

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

REQUEST FOR QUOTATION

RFQ No. 2023-12-015  
PR No. 2023-12-033  
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: SUPPLY OF LABOR AND MATERIALS FOR THE INSTALLATION OF STORAGE PARTITION AT PERSONNEL ADMINISTRATIVE SECTION**

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;
  - 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>	BAC Office (in front of Cash Releasing), DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
<b>DEADLINE OF SUBMISSION</b>	<b>12:00 PM December 18, 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: Seven (7) Calendar Days
  - Place of Delivery: DSWD FO III Main Building, Maimpis, City of San Fernando, 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.

  
**MARY JOYCE ZAPATA**

PPMU

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



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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) to register."

RFQ No. 2023-12-015  
Date: \_\_\_\_\_

\*Company Name: \_\_\_\_\_  
\*Company Address: \_\_\_\_\_  
\*Contact Person: \_\_\_\_\_  
\*Contact No.: \_\_\_\_\_  
\*PhilGEPS Reg. No.: \_\_\_\_\_

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications (Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)	UNIT COST	TOTAL COST
	1	LOT	SUPPLY OF LABOR AND MATERIALS FOR THE INSTALLATION OF STORAGE PARTITION AT PERSONNEL ADMINISTRATIVE SECTION			
			Other Requirements to be Submitted:			
			> List of Key Personnel (Please attached their ID's)			
			> List of minimum major equipment/tools requirement			
			> Attach/Submit your accomplished Program of Works, Bill of Quantities and please check Terms of Reference for Project Details			
			* NOTHING FOLLOWS *			
			Approved Budget for the Contract: PhP 65,000.00			

Please do not leave any blank items.

TOTAL OFFERED QUOTATION / BID	
In WORDS:	In FIGURES:
_____	PHP _____
_____	

PURPOSE: SUPPLY OF LABOR AND MATERIALS FOR THE INSTALLATION OF STORAGE PARTITION AT PERSONNEL ADMINISTRATIVE SECTION

PR No. 2023-12-033

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"

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

\_\_\_\_\_  
Supplier

**DRN: III-FO-AD-GSS-SS-PROP-23-11-70723-H**
**BILL OF QUANTITIES**

Name of Project:		SUPPLY OF LABOR AND MATERIALS FOR THE INSTALLATION OF STORAGE PARTITION AT PERSONNEL ADMINISTRATIVE SECTION			Location:		DSWD Region III FO3 Main Building, DMGC Maimpis, CSFP			
Total Project Cost:		PHP -			Project Duration:		7 Calendar days			
Source of Fund:		RM Buildings			Mode of Procurement:		Small Value Procurement			
Date:		Monday, 13 November 2023			Source of Manpower:		Outsource			
I GENERAL REQUIREMENTS										
Item No.	Item Description			Quantity	Unit	Material Cost	Labor Cost	Unit Cost	Amount	
	1	MOBILIZATION / DEMOBILIZATION		1.00	lot				-	
	2	Health and Safety		1.00	lot				-	
									-	
II CONSTRUCTION WORKS										
Item No.	Item Description			Quantity	Unit	Material Cost	Labor Cost	Unit Cost	Amount	
1	Glass and Aluminum									
	1.1	Fixed Glass Partition (ht. to ceiling) on Powder Coated White Aluminum Frame, partial frosted, with complete accessories		159.00	sq.ft.			-	-	
	1.2	0.9m width sliding door on Powder Coated White Aluminum Frame, partial frosted, with complete accessories		21.00	sq.ft.			-	-	
									-	
SUB - TOTAL (Glass and Aluminum)										
	A	Total Direct Cost (II)							-	
	B	OCM (0.12% of A)							-	
	C	Health and Safety (I.2)							-	
	D	Contractor's Profit (10% of A+C)							-	
	E	MOB/DEMOB(I.1)							-	
	F	VAT (5% of A+B+C+D+E)							-	
TOTAL PROJECT COST								PHP		-

**DRN: III-FO-AD-GSS-SS-PROP-23-11-70723-H**
**PROGRAM OF WORKS**

Name of Project:		'SUPPLY OF LABOR AND MATERIALS FOR THE INSTALLATION OF STORAGE PARTITION AT PERSONNEL ADMINISTRATIVE SECTION		Location:		DSWD Region III FO3 Main Building, DMGC Maimpis, CSFP	
Total Project Cost:		PHP -		Project Duration:		7 Calendar Days	
Source of Fund:		RM Buildings		Mode of Procurement:		Small Value Procurement	
Date:		Monday, 13 November 2023		Source of Manpower:		Outsource	
I		GENERAL REQUIREMENTS					
Item No.	Item Description		Quantity	Unit	Unit Cost	Amount	
1	MOBILIZATION / DEMOBILIZATION		1.00	lot		-	
2	Health and Safety		1.00	lot		-	
II		CONSTRUCTION WORKS					
Item No.	Item Description		Quantity	Unit	Unit Cost	Amount	
1	Glass and Aluminum		1.00	lot		-	
		SUB TOTAL (Construction Phase)				-	
A		Total Direct Cost (Material, Labor and Equipment: Item II)				-	
B		OCM (12% of A)				-	
C		Health and Safety (I.2)				-	
D		Contractor's Profit (10% of A+C)				-	
E		MOB/DEMOB (I.1)				-	
F		VAT (5% of A+B+C+D+E)				-	
TOTAL PROJECT COST					PHP		-

**DRN: III-FO-AD-GSS-SS-PROP-23-11-70723-H**

## **TERMS OF REFERENCE**

### **I. Project Information**

- a. **Title:** Supply of Labor and Materials for the Installation of Storage Partition at Personnel Administrative Section
- b. **Duration:** Seven (7) Calendar days
- c. **Location:** DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga, 2000
- d. **Proponent:** PAS
- e. **Budgetary Requirement:** Sixty-Five Thousand Pesos (₱ 65,000.00)
- f. **Fund Source:** RM Building

### **II. Rationale**

The Personnel Administrative Section, adheres to its thrust in managing personnel records of employees for the Field office. Correspondingly, they provide safekeeping and security on vital personnel documents.

Improving the facility and securing vital personnel records aligns with the department's policy in providing the best support we can offer to our employee. Apparently, the accessibility and safety of documents are also an important part that provides future record references for current, resigned and even retired personnel. Moreover, it contributes to the orderliness of the facility in compliance with ISO certification and 7s of Good Housekeeping.

The Admin Division provides leadership, staff expertise and support in the management and addressing matters related to physical facilities and infrastructure. Thus, recommending and implementing this project will complement the employees' needs.

### **III. Objectives**

- 1. To provide secured space for permanent personnel files.
- 2. To maintain good conditions of files and prevent further deterioration.

#### **IV. Qualifications**

The qualifications of the Contractor are:

1. Must have a valid PCAB licensed.
2. Must be duly registered with the Philippine Government Electronic Procurement System (PhilGEPS).
3. Please see attached Contractor's TOR for other details.

#### **V. Scope of Works**

The Administrative Division - General Services Section is responsible for ensuring the facility conditions, providing better and safe access, and compliance to the 7s of Good Housekeeping in order to achieve the organization's vision and goal. Thus, in order to ensure the section's contribution in the achievement of the said vision, the proposal "Supply of Labor and Materials for the Installation of Storage Partition at Personnel Administrative Section" is being made. The following Scope of Works are as follow:

1. Partition wall for personnel file storage

#### **VI. Detailed Estimate**

The proposed project includes Improvement and Repair of specified offices. The funding source, which is the RM Building will entail the supply of labor and materials for civil, electrical, mechanical, and architectural works with the following estimates;

(Please see Program of Works, Bill of Quantities and DUPA)

#### **VII. Accountabilities**

1. The Service provider shall ensure that the scope of work and schedules are diligently rendered.
2. The Service Provider shall ensure the quality of work with minimum of one (1) year service warranty.
3. See Contractor's Terms of Reference for other details.

#### **VIII. Contract Duration and Schedule**

The contractor is advised to start a day after the pre-construction meeting and must be finished within Seven (7) Calendar days. (See schedule of Works).

**IX. Budgetary Requirement and Fund Source**

A total of Sixty-Five Thousand Pesos (₱ 65,000.00) is the budget needed in order to carry out this proposed construction project which will be charged against: \_\_\_\_\_.

<b>Particulars</b>	<b>Object of Expenditure</b>	<b>Project Duration</b>	<b>Total Cost</b>
SUPPLY OF LABOR AND MATERIALS FOR THE INSTALLATION OF STORAGE PARTITION AT PERSONNEL ADMINISTRATIVE SECTION	RM Building	7 Calendar Days (see Schedule of Works)	₱ 65,000.00
<b>Total Project Cost:</b>			<b>₱ 65,000.00</b>



**DRN: III-FO-AD-GSS-SS-PROP-23-11-70723-H**

CONTRACTORS TERM OF REFERENCE			
Name of Project:	<b>SUPPLY OF LABOR AND MATERIALS FOR THE INSTALLATION OF STORAGE PARTITION AT PERSONNEL ADMINISTRATIVE SECTION</b>	Location:	DSWD Region III FO3 Main Building, DMGC Maimpis, CSFP
Total Project Cost:	₱65,000.00	Project Duration:	7
Source of Fund:	RM Building	Mode of Procurement:	Small Value Procurement
Date:	Monday, 13 November 2023	Source of Manpower:	Outsource
<b>A.) Contractor's Qualifications</b>			
1.)	Service Provider/ Contractor shall have competence and meaningful experience of minimum of Three (3) years of Construction/repair/renovation/improvement works.		
2.)	Service Provider/ Contractor shall have a Single Largest Contract with similar project contract and scope such as construction, improvement/ rehabilitation/ repair of building interior/ exterior works completed within the three (3) years from the deadline of bid submission, whose the value of contract amount must be at least fifty percent (50%) of the ABC with supported by the Contractors Performance Evaluation System rating or a certificate of satisfactory rating or certificate of satisfactory completion of the project issued by the owner of the previous completed project.		
3.)	Service Provider/ Contractor required minimum license shall be at least:		
	<b>Size Range</b>	<b>Allowable Range for</b>	<b>License Category</b>
	Small B	≤ 30 Million	C & D
			<b>Classification</b>
			General Building
4.)	Service Provider/ Contractor shall have at least a License Civil Engineer or Architect with minimum experience of one (1) year/s, and General Foreman with minimum experience of one (1) year/s of finishing works in construction industry.		

<b>B.) Contractor's Working Hours</b>	
1.)	All normal works for regular days of this contract shall be performed during office hours (8:00am to 5:00Pm) and noisy works shall be performed during after office hours, including Weekends, Holiday and Special Holiday with proper coordination/approval to Admin-GSS/Implementing Team.
2.)	The Contractor/Service Provider shall be required to furnish safe, proper and sufficient lighting arrangement during overnight works.
3.)	Weekends/holidays shall deploy a maximum number of manpower based on the submitted Contractors Schedule, just to catch-up the possible delays due to possible stoppage instructed by Admin GSS/Implementing Team.
<b>C.) Contractor's Responsibilities and Conditions</b>	
1.)	Contractor/Service Provider shall request a Pre-Construction Meeting with Admin-GSS/Implementing Team before the start of work.
2.)	Contractor shall control the generation of dust and flying particles from the operation and shall provide a temporary closure to prevent creation of nuisance to the adjacent offices/rooms;
3.)	Contractor/ Service Provider shall submit performance security, own construction schedule, manpower deployment schedule, equipment's/ tools schedule, list of manpower to be deployed and Project Site organizational structure within Ten (10) days upon received of Notice of Award. Non-compliance for the submission of documents on the allotted period shall be grounds for sanctions stated on section 40 of 2016 Revised IRR of the RA 9184 GPPB.

4.)	the end user may require at least one Licensed Civil Engineer or Licensed Architect as a project Engineer/ Supervisor from the start until completion stage;
5.)	Contractor/Service provider shall coordinate to the Admin-GSS/Implementing Team all the execution of works;
6.)	Contractor/Service provider shall provide warning signages on on-going works;
7.)	Contractor/Service provider's workers shall sign on the logbook before entering the premises as reference of the DSWD-Regional Center security guards.
8.)	Contractor/Service provider shall provide/submit Statement of Works Accomplishment, Progress Photos and other necessary documents as requirement of the billing request;
9.)	Contractor/Service provider shall submit weekly progress reports with attached progress photos to Admin Division Implementing team with completed signed by the contractor project implementation team;
10.)	Contractor/Service provider shall provide delivery receipt or list of all materials brought inside the compound including the list of equipment and tools;
11.)	Contractor/Service provider shall provide complete uniform with ID and basic PPE for all the construction worker and personnel; and
12.)	Contractor/Service Provider shall strictly comply/observe the Construction Safety Guidelines for the Implementation of All Infrastructure Projects during the Covid-19 Public Health Crisis as per DPWH Department Order No. 35 Series of 2020.
13.)	Contractor/Service Provider shall assist the DSWD in securing Building Permit, Occupancy Permit and other clearances without additional cost.
14.)	Contractor/Service Provider shall issue a Certification to the Procuring Entity that the Equipment listed in their Previous Awarded Project/s will no longer be used to the other DSWD Project/s for Bidding except for Service Truck. In case, the Equipment is rented; the Contractor/Service Provider shall submit a copy of Lease of Agreement.
15.)	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.

**D.) RECOMMENDED PAYMENT ARRANGEMENT SCHEDULE**

1.)	The Payment for this project shall be made upon completion of the following activity/ scope of works:		
	<b>Payment Tranches</b>	<b>Outputs/ Deliverables</b>	
	1 Time Payment: 100% of the total contract cost	Must be One-Hundred Percent (100 %) of project completion/ physical accomplishment with the submission of Billing Statement, Progress/Accomplishment Report, Statement of Work Accomplished, Progress Photos, and Narrative Report.	

**E.) CONTRACTOR'S MINIMUM MAJOR EQUIPMENTS AND TOOLS REQUIREMENTS**

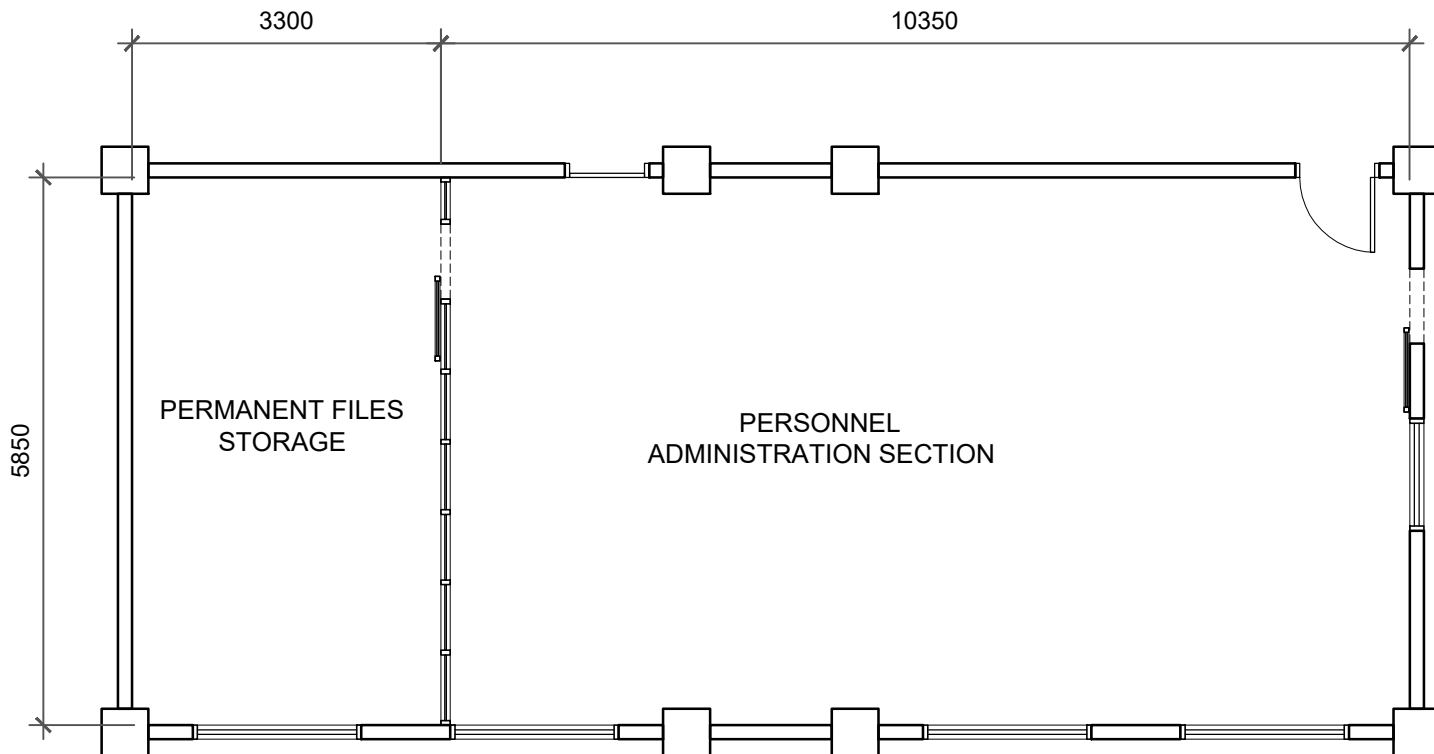
1.)	List of Minimum majorequipments/ tools requirement are the following						
a.)	1-units Chipping Gun/ Drilling Tools						
b.)	1-units Grinder Portable/ Machine						

**F.) OTHER GENERAL REQUIREMENTS**

1.)	All dimensions/level etc. indicated in the drawing plans are to be verified on the site and/or Admin-GSS/Implementing Team;
2.)	All materials are subjected for the approval by the End- user/Admin-GSS/Implementing Team;
3.)	Any discrepancies, either between written dimensions and site dimensions shall be brought to the Admin-GSS/Implementing Team office before executing the works;
4.)	All equipment, tools, scaffolding and other personnel needed shall be provided by the service provider/contractor;
5.)	Removal, dismantling and demolition work shall be coordinated and requested to the Admin-GSS/Implementing Team;
6.)	All waste materials shall be turned over to the Admin-GSS/Implementing Team with proper documentation;
7.)	All works shall comply with the National Building Code of the Philippines, Fire Code of the Philippines, Philippine Electrical Code and Department rules and Regulations and other relevant laws, rules and regulations.
8.)	No additional/extra cost to be claimed/charged by the Contractor for the Construction Works alone other than those expressly approved by the Procuring Entity
9.)	All actual and necessary expenses incurred during the application of Building Permit, Occupancy Permit and other clearances will be shouldered by DSWD except those incurred by the Contractor/Service Provider in assisting the DSWD and No Construction will commence without Building Permit.
10.)	The Service Provider shall ensure quality of work and warranty of at least one (1) year from the completion of project.

**DRNIII-FO-AD-GSS-SS-PROP-23-11-70723-H**

Date	November 13, 2023	Project/TA Control #	
Name of Project	<b>SUPPLY OF LABOR AND MATERIALS FOR THE INSTALLATION OF STORAGE PARTITION AT PERSONNEL ADMINISTRATIVE SECTION</b>		
Project Location	DSWD Region III FO3 Main Building, DMGC Maimpis, CSFP		
ACTIVITY / SCOPE OF WORKS	START DATE	FINISH DATE	DURATION
1 Glass and Aluminum Works	Day 1	Day 7	7
NOTES	SUMMARY		
1. This approved Schedule of Works shall be properly executed	Target Date of Start	1 day after the Pre-Con Meeting	
2. Any changes/revision shall be subjected for re-approval of new Schedule of Works	Target Completion Date	7 days from Start	
	Project Duration	7 Calender Days	




**FLOOR PLAN**  
 SCALE: 1:75 MTS



**ADMINISTRATIVE DIVISION  
FIELD OFFICE III**

DSWD-AS-GF-057 | REV 02 | 07 OCT 2022

**PROJECT NAME :**  
DSWD FO III: SUPPLY OF LABOR AND  
MATERIALS FOR THE INSTALLATION OF  
STORAGE PARTITION AT PERSONNEL  
ADMINISTRATIVE SECTION

**LOCATION :**  
DSWD Region III FO3 Admin Main Building,  
DMGC Maimpis, CSFP

**SHEET CONTENT :**  
FLOOR PLAN

**APPROVED BY**

**DIR. VENUS F. REBULDELA**  
Regional Director, DSWD FO III

**RECOMMENDING APPROVAL**

**RAYMUND VINCENT A. PANLILIO**  
OIC Chief, Admin Division Chief

Certified as to Funding Compliance with Budget  
Parameters and Inclusion in the WFP:

**RENANN M. MACAPINLAC**  
Budget Officer III

**CHECKED AND REVIEWED BY**

**ENGR. NEPTUNE M. VALENZUELA**  
TWG for Infrastructure

**SUBMITTED BY**

**CRISTINA S. LASAY**  
OIC Chief, General Section

**PREPARED/DESIGNED BY**

**ARCH. MHER ANTHONY C. SANTOS**  
PDO II - ARCH, General Services Section

PLAN CATEG.	SHEET NUMBER	PAPER SIZE
<b>A</b>	<b>1/1</b>	<b>A4</b>

