



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

RFQ No. : DSWD7-2024-1714  
 Date : December 23, 2024

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_

**Sir/Madam:**

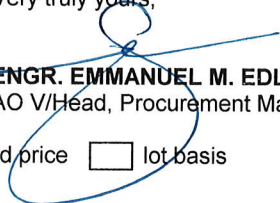
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures 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 **December 27, 2024 at 10:00AM**.

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: **please refer to Annex A**
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	<b>ROOFING WORKS OF SWAD BOHOL OFFICE &amp; WAREHOUSE</b>				
			<b>BILL OF QUANTITIES</b>				
			<b>PART I: General Requirements</b>				
			1.1] Mobilization and Demobilization, Temporary structures/facilities, enclosures/protections, signages, disposal of debris & wastes, health and safety program, utilities and services.				
			<b>PART II: Repair and Improvement of Roofing &amp; Cladding</b>				
			2.1] Roofing Works				
			2.1.1] Roofing, metal, 6mm thk. Rib-type Longspan Pre-painted sheet, oven-baked colored (461 lm)				
			2.1.2] Flashing, metal, 3ft x 8ft x 0.6mm thk Pre-painted plain sheet, oven-baked colored (30 length)				
			2.1.3] Gutter, metal, 3ft x 8ft x 0.6mm thk Pre-painted plain sheet, oven-baked colored (17 length)				
			2.1.4] Spandrel, metal, pre-painted, 0.40mm thk with metal framing at least spaced at 0.4m spacing bothways and with ventilator (180 lm)				
			2.1.5] Removal and disposal of existing roofings, debris and other wastes. (1 lot)				
			2.2] Re-painting, Waterproofing (Concrete Gutter) (71 sq. m.)				
			2.3] Re-painting, Waterproofing (Parapet wall) (24 sq.m.)				
			2.4] Aluminum Cladding (ACP), 4mm thk (39 sq.m.)				
			2.5] 10mm thk Double-sided aluminum foil Insulation Foam with #16 GI Wire (4 roll)				
			2.6] Scaffolding works, to include safety harness and other precautionary/safety measures (1 lot)				
			2.7] Fasteneres and sealants (1 lot)				
			2.8] Consumables and other materials (1 lot)				
			<b>*** PLEASE ATTACH DETAILED ESTIMATES</b>				
			<b>GENERAL CONDITION AND REQUIREMENTS</b>				
			<b>1. Contractor's Qualification(s)</b> a. Contractor must be legally, technically, and financially capable.				
			<b>2. Contractors Working Hours</b> 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.				
			<b>3. Contractors Responsibilities</b> 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.				
	<b>4. Other Requirements</b>				
	a. Construction Logbook with complete data (template will be provided by DSWD) must be submitted to the owner/engineer.				

<b>TOTAL</b>					
Approved Budget for the Contract: <b>Php 995,000.00</b>		Note: "Bidder's Specifications" column may be filled up by the service provider or may copy "Articles/Description" stated if applicable.			
End User:	<b>GSMS</b>				
<b>PURPOSE :</b>		<b>For the repair &amp; improvement of SWAD Bohol Office and Warehouse</b>			

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