



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII
 Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2023-0989
 Date : July 11, 2023

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 email to bac.fo7@dswd.gov.ph on or before **July 17, 2023 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: **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: _____


REINAFLOR C. VISTO
 Canvasser

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

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



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Field Office VII, Cebu City

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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 AND IMPROVEMENT OF EOC CONTROL BOOTH, COMFORT ROOMS AND HALLWAY				
			BILL OF QUANTITIES				
			1. GENERAL REQUIREMENTS				
			1.1] Mobilization/Demobilization, temporary structures/facilities, enclosures/protections, construction signages, disposal of debris & wastes, health and safety program, utilities and services (1 lot)				
			2. REPAIR AND IMPROVEMENT OF ACSWD GF COMFORT ROOM				
			2.1] Chipping/removal of existing tiles/flooring and fixtures to include disposal (1 lot)				
			2.2] New waterlines, PPR PN20 Pipe, with complete fittings and accessories (1 lot)				
			2.3] New water closet with bidet and tissue & soap holder (3 set)				
			2.4] New lavatory with hanging pedestal and accessories, to include mirror (3 set)				
			2.5] New Urinal with sloan-type flush valve and accessories (1 set)				
			2.6] Tileworks, floor & wall with heavy-duty tile adhesive (Note: wall tiles up to ceiling height w/ border tiles), to include S/S 304 Floor Drain (50 sq.m.)				
			2.7] 0.70m x 2.10m Solid wooden panel door with jamb and complete accessories to include signages (2 set)				
			2.8] 0.90m x 2.10m Solid wooden panel door with jamb and complete accessories to include signages (1 set)				
			2.9] 0.50m x 0.30m Awning window with 6mm thk bronze glass on aluminum-analok frame (3 set)				
			2.10] 6mm thk Ficem board CR Ceiling works with cove (8 sq.m.)				
			2.11] Electrical works, new lighting fixtures with motion sensor switch, universal convenience outlet, cove ceiling strip lights, and other necessary accessories (3				
			2.12] PWD CR accessories S/S 304 (Grab bars) (1 set)				
			2.13] Painting works, to include affected areas (40 sq.m.)				
			2.14] Consumable and other materials (1 lot)				
			3. EOC CONTROL BOOTH AND BACKDROP				
			3.1] Drywall double partition, 6mm thk ficem board on BI square tubing frame (5 sq.m.)				
			3.2] Border frame design, 2in x 4in (9 l.m.)				
			3.3] Sliding glass door, 0.6m x 1.9m, bronze glass with tint on aluminum-analok frame (1 set)				
			3.4] Fixed glass window, 1.1m+0.6m x 0.8m, bronze glass with tint on aluminum-analok frame (1.3 sq.m.)				
			3.5] Built-in table/shelve, 3/4in marine laminated plywood (1.8 sq.m.)				
			3.6] Concrete cable tray with cover, ±0.2mW x 0.15mD, to include excavation and restoration of affected area and wiring (5 l.m.)				
			3.5] Painting works, to include affected areas (1 lot)				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			3.6] 0.80x2.0m Acrylic backdrop, lighted with texts and logos, acrylic standoff bolts and other accessories (1 lot)				
			3.7] Consumable and other materials (1 lot)				
			4. EOC HALLWAY IMPROVEMENT				
			4.1] Ceiling works, 6mm thk ficem board on metal frame with cove lighting (40 sq.m.)				
			4.2] Drywall double partition, 6mm thk ficem board on metal frame with 5-layer open shelves, and mirror (14 sq.m.)				
			4.3] 2in x 4in Wooden vertical trellis, wood stained finished (22 l.m.)				
			4.4] 1in x 6in Wooden diagonal decorative shelves with plant base and uplight (to include wiring, switch & power supply), wood stained finished (11 l.m.)				
			4.5] 1in x 2in Steel vertical trellis (90 l.m.)				
			4.6] Masonry works, painted finished (14 sq.m.)				
			4.7] Installation of TV, to include power supply (1 lot)				
			4.8] 0.80m x 2.10m Solid wooden panel door with jamb and complete accessories, to include chipping works (1 set)				
			4.9] 0.50m x 0.30m Awning window with 6mm thk bronze glass on aluminum-analok frame to include chipping works (1 set)				
			4.10] Electrical works, new lighting fixtures and switch, strip lights, relocation of affected switch (1 lot)				
			4.11] Re/Painting works, to include affected areas (150 sq.m.)				
			4.12] ACSWD Stainless signage with backlight (1 lot)				
			4.13] Consumable and other materials (1 lot)				
			CONTRACT DURATION: 30 Calendar Days				
			NOTE: All fixtures will be subjected for approval prior to installation.				
			*** PLEASE ATTACH YOUR 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. All normal work for this contract shall be performed during normal daylight hours. Any Exceptions will require an approval the Regional Director or its authorized representative.				
			b. If the nature of works will affect the usual office operations, execution shall be performed after office hours or during weekends.				
			3. Contractors Responsibilities				
			a. All contractors 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.				
			The contractor shall provide Quality Control plan detailing control procedures and frequency of sampling/testing to ensure that all materials and work methods complies the specifications and standards. The Procuring entity shall be provided free access to actual plant production records to show information of designed-mix, materials certifications, sampling and testing reports, if necessary.				

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			e. Materials and workmanship deemed necessary to complete the works and functionality that is not mentioned in the specifications, working drawings 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/Authorized representative.					
			4. Other Requirements					
			a. Construction logbook MUST be present at all times within the contract implementation period. The properly filled out and signed logbook with complete data must be submitted to the Owner or Engineer upon completion.					
TOTAL								
Approved Budget for the Contract: Php 800,000.00				Note: "Bidder's Specifications" column may be filled up by the service provider or may copy "Articles/Description" stated if applicable.				
End User: ADMIN								
PURPOSE : For Repair and Improvement of EOC/ACSWD Facilities								

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


REINAFLOR C. VISTO
Carvasser

Signature of Supplier / Authorized Representative Over
Printed Name

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Supplier's/Service Provider's Bank Information for Payment

Name of Bank:	
Branch:	
Bank Account Name:	
Account No.:	
TIN No.:	

Pls. Check if TIN No. is Vat or Non-Vat

VAT

NON-VAT

note:

Accomplish this form and forward it to BAC Secretariat Office on or before issuance of notice of award

Signature:

Name of Authorized Representative:

Position:

Date:

