

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

**REQUEST FOR QUOTATION**

<b>RFQ No.</b>	<b>RFQ-2025-04-0006</b>
<b>PR No.</b>	<b>2025-02-184</b>
<b>Mode of Procurement</b>	<b>NP-53.9 Small Value Procurement</b>

\*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 IMPROVEMENT OF MAIN GATE AND PERIMETER FENCE OF DSWD RO 3 REGIONAL HOME FOR GIRLS CY 2025 - 2**

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.

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**

**Legal and Technical Requirements**

- Philgeps Registration Number (Red Membership) or Philgeps **Platinum** Certificate;
- Valid Mayor's Permit;

**For methods of procurement requiring Mayor's Permit and Philgeps Registration Number, Philgeps Platinum Membership with the current and updated Annex 'A' may be submitted in lieu of the said documents.**

- Valid PCAB License;
- If applicable, Special PCAB License in case of Joint Ventures;
- Notarized Special Power of Attorney (SPA) / Secretary Certificate for Authorized Representative;
- Latest Income/Business Tax Return (for **ABCs 500k and above**);
- Unnotarized Omnibus Sworn Statement (for **ABCs above 50k**);

**If awarded, kindly submit the notarized Omnibus Sworn Statement within 1 day upon receipt of the Notice of Award.**

**Financial Requirements**

- Original of duly signed Bid Prices in the Bill of Quantities;
- 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.

## Additional Requirements

- Organizational Chart for the contract to be bid;
- 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;
- 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
- If awarded, kindly submit the **BIR Registration Certificate** within 1 day upon receipt of the Notice of Award.

Pursuant to Item III of Annex "H" of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184, Documentary Requirements for Alternative Methods of Procurement, *Procuring Entities maintaining an updated file of any of the bidder's above-mentioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer required its re-submission.*

Service providers who have already uploaded their current and updated Legal and Technical Eligibility documents to the procurement portal via <https://tinyurl.com/fo3bacsite> (**Service Providers' Registration Page**) are encouraged to ensure the continued validity and accuracy of their submissions. As long as the uploaded documents remain valid and updated, there will be no need for resubmission for every procurement project you wish to participate in, ensuring a seamless and convenient process.

For service providers who have not yet uploaded their eligibility documents, you are hereby encouraged to upload your current and valid eligibility requirements through the same portal for your convenience in future procurement projects.

**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>SERVICE PROVIDERS' REGISTRATION</b>	<a href="https://tinyurl.com/fo3bacsite">https://tinyurl.com/fo3bacsite</a> Select the Menu – <b>"SERVICE PROVIDER REGISTRATION FORM"</b>
<b>ELECTRONIC SUBMISSION</b>	<a href="https://tinyurl.com/fo3bacsite">https://tinyurl.com/fo3bacsite</a> <b>in case of difficulty accessing the above link, you may access the alternate link:</b>  <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>2:00PM   April 08, 2025</b>



**INSTRUCTIONS TO BIDDERS**

1. Accomplish this RFQ and Annex A correct and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with the given instructions for eligibility requirements will disqualify your quotation.
4. Do not submit to any official email addresses of the Procurement Section and Bids Awards Committee.
5. Bids must be in a **SINGLE FILE** and in **PDF FORMAT ONLY**

Quotations submitted to different email address(es) as stated above shall not be considered for evaluation.  
Very truly yours,

  
**ADRIAN D. MORALES**  
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: Sixty (60) Calendar days
4. Project shall be completed within: April 08, 2025
5. Place of Project: Regional Home For Girls, Palayan city, Nueva Ecija
6. 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 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. For goods, please indicate brand, model and country or origin.
9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
10. Please indicate Warranty (If applicable): \_\_\_\_\_
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](http://www.philgeps.gov.ph) and register for free.

**BIANCA C. SOLITA**

PPMU Head

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

/Steph


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

Stock/Property 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	DSWD FO III RHFG: SUPPLY OF LABOR AND MATERIALS FOR THE IMPROVEMENT OF MAIN GATE AND PERIMETER FENCE.			
			> Please see attached Terms of Reference, Program of works , Bill of Quantities, Detailed Unit Price Analysis, Schedule of works and Drawings			
			<b>Criteria for Evaluation</b>			
			> 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%)			
			NOTE: Provide/Submit the above - mentioned document for evaluation			
			' NOTHING FOLLOWS'			
			Approved Budget for the Contract: PhP 170,379.49			

**TOTAL OFFERED QUOTATION / BID**

<p><b>In WORDS:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>In FIGURES:</b></p> <p>PHP _____</p>
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**PURPOSE:** SUPPLY OF LABOR AND MATERIALS FOR THE IMPROVEMENT OF MAIN GATE AND PERIMETER FENCE OF DSWD RO 3 REGIONAL HOME FOR GIRLS  
**CY 2025 - 2**  
**PR No. :** 2025-02-184  
**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  
 PROCUREMENT SECTION CHIEF

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