CPM NO.: PS-2025-0118
Repair and Maintenance

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

REQUEST FOR QUOTATION

RFQ No.	**RFQ-2025-09-0023**
PR No.	**2025-07-131**
Mode of Procurement	**Small Value Procurement**

***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 PERIMETER FENCE OF DSWD FIELD OFFICE III- AMOR CY 2025**

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 a basis for non – compliance.

Pursuant to Section 34 of the Republic Act No. 12009,, otherwise known as the "New Government Procurement Act," interested bidders **MUST** submit the following requirements along with their bid.

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 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 to the BAC Secretariat.

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

DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga, 2000 Philippines
Website: www.fo3.dswd.gov.ph Tel Nos.: (045) 961-2143

- 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 to the BAC Secretariat.

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 electronically under the following condition:

ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsite **in case of difficulty accessing the above link, you may access the alternate link:** https://bit.ly/fo3bacsite Select the Menu – **"BID SUBMISSION"**
DEADLINE OF SUBMISSION	**September 15, 2025 | 11:00 AM**

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: Ninety (90) Calendar days
4. Project shall be completed within: See Schedule of Works
5. Place of Project: DSWD Amor village San Francisco East, Anao, Tarlac
6. Terms of Payment: Please see attached CTOR

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.

Payment through inter-bank transactions may take a minimum of two (2) to three (3) weeks to be credited. Service providers are highly encouraged to open a Land Bank account to facilitate faster and more efficient crediting of claims.

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 suppliers 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.

BIANCA C. SOLITA
PPMU Head

(Signature over Printed Name)
Supplier

/JALYN

Procurement Form No. 04-A "ANNEX A"

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

NOTE: "Prospective supplier must be registed at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register."

RFQ NO. 2025-09-0023
Date: _____

*Company Name: _____
*Company Address: _____
*Contact Person: _____
*PhilGEPS Reg. No.: _____

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications (Please indicate the word "COMPLY" in this whole column as your statement of compliance. For goods, please include the detailed specifications in another sheet of paper or in the proof of evidence.)	UNIT COST	TOTAL COST
	1	Lot	**DSWD FO III, AMOR VILLAGE: SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR AND IMPROVEMENT OF PERIMETER FENCE**			
			(Please see attached Program of Works, Bill of Quantities, Terms of Reference, Contractor's Terms of Reference, Schedule of Works and DUPA for project details)			
			(Please submit and comply all the requirements in the Contractor's TOR and Terms of Reference along with necessary documents indicated in this RFQ)			
			NOTHING FOLLOWS			
			Approved Budget for the Contract: PHP 1,500,000.00			

TOTAL OFFERED QUOTATION / BID

In WORDS: _____

In FIGURES: PHP _____

PURPOSE:	SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR AND IMPROVEMENT OF PERIMETER FENCE OF DSWD FIELD OFFICE III- AMOR CY 2025
PR No. :	2025-07-131
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

_____
(Signature over Printed Name)
SUPPLIER