



**REQUEST FOR QUOTATION
 NP- SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2024-0988
 Date : July 17, 2024

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 PhilGEPS Registration No.: _____

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 the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in **Annex A**, please attach in your quotation a duly notarized certification to this effect.

Interested service providers are required to submit true copies of their valid **Mayor's/Business Permit & Philgeps Registration Number/Certificate, Valid PCAB License** and **Latest Income Tax Return** upon submission of quotation/s. An **Omnibus Sworn Statement** is required prior to award


Please accomplish and submit this **form** together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 233-8785; 233-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **July 22, 2024 at 5:00PM**.

Very truly yours,


ENGR. EMMANUEL M. EDLES
 AO V/Head, Procurement Management Section

Terms and Conditions:

1. Award shall be made on per: item basis total quoted price lot basis
2. Quotation validity shall be not less than **60 calendar days.**
3. Good/s or Services shall be delivered **please refer to Annex A**
4. Place of Delivery: **DSWD Field Office VII, Carreta, Cebu City**
5. Terms of Payment: **within 30 calendar days from the completion of services and receipt of Billing Statement / Sales Invoice.**
6. Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
7. In case of discrepancy between total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail.
8. Warranty period, if applicable: _____


CHARL ALBERT J. TORREFIEL
 Canvasser

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

 (Signature over Printed Name of Supplier / Service
 Provider / Authorized Representative)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII, Cebu City

Company Name _____
 Company Address _____
 Contact Person _____
 Contact No. _____
 PhilGEPS Registration No.: _____
 Tin Number: _____


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Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1	lot	REPAIR OF DOORS AND VARIOUS IMPROVEMENT AT DSWD FO VII				
			BILL OF QUANTITIES				
			PART I: General Requirements				
			1.1] Mobilization and Demobilization				
			2. PART II: ACSWD BUILDING				
			2.1] Concealed overhead door closer, heavy duty, known brand, to include other accessories & fittings (Ground floor)				
			2.2] Aluminum door handle (HRMDD & CBS Office)				
			2.3] Consumable and other materials				
			PART III: EXPANSION BUILDING				
			3.1] Concealed overhead door closer, heavy duty, known brand, to include other accessories & fittings (2F & 3F)				
			3.1] Consumable and other materials				
			PART IV: MAIN BUILDING				
			4.1] Glass door, tempered, bronze, 1.2mx2.1x12mm to include aluminum jambs (2nd floor near DRMD & NHTS)				
			4.2] Glass door, tempered, bronze, 0.85mx2.1x12mm to include aluminum jambs (KALAHI Conference)				
			4.3] Sliding door, tempered, bronze, 2mx2.1x6mm to include aluminum jambs (Ground floor near Female CR)				
			4.4] Solid wooden door, 0.8mx2.1m w/ jamb and complete accessories (Accounting Storage)				
			4.5] Consumable and other materials				
			PART V: ANNEX BUILDING				
			5.1] Glass door, tempered, bronze, 1mx2.1x12mm to include aluminum jambs (PANTAWID Office)				
			5.2] Concealed overhead door closer, heavy duty, known brand, to include other accessories & fittings (GS Office)				
			5.3] Sliding window, 2.6m x 1.6m, bronze glass on aluminum frame (Outside 4Ps Office)				
			5.4] Consumable and other materials				
			PART VI: MALE COMFORT ROOM (GROUND FLOOR, MAIN BUILDING)				
			6.1] Partition works, 3/4" thk marine laminated plywood w/ edging tape and accessories				
			6.2] Consumable and other materials				
			*** PLEASE ATTACH DETAILED ESTIMATES				
			GENERAL CONDITION AND REQUIREMENTS				
			1. Contractor's Qualification(s) a. Contractor must be legally, technically, and financially capable.				
			2. Contractors 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. Contractors 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.			
					TOTAL

Approved Budget for the Contract: Php 500,000.00		Note: "Bidder's Specifications" column may be filled up by the service provider or may copy "Articles/Description" stated if applicable.
End User:	GSMS	
PURPOSE : Various repair at DSWD FO 7		

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.


CHARL ALBERT J. TORREFIEL
 Canvasser

Signature of Supplier / Authorized Representative Over
Printed Name