

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

REQUEST FOR QUOTATION

RFQ No. 2024-09-012
PR No. 2024-05-176
Mode of Proc: NP-TFB

*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 REPAIR AND IMPROVEMENT OF CIS OFFICE, ANNEX BUILDING LOBBY AND OTHER FACILITIES CY 2024**

Sir/Madam:

The Department of Social Welfare and Development (DSWD) - Field Office III, through the AICS CURRENT FUNDS CY 2024 intends to apply the sum of TWO MILLION ONE HUNDRED FIFTY THOUSAND PESOS being the Approved Budget of the Contract to payments under the contract for "SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR AND IMPROVEMENT OF CIS OFFICE, ANNEX BUILDING LOBBY AND OTHER FACILITIES OF DSWD FIELD OFFICE III CY 2024". Bids received in excess of the ABC shall be automatically rejected at bid opening.

The Department of Social Welfare and Development (DSWD) - Field Office III now invites bids for the above Procurement Project. Completion of the Works should be within Seventy-Five (75) Calendar Days. Bidder must have at least three (3) years from the date of submission and receipt of bids, a contract similar to the Project.

The procurement for this project will be conducted through Negotiated Procurement for Two-Failed Bidding pursuant to Section 53.1 of 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The selection of the successful offer shall be based on the best and final offer that will be submitted on the set deadline by the BAC and which would meet the minimum technical specification required.

Interested bidders may obtain further information from Bids and Awards Committee (BAC) Secretariat of the Procuring Entity and inspect the Bidding Documents posted at DSWD Field Office III.

A complete set of the Request for Quotation, Annex A and other necessary attachments may be acquired by interested Bidders on September 7, 2024 to September 11, 2024 (10:00 AM) from the given address and website(s) table below.

NP-TWO FAILED BIDDINGS

Eligibility and Technical Documents

- Valid PhilGEPs Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;
- Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
- Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; and
- Special PCAB License in case of Joint Ventures and registration for the type and cost of the contract to be bid (if applicable); and
- Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or original copy of Notarized Bid Securing Declaration; and
- Project Requirements, which shall include the following:

- a. Organizational chart for the contract to be bid;
- b. List of contractor’s key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
- c. List of contractor’s major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; and
- Original duly signed Omnibus Sworn Statement (OSS) and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder

Financial Documents

- The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC); and
- If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
- Duly signed and accomplished RFQ and Annex A; and
- Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; and
- Cash Flow by Quarter
- Notarized Special Power of Attorney (SPA) / Secretary Certificate for Authorized Representative

Failure to attach the required documents will result in the **DISQUALIFICATION** of your bid.

Additional Requirements

- If awarded, kindly submit the **BIR Registration Certificate** within 1 day upon receipt of the Notice of Award.
- Kindly also submit your Performance Security within ten (10) calendar days from the receipt of Notice of Award

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:

| | |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ELECTRONIC SUBMISSION | https://tinyurl.com/fo3bacsite in case of difficulty accessing the above link, you may access the alternate link: https://bit.ly/fo3bacsite |
| IN PERSON SUBMISSION | Select the Menu – “ BID SUBMISSION ” BAC Office (in front of Cash Releasing), DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga |
| DEADLINE OF SUBMISSION | 10:00 AM September 11, 2024 |

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,


ADRIAN D. MORALES
OIC- Procurement Section Chief

Terms and Conditions:

- 1. Award shall be made on per: Item Basis Lot Basis
 - 2. No negative feedback/derogatory record whatsoever and/or delay of delivery of Service Provider within Three (3) months hereof.
 - 3. Quotation validity shall be: Thirty (30) Calendar days
 - 4. Target Completion/ Project Duration: see attached TOR/ Schedule of Works
 - 5. Location of the project: DSWD Region III FO 3 Annex Building, DMGC Mairapis, CSFP
 - 6. Terms of Payment: see attached Scope of Work / TOR
- Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).

Account Name: _____

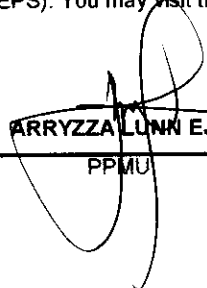
Account Number: _____

Bank Name: _____

Branch: _____

*Note; Non-Land Bank of the Philippines accounts shall be charged a service fee to be shouldered by Service Provider.

- 7. 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.
- 8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- 10. Warranty Security must be in accordance with the prevailing law under Section 62 of the Updated 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184
- 11. 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).
- 12. 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 and register for free.


ARRYZZA LUNN EJERA
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 to register."

RFQ NO. 2024-09-012
Date: _____

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*Contact Person: _____
*PhilGEPS Reg. No.: _____

| ITEM NO. | QTY. | UNIT | PURCHASER'S SPECIFICATIONS | Statement of Compliance and Bidder's Specifications <small>(Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)</small> | UNIT COST | TOTAL COST |
|----------|------|------|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------|
| | 1 | LOT | SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR AND IMPROVEMENT OF CIS OFFICE, ANNEX BUILDING LOBBY AND OTHER FACILITIES. | | | |
| | | | > Please see attached Contractor's Terms of Reference, Blank BOQ, Blank POW for the Project Details, DUPA, and Special Condition of the Contract | | | |
| | | | Please submit/ provide the following document along with the accomplished RFQ and Annex: | | | |
| | | | - Accomplished BOQ, POW and DUPA, PCAB License | | | |
| | | | - All necessary documents for the Evaluation of your bid | | | |
| | | | Criteria for Evaluation: | | | |
| | | | >Experience relative to the contract and the services to be procured (30%) | | | |
| | | | > Methodology, Work Plan and Schedule (20%) | | | |
| | | | > Quantity and Quality of available workforce and equipment to accomplish the task (20%) | | | |
| | | | >Financial offer/Proposal (30%) | | | |
| | | | *Nothing follows* | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | Approved Budget for the Contract: PhP 2,150,000.00 | | | |

Please do not leave any blank items.

TOTAL OFFERED QUOTATION / BID

| | |
|------------------|--------------------|
| In WORDS: | In FIGURES: |
| _____ | PHP _____ |
| _____ | |
| _____ | |


PURPOSE: SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR AND IMPROVEMENT OF CIS OFFICE, ANNEX BUILDING LOBBY AND OTHER FACILITIES CY 2024.

PR No. : 2024-05-176

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"


ADRIAN D. MORALES
OIC - PROCUREMENT SECTION CHIEF

SUPPLIER