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**FIELD OFFICE VII**

**REQUEST FOR QUOTATION**

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| --- | --- | --- |
| Date Published: **April 11, 2016** |  | RFQ No.: **DSWD7-16-168** |

Name of Company/Bidder : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Nos. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Department of Social Welfare and Development – Field Office VII, through its Bids and Awards Committee (BAC) will undertake a Negotiated Procurement for the **Lease of Real Property** in accordance with Section 53.10 of the Implementing Rules and Regulations of Republic Act 9184.

|  |  |
| --- | --- |
| Title of Project | **Lease of Office Space for SWAD-CIU Satellite Office of Negros Island Region** |
| Contract Period | **April 2016 to December 2016** |
| Location | **Dumaguete City** |
| Approved Budget for the Contract (ABC) | **Four Hundred Five Thousand Pesos (P405,000.00) inclusive of applicable tax and service charge** |
| Source of Funds | **NIR Funds** |

Interested bidders/suppliers are required to submit true copies of their valid **Mayor’s Permit** and **PhilGEPS Registration Certificate**,together **Technical Specifications** (marked as Annex A) and the **Price Quotation Sheet** (marked as Annex B) attached herewith. Bid price shall be within the ABC.

**Participating bidder/s shall ensure they can deliver the service if awarded. Deadline for submission of quotation is on or before April 19, 2016, 5:00 PM.**

For inquiry, you may contact **Ms. Justine P. Sanico** at Telephone No. (032) 233-8785; 232-9505; 232-9507; 232-9509; 412-9908; local 127 or through e-mail address, bacsec.fo7@gmail.com.

Very truly yours,



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I am interested to bid and agree to the terms and conditions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bidder’s Signature over Printed Name

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**Annex A**

RFQ No.: **DSWD7-16-168**

***Technical Specifications***

Bidders must state either **“Comply” or “Not Comply”** or any equivalent term in the column “Statement of Compliance” against each of the individual parameters of each “Specification”.

|  |  |  |
| --- | --- | --- |
| **Item** | **Specification** | **Statement of Compliance** |
| **I.** | **Location and Site Condition**1. Located along highway or main thoroughfare in Dumaguete City within 5 to 10 kilometers away from seaport and airport
2. Accessible to public utility vehicle
3. Available parking space
 |  |
| **II.** | **Neighborhood Data**1. Away from casinos and motels
2. Near Police and Fire Station
3. Proximity to Cafeterias
 |  |
| **III.** | **Real Estate**1. With good drainage and not flood-prone area
 |  |
|  | **Venue** **1. Structural Condition*** Building is safe for occupancy

**2. Functionality** |  |
|  | 1. ***Module***
* Ready for occupancy anytime
 |  |
|  | 1. ***Rooms Arrangement***
* With at least 2 restrooms
* With spacious waiting area for the clients of CIU
 |  |
|  | 1. ***Circulation***
* Good ventilation and lighting
 |  |
|  | 1. ***Space Requirements***
* At least 300 square meters which can accommodate the offices of Pantawid, BUB, Convergence, KALAHI, SLP including SWAD-CIU
 |  |
|  | **3. Facilities*** With separate water and electrical meters
* Availability of communication lines/facilities
 |  |
|  | **4. Other Requirements*** With fire escapes
* With fence and firewall
* Space for aircons of 3 core programs
 |  |
| **IV** | **Free Services and Facilities** |  |

I hereby commit to comply with all the above requirements.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company/Bidder

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bidder’s Signature over Printed Name

Date: \_\_\_\_\_\_\_\_\_\_\_

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**Annex B**

RFQ No.: **DSWD7-16-168**

# Price Quotation Sheet

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Bids and Awards Committee**

DSWD-Field Office VII

M.J. Cuenco Ave., Cebu City

Madam:

After having carefully read and accepted the terms and conditions in your Bidding Documents, hereunder is our bid for the **project**, viz:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Quantity** | **Unit Price** | **Total Price** |
| **Lease of Office Space from April to December 2016 with at least 300 square meters area** | 1 |  |  |

**TOTAL BID PRICE**…………………………………………………….P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Amount in Words)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: The above quoted prices are inclusive of VAT and service charge. Bid validity is 120 calendar days.**

Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of Company / Bidder

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Signature of Authorized Representative

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