

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: **September 4, 2023**

RFQ No. **2023-0336 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: **September 11, 2023, 1:00 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 **Provision of Janitorial Manpower Services for Field Office 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; 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 1712

(Signature over printed name)

Supplier

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>Provision of Nine (9) Janitorial Manpower Services for Field Office VII</p> <p>I. PROJECT INFORMATION</p> <p>TITLE: PROVISION OF JANITORIAL/UTILITY MANPOWER SERVICES FOR DSWD FIELD OFFICE VII</p> <p>II. SCOPE OF WORKS</p> <p>A. TECHNICAL EVALUATION PARAMETERS</p> <p>1. Stability</p> <p>a. Years of experience: The Service Provider should have at least 5 years of experience in janitorial business.</p> <p>b. Must Have an operational office within either Cebu City/Talisay City/Mandaue City/Lapu-Lapu City, Cebu</p> <p>c. Liquidity of Service Provider: at least ₱1,000,000 (current assets minus stocks current liability, based on the Service Provider's Balance Sheet as of December 31, 2022)</p> <p>2. Resources</p> <p>a. Number of Janitors - with at least 40 trained janitors.</p> <p>B. JANITORIAL / UTILITY MAN POWER</p> <p>1. The Contractor shall provide 9 janitorial/Utility manpower who are:</p> <p>a. At least 2nd year high school level;</p> <p>b. Of good moral character and without criminal or police records;</p> <p>c. Physically and mentally fit, proven and supported by a medical certificate and with good grooming;</p> <p>d. Duly trained and skilled to function as janitorial or utility personnel;</p> <p>e. Must have basic knowledge and skills in cleaning, housekeeping and organizing things;</p> <p>f. Has the ability to work well under minimal supervision;</p> <p>g. Physically capable to lift or move things up to 10 kilos, if necessary;</p> <p>h. Can easily follow instructions/directions from Supervisor;</p> <p>i. Preferably has basic skills on housekeeping/cleanliness/maintenance;</p> <p>j. Deployed janitor/utility must be fully vaccinated for COVID-19;</p> <p>2. The janitorial/utility personnel shall perform the following:</p> <p>a. Maintain the cleanliness and orderliness of the office premises to include warehouses and grounds;</p> <p>b. Protect DSWD properties from damage or destruction in connection with the janitorial/maintenance activities rendered;</p>			

- c. Preserve confidentiality of DSWD records and information;
- d. Proper collection and disposal of garbage/waste materials; and
- e. 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).

C. SERVICE STANDARD/HOUSEKEEPING PLAN

1. Deployed janitorial/utility personnel shall be professional, courteous and sensitive to the client's need at all times;
2. The expected standard after cleaning and waste collection is as follows:
 - a. Office Areas, to include warehouses:
 - (i) All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris;
 - (ii) 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;
 - (i) All grounds should be freed from dry leaves and cleaned;
 - (ii) Drainage system or canal should be properly cleaned;
 - (iii) Gardens should be tilled and maintained the landscaped areas; and
 - (iv) Plants should be regularly watered, well- trimmed and verdant.
 4. Disinfection of work areas and frequently handled and touched objects such as toilets, door handles or knob, countertops, switches and tables at least once every two (2) hours with appropriate disinfectant solution.

D. SERVICE LEVEL AGREEMENT

1. The Service Provider agrees that the DSWD-FO-VII through the end-user reserves the right to screen and accept or deny the deployment of any personnel recommended;
2. The deployed personnel shall work eight hours a day, six days a week from Monday to Saturday. However, the janitors/utility personnel may be requested to provide service outside regular working hours or during weekends or holidays with pay, upon written approval of the Regional Director or his/her authorized representative;
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 charged against the Service Provider;
4. The Service Provider shall pay its personnel not less than minimum wage and others benefits mandated by law. They shall comply with the laws governing labor standards and employee's compensation. A certificate for the purpose shall be required from the the Service provider;
5. The Service Provider shall submit, along with the montly billing statement, receipts and prescribed reports and stamped received by SSS, PhilHealth and Pag-IBIG, as proof of remittances for the premiums of the personnel assigned. Two (2) certified true copies of previous payroll with signature of janitors/utility personnel shall also be submitted;

		<p>6. The Service Provider in the performance of its services shall secure, maintain at its own expenses all registrations, licenses or permits required by law, and shall comply with all pertinent rules and regulations. The Service Provider's personnel shall take all necessary precautions of 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;</p> <p>7. The Service Provider shall provide the personnel with appropriate uniforms, protective gears (to include appropriate Personal Protective Equipment (PPE) and sanitizer), if necessary, and ensure that they shall observe proper personal hygiene and appear neat and clean at all times;</p> <p>8. The Service Provider 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;</p> <p>9. The bid price to be submitted shall be rounded off to two decimal places. Verification/evaluation of bids will be thru manual computation.</p> <p>III. Contract Duration and Schedule</p> <p>This contract shall cover for a period of two (2) months or until amount is exhausted</p> <p>IV. TERMS OF PAYMENT</p> <p>The Service Provider shall submit their billing statement after the completion of services with complete required documents and will be processed by the office within thirty (30) calendar days upon receipt of complete documents.</p> <p>Eligibility Requirements:</p> <ol style="list-style-type: none"> 1. Mayor's/Business Permit 2. Security and Exchange Commission Certificate (SEC/Department of Trade and Industry Certificate (DTI)/Cooperative Development Authority Certificate(CDA) 		
		Total		
		XXXX page 1 of 1 XXXX		
Charge to: KC-AF Funds				
End User: KC-AF				

PURPOSE : To maintain the cleanliness and general upkeep of Field Offices VII, Center and Institutions, and Warehouses for a period of two (2) months for CY 2023

PR No. 2023-0336 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.


EDLYN S. CANGQUE
 (Signature over printed name)
 Canvasser
 Contact #: +63-977-121-7434

 (Signature over printed name)
 Supplier

BID COST COMPUTATION

	Description/Computation	Class A
A.	Amount Due to Janitor	
	1. Daily Wage (Per Wage Order No. ROVII-23)	
	2. Basic Salary (DW x 313 days / 12)	
	3. 13th Month Pay (DW x 313 days / 12 / 12)	
	4. Service Incentive Pay (DW x 5 Days / 12)	
	5. Retirement Benefit (DW x 22.5 / 12) (RA 7641)	
	Total (#2 to #5)	
B.	Amount Due to Government as Mandated	
	6. SSS (Employer's Share) (compensation based on the total of #2+#4)	
	7. ECC (compensation based on the total of #2+#4)	
	8. Philhealth (Employer's Share)(based on 313days factor)	
	9. Pag-Ibig Fund (Employer's Share) (RA 9679)	
	Total (#6 to #9)	
C.	Amount Due to Janitor & Government (A + B)	
D.	Operating Cost	
	10. Administrative Overhead/Margin which should not be lower than 10% (DOLE D.O. 18-A s.2011)	
E.	Value Added Tax (D x 12%) (BIR Cir.Mem.#039-2007)	
F.	Contract Cost per Janitor	
	No. of Manpower per Class (Total):	9
	Project Duration (Months):	2
	Bid Amount:	

Prepared by:
