



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2022- 0165
 Date : February 14 ,2022

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 and Philgeps Registration Number and Income Tax Return** upon submission of quotation. An **Omnibus Sworn Statement** shall be 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 **February 18, 2022 at 12:00 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 **3 three (3) months**.
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: _____


BRYAN C. LAGARE
 Canvasser

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

 (Signature over Printed Name of Supplier /
 Authorized Representative)



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Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1	lot	<p>Provision of Ten (10) Utility / Janitorial Manpower Services for Field Office VII CY 2022</p> <p>I. Minimum Qualification (All Male) The service agency should be registered and eligible under DOLE Department Order No. 174, series of 2017 and licensed to engage in the business of cleaning, janitorial/utility manpower services, sanitations and other related services.</p> <p>II. Scope of Work</p> <p>A. Janitorial / Utility Manpower</p> <p>1 The contractor shall provide 10 janitorial / utility manpower whoe are:</p> <ol style="list-style-type: none"> At least 2nd year high school level Of good moral character and without criminal or police records; Physically and mentally fit, proven and supported by a medical certificate and with good grooming; Duly trained and skilled to function as janitorial or utility personnel; Must have basic knowledged and skills in cleaning, housekeeping and organizing things; Has the ability to work well under minimal supervision; Physically capable to lift or move things up to 10 kilos, if necessary; Can easily follow instruction/ directions from supervisor; Fully vaccinated for COVID-19 virus Preferably has basic skills on housekeeping/ cleanliness/ maintenance <p>2 The janitorial / utility personnel shall perform the following:</p> <ol style="list-style-type: none"> Maintain the cleanliness and orderliness of the office premises to include warehouses and grounds; 				

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			<ul style="list-style-type: none"> b. Protect DSWD properties from damage or destruction in connection with the janitorial/ maintenance activities rendered; c. Preserve confidentiality of DSWD records and information; d. Proper collection and disposal of garbage/ waste materials; and e. Perform miscellaneous services whenever required (i.e logistical assistance during meetings and conferences, hauling of office furnitures, fixture, equipment and supplies and other errand works). <p>B. Service Standard / Housekeeping Plan</p> <ul style="list-style-type: none"> 1 Deployed janitorial/utility personnel shall be professional, courteous and sensitive to the client's need at all times; 2 The expected standard after cleaning and waste collection is-as follows: <ul style="list-style-type: none"> a. Office Areas, to include warehouses: <ul style="list-style-type: none"> (i) All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris; (ii) All waste receptacles should be empty. 3 Washrooms and Toilets: <ul style="list-style-type: none"> a. All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris; b. All sanitary fittings should be free from grime, dirt and smear. c. Grounds and Gardens: <ul style="list-style-type: none"> (i) All grounds should be freed from dry leaves and cleaned; (ii) Drainage system or canal should be properly cleaned; 4 Gardens should be tilled and maintained the landscaped areas; and 5 Plants should be regularly watered, well-trimmed and verdant <p>C. Service Level Agreement</p> <ul style="list-style-type: none"> 1 The Service Provider 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; 2 The deployed personnel shall work eight hours a day, six days a week from Monday to Saturday. However, the janitors/utility personnel may be requested to provide service outside regular working hours or during weekends or holidays with pay, upon written approval of the Regional Director or his/her authorized representative 				

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			<p>3 The Service Provider 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 charged against the Service Provider;</p> <p>4 The Service Provider shall pay its personnel not less than the minimum wage and other benefits mandated by law. They shall comply with the laws governing labor standards and employee's compensation. A certificate for the purpose shall be required from the Service Provider;</p> <p>5 The Service Provider 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 personnel assigned. Two (2) certified true copies of previous payroll with signatures of janitors/utility personnel shall also be submitted.</p> <p>6 The Service Provider in the performance of its services shall secure, maintain at its own expenses all registrations, licenses or permits required by law, and shall comply with all pertinent rules and regulations. The Service Provider'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 Service Provider shall provide the personnel with appropriate uniforms, protective gears [to include Personal Protective Equipment (PPE) and sanitizer], if necessary, and ensure that they shall observe proper personal hygiene and appear neat and clean at all times;</p> <p>a. The Service Provider 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>III. Other Provisions</p> <p>1 Technical Evaluation Parameters</p> <p>a. Stability</p> <p>1 Years of Experience - the Service Provider should have with at least 5 years of experience in the janitorial business.</p> <p>2 Must have an operational office either within Cebu City/Talisay City/Mandaue City/Lapu-Lapu City.</p>				

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			<p>3 Liquidity of Contractor/Service Provider – at least ₱1,000,000.00 (current assets minus stocks minus current liability, based on the Contractor's Balance Sheet as of December 31, 2020)</p> <p>b. Resources</p> <p>Number of Manpower – with at least 20 trained janitorial/utility manpower employed and pooled.</p> <p>IV. Contract Duration and Schedule</p> <p>This contract shall cover for a period of three (3) months.</p> <p>V. Terms of Payment</p> <p>The Service Provider shall submit their billing on a monthly interval with complete required documents and will be process by the office within thirty (30) calendar days upon receipt of complete documents.</p>				
Approved Budget for the Contract: Php 510,000.00				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 :		To maintain the cleanliness and general upkeep of Field Office VII, Center and Institutions, and Warehouses for a period of three (3) months.					

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

Signature of supplier/Authorized Representative over printed


BRYAN C. LAGARE
 Canvasser



Company Name: _____

RFQ No. : DSWD-2022-0165

Company Address: _____

Date: February 14, 2022

Contact Person: _____

Contact No.: _____

PhilGEPS Registration No.: _____

Contract Price Schedule & Cost Breakdown

No.	Description/Computation	Class A
A.	Amount Due to Janitor	
	1. Daily Wage (Per Wage Order No. ROVII-22)	
	2. Basic Salary (DW X 313 days / 12)	
	3. 13th Month Pay (DW x 313 days / 12 / 12)	
	4. Service Incentive Pay (DW x 5 Days / 12)	
	5. Retirement Benefit (DW X 22.5 /) (RA 7641)	
	Total (#2 to #5)	
B.	Amount Due to Government as Mandated	
	6. SSS (Employer Share) (compensation based on the total of #2 + #4)	
	7. ECC (compensation based on the total of #2+#4)	
	8. Philhealth (Employer's Share) (based on 313 days factor)	
	9. Pag-ibig Fund (Employer's Share) (RA 9679)	
	Total (#6 to #9)	
C.	Amount Due to Janitor & Government (A + B)	
D.	Operating Cost	
	10. Administrative Overhead/Margin which should not be lower than 10% (DOLE D.O. 174 s. 2017)	
E.	Value Added Tax (D X 12%) (BIR Cir. Mem #039-2007) (BIR-Ruling 2013-2015 dated June 12, 2015)	
F.	Contract Cost per Janitor per month	

Type	Quantity	Number of Months	Total Contract Cost
Class A area	10 Janitors/ Utility	3 months	₱
Contract Price			₱

(Signature over Printed Name of Supplier/
 Authorized Representative)

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