

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROJECT
Field Office VII
MJ Cuenco Avenue, Cebu City
Telephone No. 233-0261

REQUEST FOR QUOTATION OF GOODS
SHOPPING

Date of Request: **October 25, 2024**

RFQ No. **2024-0155 KC-FO7**

Company name: _____
Address: _____
Contact Person: _____
Contact Number: _____

Sir/Madam: _____

1. The National Community Driven Development Project - Additional Financing (NCDDP-AF) hereby requests you to submit price quotations for the following items in Annex A:

To assist you in the preparation of your price quotation, we enclose the necessary technical specifications and required quantities.

2. You may quote for any or more items under this request. Each item shall be evaluated and contract awarded separately to the supplier(s)/ service providers offering the lowest evaluated price on per;

Item Basis Total Quoted Lot Basis

3. Your quotation in duplicate and in the English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed materials or pertinent information in English for each item quoted, including names and addresses of supplier(s) / service provider(s) providing after sales service facilities in the Philippines.

4. The deadline for receipt of your quotation (s) by the KC-NCDDP-AF at the address indicated in the Paragraph 6 is:
October 29, 2024 at 4:00 PM.

5. Your quotation(s) should be submitted as per the following instruction and in accordance with the Terms and Conditions including the following:

a. Prices: The prices should be quoted for the **Repair and Improvement of Kalahi CIDSS CR, Office and Storage Hallway at 3F Main Building.**

b. **Evaluation of Quotations:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. In evaluating the quotations, the Purchaser will adjust any arithmetical errors as follows:

- i. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern;
- ii. where there is a discrepancy between the unit rates and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
- iii. if a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include Value Added Tax and other necessary taxes as specified herein.

iv. **Award of Purchase Order:** The award will be made to the bidder offering the lowest evaluated price that meets the technical and financial requirements.

v. **Validity of the Offer:** Your quotation(s) should be valid for a period of sixty (60) calendar days from the deadline for receipt of quotation(s) indicated in the paragraph 4 of this Request for Quotation.

vi. If the **supplier/service provider** withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then the supplier(s)/ service provider(s) will be excluded from the list of NCDDP-AF suppliers for the project for two years.

vii. If the **supplier/service provider** does not start the delivery or perform the services under the contract/PO within **30 days** (after signing of the contract) without valid reason acceptable to the procuring entity (DSWD), the contract may be terminated through a notice to be issued by the head of the procuring entity (HOPE); the procuring entity shall proceed to negotiate with the succeeding responsive supplier/s; otherwise re-canvass.

viii. **Liquidated damages/penalty:** In case of failure to make the full delivery within the time specified in the delivery terms, a penalty of one percent of the undelivered cost for every day of delay shall be imposed.

6. Further information can be obtained from: **DSWD Field Office VII- Kalahi CIDSS Office**
M.J. Cuenco Ave. cor. Gen. Maxilom Ave., Cebu City

Telephone : **(032) 233-8785; 233-0261; 231-2172 local 17126**
E-mail Address : **kalahiaf7.procurement23@gmail.com**

7. Please confirm by fax / e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely yours,

ENGR. EMMANUEL M. EDLES

Head, Procurement Management Section

Contact #: (032) 233-8785; 233-0261; 231-2172 local 17126

(Signature over printed name)

Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. 2024-0155 KC-FO7

Date: October 25, 2024

Company Name : _____
 Company Address : _____
 TAX ID No.: _____
 Contact Person : _____
 Contact No. : _____

Item No.	Qty	Unit	Purchaser's Specifications	Supplier/Service Provider's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1	1	Lot	REPAIR AND IMPROVEMENT OF KALAHICIDSS CR, OFFICE AND STORAGE HALLWAY AT 3F MAIN BUILDING			
			Note: Please indicate the unit cost only for each item			
			Scope of Works:			
			Part I. General Requirements 1.1 Mobilization and Demobilization, temporary structures/facilities, enclosures/protections, signages disposal of debris & wasters, health and safety program, utilities and services - (1 L.S)			
			Part II. Finishing Works 2.1 Demolition/Chipping/removal and disposal of existing partition walls, ceilings, tiles, doors, bathroom and electrical fixtures (1 Lot) 2.2 Waterproofing, bitumen emulsion (12 sqm) 2.3 Solid wooden door w/ louvers, 0.8m x 2.1m w/ haspe paint, wood jamb, lever type lockset and other complete accessories. To include restoration of affected area (2 set) 2.4 Tiles works (61 sqm) 2.5 CR partition works, 3/4" thk marine laminated plywood with edging tape hardwares and accessories (14 sqm) 2.6 Ceiling works, ficem board, 6mm thk at 0.4m spacing bothways (15 sqm) 2.7 LED square downlight, 18W, Daylight, Recessed type (4 set) 2.8 Interior painting works (15 sqm) 2.9 Consumable and other materials (1 lot)			
			Part III. Plumbing Works 3.1 New water closet, one piece, with stainless 304 tissue holder (3 set) 3.2 New lavatory with high-density plywood cabinet, to include mirror cabinet, accessories and fixtures (2 set) 3.3 New urinal, with flush valve and other accessories (1 set) 3.4 Floor drain, 6", stainless 304 (2 set) 3.5 Rehabilitation/sealing/repiping of existing sanitary pipes (1 lot) 3.6 Consumables and other materials (1 lot)			
			Part IV. Storage Hallway 4.1 Surface munted door closer w/ complete accessories (4 set) 4.2 Vinyl tile flooring, wood design, 3mmx183x915mm (8 sqm) 4.3 Repair of wooden sliding door at storage (4 set) 4.4 Repainting of Trusses, Doors, and walls (color should match existing paint color) (60 sqm) 4.5 Repair/Improvement of cabinet (1 lot) 4.6 Surface preparation to include housekeeping (1 lot)			

Item No.	Qty	Unit	Purchaser's Specifications	Supplier/Service Provider's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
			General Condition and Requirements:			
			1. Contractor's Qualification(s) a. Contractor must be legally, technically, and financially capable.			
			2. Contractor's Working Hours a. If the nature of the work required does not affect the usual work operations, the execution shall be performed within office hours. b. If the nature of the work may affect the usual work operations, execution shall be performed after office hours or during weekends.			
			3. Contractor's Responsibilities a. All contractor's personnel shall strictly follow the safety and health protocols of the Department. b. The contractor shall employ the required technical key personnel indicated on the contract for the appropriate supervision of the implementation. c. The contractor shall perform all the scope of works based on the plans, designs and specifications. d. The contractor shall be responsible for the quality assurance and control of all materials during the handling, blending, mixing, and placement operations. e. Materials and workmanship deemed necessary to complete the works and functionality that is NOT mentioned in the specifications, working drawing and contract documents, shall be supplied and installed by the Contractor without cost from the owner or Procuring Entity. Such materials shall be of the highest quality available and shall be installed or applied in a workmanlike manner as prescribed. f. The contractor shall at all times keep the construction area free from waste materials or rubbish. Remove any rubbish within the premises. The contractor shall leave the area or premises in a condition satisfactory to the Owner and/or Engineer.			
			4. Other Requirements a. Construction Logbook with complete data (template will be provided by DSWD) must be submitted to the owner/engineer.			
			Eligibility Requirements: 1. Mayor's/Business Permit 2. Security and Exchange Commission Certificate (SEC/Department of Trade and Industry Certificate (DTI)/Cooperative Development Authority Certificate(CDA) 3. Regular Contractor's License			
			XXXX page 1 of 1 XXXX			
Charge to: KC-NCDDP AF Funds						
End User: KC-NCDDP AF						

PURPOSE : For the repair and improvement of Kalahi CIDSS CR and Office Hallway

PR No. 2024-0155 KC-FO7

IMPORTANT : The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) or Letter Order (L.O.) within three (3) days from the date of receipt. **FAILURE** to sign the original P.O. / L.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.


CRISMARIE S. EROJO

(Signature over printed name)

Canvasser

Contact #: +63-936-525-3891

(Signature over printed name)

Supplier