

**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

Date of Request: **December 21, 2021**

RFQ No. **KC-NCDDP-AF7-2021-0706**

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:  
**December 24, 2021, 10:00 AM.**

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 **Provision of Utility/Janitorial Manpower Services** to be delivered at **DSWD FO VII.**

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 loc. 17126**

E-mail Address : **[kalahiproc123@gmail.com](mailto:kalahiproc123@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,

  
**ROSARIO P. BACONG**

Head, Procurement & Supply and Asset & Property  
Contact #: (032) 233-8785; 233-0261 loc. 126

\_\_\_\_\_  
(Signature over printed name)  
Supplier

## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. KC-NCDDP-AF7-2021-0706

Date: December 21, 2021

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	<p><b>Provision of ten (10) Utility/Janitorial Manpower Services for Field Office VII</b></p> <p><b>Specifications:</b></p> <p><b>I. Janitorial/Utility Manpower</b></p> <p><b>1. The Contractor shall provide ten (10) janitor/utility who are:</b></p> <ol style="list-style-type: none"> <li>At least 2nd year high school level</li> <li>Of good moral character and without criminal or police records;</li> <li>Physically and mentally fit, proven and supported by a medical certificate and with good grooming;</li> <li>Duly trained and skilled to function as janitorial or utility personnel;</li> <li>Must have basic knowledge and skills in cleaning, housekeeping and organizing things;</li> <li>Has the ability to work well under minimal supervision;</li> <li>Physically capable to lift or move things up to 10 kilos, if necessary;</li> <li>Can easily follow instructions/ directions from supervisor;</li> <li>Preferably has basic skills on housekeeping/ gardening/landscaping.</li> <li>At least one (1) skilled landscaper who can maintain and improve the landscape of the office</li> </ol> <p><b>2. The janitorial/utility personnel shall perform the following:</b></p> <ol style="list-style-type: none"> <li>Maintain the cleanliness and orderliness of the office premises to include warehouses and grounds;</li> <li>Protect DSWD properties from damage or destruction in connection with the janitorial/maintenance activities rendered;</li> <li>Preserve confidentiality of DSWD records and information;</li> <li>Proper collection and disposal of garbage/waste materials; and</li> <li>Perform miscellaneous services whenever required (i.e. logistical assistance during meetings and conferences, hauling of office furniture, fixtures, equipment and supplies and other errand works).</li> </ol> <p><b>II. Technical Evaluation Parameters</b></p> <p><b>a. Stability</b></p> <ol style="list-style-type: none"> <li>Years of Experience- the Contractor should have with at least 3 years of experience in the janitorial business.</li> <li>Must have an operational office within Cebu/Mandaue/Lapu-Lapu/Talisay City Cebu.</li> <li>Liquidity of Contractor – at least ₱1,000,000.00 (current assets minus stocks minus current liability, based on the Contractor's Balance Sheet as of December 31, 2020)</li> </ol> <p><b>b. Resources</b></p> <p>Number of Janitors - with a least 40 trained janitorial/ utility manpower</p> <p><b>III. Service Level Agreement</b></p> <ol style="list-style-type: none"> <li>The Service Provider agrees that the DSWD-FO VII through the end-users reserves the right to screen and accept or deny the deployment of any personnel recommended;</li> <li>The deployed personnel shall work eight hours a day, six days a week from Monday to Saturday. However, the janitors may be requested to provide assistance outside regular working hours or during weekends or holidays with pay, upon written approval of the Regional Director or his/her authorized representative;</li> </ol>			

3. The Service Provider shall make available relievers and/or replacements at all times to ensure continuous and uninterrupted services; otherwise, liquidated damages as provided under RA 9184 will be applied to be shouldered by the contractor;
  4. The Service Provider shall pay its personnel not less than the minimum wage and other benefits mandated by law. The Contractor shall comply with the laws governing labor standards and employee's compensation. A certificate for the purpose shall be required from the Contractor;
  5. The Service Provider shall submit, along with the monthly billing statement, receipts and prescribed reports stamped received by SSS, PhilHealth and Pag-IBIG, as proof of remittances for the premiums of the janitors assigned in the DSWD-FO VII; 2 certified true copies of previous payroll with signatures of janitors shall also be submitted.
  6. The Service Provider in the performance of its services shall secure, maintain at its own expenses all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations. The Contractor's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules and practices;
  7. The Contractor shall provide the personnel with appropriate uniforms, protective gear if necessary, and ensure that they shall observe proper personal hygiene and appear neat and clean at all times;
  8. The Contractor shall ensure that safety shall be the first priority in the performance of its functions, and avoid the creation of safety hazards both in the condition of the work performed and while doing work.
- IV. Service Standard/Housekeeping Plan
1. Deployed janitorial/utility personnel shall be professional, courteous and sensitive to the client's needs at all times;
  2. The expected standard after cleaning and waste collection is as follows:
    - a. Office Areas to include warehouses:
      1. All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris;
      2. All waste receptacles should be empty.
    3. Washrooms and Toilets:
      - a. All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris;
    - b. All sanitary fittings should be free from grime, dirt and smear.
  - c. Grounds and Gardens:
    1. All grounds should be freed from dry leaves and cleaned;
    2. Drainage system or canal should be properly cleaned;
    3. Gardens should be tilled and maintained the landscape area;
    4. Plants should be regularly watered, well-trimmed and verdant.


Approved Budget for the Contract: Php 200,197.12  
 Charge to: KC-NCDDP-AF Funds  
 End User: KC-NCDDP-AF

**TOTAL**

Purpose: Janitorial Services for Field Office VII

PR No. KC-NCDDP-AF7-2021-0706

**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.**

  
**EDLYN S. CANGQUE**

Capvasser  
 09771217434

\_\_\_\_\_  
 (Signature over printed name)

Supplier