



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

RFQ No. : DSWD7-2021- 0532  
 Date : April 27, 2021

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 supplier/s are required to submit true copies of their valid **Mayor's Permit, Philgeps Registration Number, Omnibus Sworn Statement** for ABC above Php50,000.00, and **Latest Income Tax Return** for ABC above Php500,000.00 upon submission of quotation/s.

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; 232-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **May 3, 2021** at **11:00 am**.

Very truly yours,

  
**ROSARIO P. BACONG**  
 AO V/Head, Procurement Management Section

**Terms and Conditions:**

- Award shall be made on per:  item basis  total quoted price  lot basis
- Quotation validity shall be not less than **60 calendar days.**
- Good/s or Services shall be delivered on **May 2021 to December 2021.**
- Place of Delivery: Labangon Warehouse, AVRC II Compound, Labangon, Cebu City
- Terms of Payment: within 30 calendar days from the receipt of Billing Statement / Sales Invoice.
- Liquidated Damages/Penalty: One-tenth of one percent for everyday of delay shall be imposed.
- 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.
- Warranty Period, if applicable: \_\_\_\_\_

  
**REINAFLOR C. VISTO**  
 Canvasser

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

\_\_\_\_\_  
 (Signature over Printed Name of 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.: \_\_\_\_\_

RFQ No.: DSWD7-2021- 0532Date: April 27, 2021

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1	lot	Provision of one (1) Utility / Janitorial Manpower Services for Cebu-Labangon Warehouse for CY 2021				
			<p><b>Specifications:</b></p> <p><b>I. Janitorial Manpower</b></p> <p><b>a. The Contractor shall provide one (1) janitor/utility who is:</b></p> <ol style="list-style-type: none"> <li>1. At least 2nd year high school level</li> <li>2. Of good moral character and without criminal or police records;</li> <li>3. Physically and mentally fit, proven and supported by a medical certificate and with good grooming;</li> <li>4. Duly trained and skilled to function as janitorial personnel;</li> <li>5. Must have basic knowledge and skills in cleaning, housekeeping and organizing things;</li> <li>6. Has the ability to work well under minimal supervision;</li> <li>7. Physically capable to lift or move things up to 10 kilos, if necessary;</li> <li>8. Can easily follow instructions/ directions from supervisor;</li> <li>9. Preferably has basic skills on housekeeping/ gardening/landscaping.</li> </ol> <p><b>b. The janitorial personnel shall perform the following:</b></p> <ol style="list-style-type: none"> <li>1. Maintain the cleanliness and orderliness of the office premises;</li> <li>2. Protect DSWD properties from damage or destruction in connection with the janitorial activities rendered;</li> <li>3. Preserves confidentiality of DSWD records and information;</li> <li>4. Proper collection and disposal of garbage; and</li> <li>5. 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>c. The Contractor shall continuously provide basic cleaning tools and supplies.</b></p> <p><b>II. Technical Evaluation Parameters</b></p> <p><b>a. Stability</b></p> <ol style="list-style-type: none"> <li>1. Years of Experience - the Contractor should have with at least 3 years of experience in the janitorial business.</li> </ol>				



Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p>2. Must have an operational office within Tagbilaran City or nearby City/Municipality of Bohol Province.</p> <p>3. 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, 2019)</p> <p><b>b. Resources</b></p> <p>Number of Janitors – with a least 20 trained janitors</p> <p><b>III. Service Level Agreement</b></p> <p>1. The Contractor 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 by the Contractor;</p> <p>2. 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;</p> <p>3. The Contractor 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;</p> <p>4. The Contractor 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;</p> <p>5. The Contractor 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.</p> <p>6. The Contractor 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;</p> <p>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;</p> <p>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.</p> <p><b>IV. Service Standard/Housekeeping Plan</b></p> <p>1. Deployed janitorial personnel shall be professional, courteous and sensitive to the client's needs at all times;</p>				

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			<p>2. The expected standard after cleaning and waste collection is as follows:</p> <p><b>a. Office Areas:</b></p> <ol style="list-style-type: none"> <li>All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris;</li> <li>All waste receptacles should be empty.</li> </ol> <p><b>b. Washrooms and Toilets:</b></p> <ol style="list-style-type: none"> <li>All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris;</li> <li>All sanitary fittings should be free from grime, dirt and smear.</li> </ol> <p><b>c. Grounds and Gardens:</b></p> <ol style="list-style-type: none"> <li>All grounds should be freed from dry leaves and cleaned;</li> <li>Gardens should be tilled and maintained the landscaped areas; and</li> <li>Plants should be regularly watered, well- trimmed and verdant.</li> </ol> <p><b>V. Basic Tools and Supplies</b></p> <p>Contractor to continuously equip each janitor/utility worker the following cleaning tools/supplies for the whole duration of contract:</p> <ol style="list-style-type: none"> <li>Toilet bowl cleaner</li> <li>All-purpose cleaner</li> <li>Glass cleaner, spray-type</li> <li>Furniture cleaner</li> <li>Detergent soap, powder</li> <li>Rags</li> <li>Disinfectant Sanitizer Spray (<math>\pm 75\%</math> alcohol, 450ml)</li> <li>Baguio broom</li> <li>Stick broom</li> <li>Garbage bag</li> </ol>				


Approved Budget for the Contract: **Php 180,000.00**

End User: **General Services Management Section**

Purpose : To maintain the cleanliness and general upkeep of Cebu-Labangon Warehouse in Cebu City.

Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.

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

  
**REINAF LOR C. VISTO**  
 Canvasser

\_\_\_\_\_  
 Signature of Service Provider / Authorized Representative  
 Over Printed Name