



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2021-1360
 Date : November 24, 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 service providers are required to submit true copies of their valid **Mayor's/Business Permit, Philgeps Registration Number and Latest Income Tax Return (ITR) for 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 **November 29, 2021 at 5:00 pm.**

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 days calendar from receipt and conformity of Purchase Order.
4. Place of Delivery: **DSWD Field Office VII, Carreta, Cebu City**
5. Terms of Payment: **within 30 calendar days from the completion of works 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: _____


BRYAN C. LAGARE
 Canvasser

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

 (Signature over Printed Name of Supplier /
 Authorized Representative)



Company Name: _____

Company Address: _____

Contact Person: _____

Contact No.: _____

PhilGEPS Registration No.: _____

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Date: November 24, 2021

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p>Repair and Improvement of Pantawid Office Flooring, Walls and Ceiling</p> <p>Duration; 30 Working days</p> <p>Scope of Work</p> <p>I. General Requirements</p> <ul style="list-style-type: none"> A. Removal and disposal of existing tiles, ceiling, structures and obstructions B. Installation of 0.6m x 0.6m tiles C. Ceiling works, 6mm thick fiber cement board on metal frame D. Painting Works (walls and ceiling) E. Electrical works F. Supply and Installation of Windows Blinds <p>General Condition and Requirements</p> <p>1 Contractor/s Qualification</p> <ul style="list-style-type: none"> a. Contractor must be legally, technically, and financially capable. <p>2 Contractors Working hours</p> <ul style="list-style-type: none"> a. If the nature of work required does not affect the usual work operations, the executions shall be performed within office hours. b. If the nature of the works may affect the usual work operations, execution shall be performed after office hours or during weekends. <p>3 Contractors Responsibilities</p> <ul style="list-style-type: none"> a. All assigned personnel and/or service provider/contrator shall strictly follow the health and safety measures of the Department b. The contractor shall perform the scope of works based on plan, design and specifications. c. Materials and workmanship deemed necessary to complete the works but NOT specifically mentioned in the Specifications, Working Drawings, or in the other Contract Documents, shall be supplied and installed by the Contractor without extra cost to the Owner. Such materials shall be of the highest quality available, and installed or applied in a workmanlike manner at prescribed or appropriate locations. 				

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p>d. The contractor shall employ the required key personnel named in the Schedule of Key Personnel to carry out the supervision of the Works.</p> <p>e. The contractor shall be responsible for the quality control of all materials during the handling, blending, and mixing and replacement operations. The Contractor shall furnish the Engineer a Quality Control Plan detailing his production control procedures and the type and frequency of sampling and testing to insure that the materials and work produces complies with the Specifications. The Engineer shall be provided free access to recent plant production records, and if requested, informal copies of mix design, materials certifications and sampling and testing reports.</p> <p>f. The Contractor shall perform all sampling, testing and inspection necessary to assure quality control of the component materials.</p> <p>g. The contractor shall at all times keep the construction area, including storage areas free from accumulations of waste materials or rubbish and prior to completion of work. Remove any rubbish from and about the premises and all tools, scaffoldings, equipment and materials not the property of the owner. Upon the completion of the construction, the contractor shall leave the work and premises in a condition satisfactory to the owner and the engineer.</p> <p>4 Other Requirements</p> <p>a. Construction Logbook with completion data (template will be provided by DSWD) must be submitted to the owner/engineer.</p>				
Approved Budget for the Contract: Php 305,700.00				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			
End User: GS							
Purpose : Repair and Improvement of Pantawid Office Flooring, Walls and Ceiling.							

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

Signature of
supplier/Authorized


BRYAN C. LAGARE
Canvasser