



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. : DSWD7-2021-1122A
 Date : September 23, 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/Business Permit, Philgeps Registration Number and Latest Income Tax Return (ITR) for Approved Budget for the Contract (ABC) above Php500,000.00 upon submission of quotation. An Omnibus Sworn Statement (OSS) shall be required prior to award for ABC above Php50,000.00.

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 **September 28, 2021 at 5:00PM.**

Very truly yours,

ROSARIO P. BACONG
 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 **within 30 calendar days upon receipt of approved and conformity of Purchase Order.**
4. Place of Delivery: **VDRC, Tingub, Mandaue City**
5. Terms of Payment: **within 30 days from the 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: _____


JOCELYN PADO
 Canvasser

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

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



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

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

RFQ No **DSWD7-2021-1122A**
 Date: **September 23, 2021**

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Supply of Labor, Tools, Equipment, Supervision and Engineering Dismantling and Re-Installation, of VDRC's Storage Racking System				
			Scope of Work:				
			1.Dismantling of Racking System at VDRC, Tingub, Mandaue City				
		set	2 sets racking system (21.6m L x 1.9m W x 4.7m H)				
		set	1 set racking system (21.6m L x 0.8m W x 4.7m H)				
			2. Installation of Racking System at VDRC, Tingub, Mandaue City				
		set	4 sets racking system (10.8m L x 1.9m W x 4.7m H)				
		set	1 set racking system (21.6m L x 0.8m W x 4.7m H)				
			3. Provision or fabrication of missing or lacking connecting braces				
			4. Repair of Extracted Bolt Holes from Previous Rack on the Flooring				
			Terms of Conditions:				
			Provision of laborers deployed at site				
			With tools and technical supervision to complete the project				
			With technical consultation/guidance for proper rack positioning and rack levelling				
			Supply of anchor bolts for the re-installation of racking system				
			In case of damaged/lost parts during the duration of activity, service provider must replace the damaged/lost parts with exact specifications				
			In case of chipped paints and/or damaged part/portion, it must be repainted with the same material and color				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Dismantling must immediately start within 3 days upon receipt of Purchase Order				
			Installation should be started within 1 day from complete transfer of dismantled racking system and to be completed within 20 calendar days				
			This contract shall not state or imply any agreement to place future contracts or makorder/services with the service provider.				
			Upon receipt of the Detailed Quotation from the service provider for the proposed Dismantling and Re-installation Services needed, the Procuring Entity will evaluate/validate the scope of works and costs. Once the quotation is found to be in order, most practical, economical, and advantageous for the procuring entity, approval will be done immediately.				
			For the purpose of evaluation, average unit cost for Dismantling and Re-installation Services will be considered. Approved Budget for the Contract (ABC) will be the Contract Cost for this service.				
			SPECIAL CONDITIONS				
			i. Technicians must be all highly-skilled for the dismantling and re-installation of racking system.				
			ii. Has complete equipment, tools and necessary materials to undertake the dismantling and re-installation.				
			iii. Responsibilities of the Service Provider:				
			A. Provide all necessary equipment and tools use in performing the activity.				
			B. Provide basic cleaning materials.				
			C. Designate a Safety Officer to ensure all safety precautionary measures are applied for all the workers, employees/guests, and properties to avoid accidents and/or damages.				
			D. Ensure that the Dismantling and Re-installation Program of Work is performed/conducted as scheduled.				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			iv. Warranties:				
			For the duration of the contract, the Service Provider warrants that:				
			A. The technician assigned to perform the dismantling and re-installation services are all highly-skilled.				
			B. In the performance of the services, extraordinary diligence will be exercised to ensure that no accident and/or damage to properties of PE and any its employees/guest will take place.				
			C. The Service Provider hereby assumes full responsibilities for any damages that may arise on account of or by reason of any or all acts, omission, negligence or fault of the Service Provider and its agents.				
			Payment Terms:				
			Payment process shall commence upon full completion of scope of work subject to inspection and acceptance by the end-user.				
Approved Budget for the Contract: Php 200,000.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: VISAYAS DISASTER RESOURCE CENTER (VDRC)							

PURPOSE : Dismantling and Re-Installation of Racking System.

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

JOCELYN PADAO
Carvasser

Signature of Supplier/Service
Provider/Authorized Representative