. **(This is not applicable for Catering Services)** For Advocacy Materials, bidders must submit EVIDENCE such as but not limited to the following, in order to support its quotation: Clear and actual copies of sample photo(s) of items being offered with measurements and dimensions;

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- 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.

**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 either in person or electronically under the following conditions:

<b>ELECTRONIC SUBMISSION</b>	<a href="https://tinyurl.com/fo3bacsite">https://tinyurl.com/fo3bacsite</a> in case of difficulty accessing the above link, you may access the alternate link: <a href="https://bit.ly/fo3bacsite">https://bit.ly/fo3bacsite</a> Select the Menu – “ <b>BID SUBMISSION</b> ”
<b>IN PERSON SUBMISSION</b>	Procurement Section, 2/f, New Building, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
<b>DEADLINE OF SUBMISSION</b>	<b>2:00 PM October 3, 2023</b>

Quotations submitted to different email address(es) as stated above shall not be considered for evaluation.  
Bids submitted must be in **pdf format** ONLY **clearly scanned** in a **SINGLE FILE** including supporting documents

Very truly yours,

  
**RAYMUND VINCENT A. PANLILIO**  
OIC Admin Division Chief  
Concurrent Procurement Section Chief

**Terms and Conditions:**

- Award shall be made on per: ☐ Item Basis ☒ Lot Basis
- No negative feedback/derogatory record whatsoever and/or delay of delivery of Service Provider within Three (3) months hereof.
- Quotation validity shall be: Thirty (30) Calendar Day
- Project duration within: Twenty-One (21) Calendar Days
- Place of Delivery: HAVEN FOR GIRLS, SAN VICENTE, MAGALANG, PAMPANGA
- Terms of Payment: 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): \_\_\_\_\_
- 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).
- 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 B. CALMA**

PPMU

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

Supplier



DRN: III-FO-PSD-CBSS-SS-PROP-23-07-41114-S
**PROGRAM OF WORKS**

DRN:

Name of Project:	<b>PAINTING OF STORAGE ROOM AND INSTALLTION OF SHELVES</b>	Location:	<b>HAVEN FOR GIRLS, SAN VICENTE, MAGALANG, PAMPANGA</b>
Total Project Cost:	<b>PHP 142,991.28</b>	Project Duration:	<b>21 Calendar Days</b>
Source of Fund:	<b>RM- BUILDING</b>	Mode of Procurement:	<b>Negotiated Procurement-SVP</b>
Date:	<b>Sunday, July 16, 2023</b>	Source of Manpower:	<b>Outsource</b>

<b>I</b>	<b>CONSTRUCTION WORKS</b>				
Item No.	Item Description	Quantity	Unit	Unit Cost	Amount
<b>1</b>	<b>Carpentry Works</b>	1.00	lot		
<b>2</b>	<b>Painting Works</b>	1.00	lot		
<b>SUB TOTAL (Construction Works)</b>					

<b>A</b>	Total Direct Cost (Material, Labor and Equipment) of Construction Works	
<b>B</b>	Overhead, Contingencies and Miscellaneous (OCM) ( 15% of A )	
<b>C</b>	Contractor's Profit (CP) ( 10% of A )	
<b>D</b>	Value Added Tax ( VAT ) ( 5% of A+B+C )	
<b>TOTAL PROJECT COST</b>		<b>PHP</b>

DRN: **III-FO-PSD-CBSS-SS-PROP-23-07-41114-S**

**BILL OF QUANTITIES**

Name of Project:	PAINTING OF STORAGE ROOM AND INSTALLTION OF SHELVES		Location:	HAVEN FOR GIRLS, SAN VICENTE, MAGALANG, PAMPANGA			
Total Project Cost:	PHP	142,991.28	Project Duration:	21	Working Days		
Source of Fund:	RM- BUILDING		Mode of Procurement:	Small Value Procurement			
Date:	Sunday, July 16, 2023		Source of Manpower:	Outsource			

I	CONSTRUCTION WORKS							
Item No.	Item Description		Quantity	Unit	Material Cost	Labor /Equipment Cost	Unit Cost	Amount
1	Carpentry Works							
1.1	Wooden Shelves		1.00	lot				
SUB - TOTAL ( Carpentry Works)								
2	Painting Works							
2.1	Painting Works ( Masonry / Concrete )		151.65	sq.m.				
2.2	Painting Works (Wood Painting)		51.72	sq.m.				
SUB - TOTAL (Painting Works)								
A	Total Direct Cost (Material, Labor and Equipment ) of Construction Works							
B	Overhead, Contingencies and Miscellaneous (OCM) ( 15% of A )							
C	Contractor's Profit (CP) ( 10% of A )							
D	Value Added Tax ( VAT) ( 5% of A+B+C )							
TOTAL PROJECT COST								PHP