



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office MIMAROPA Region  
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2021-05-0368 NP-SVP  
Date: MAY 10, 2021

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Company TIN : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_

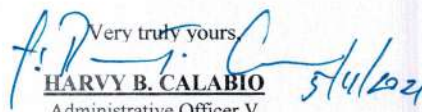
**Sir/Madam:**

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 basis for non - compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are exclusive manufacturer, distributor, or agent in the Philippines for goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

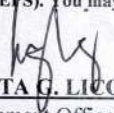
Additionally, please attach copies of your **Company's Business Permit, Mayor's Permit, PhilGEPS Certificate, latest Income/Business Tax Return and Omnibus Sworn Statement**. The **Certificate of Platinum Membership** maybe submitted in lieu of the Mayor's /Business Permit and PHILGEPS Registration Number

Please accomplish and submit this form together with Annex A to DSWD - Procurement Unit at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or **fax it through numbers: (02) 5336-8106 to 07 loc. 24051-52 or email to: [lglicop@dswd.gov.ph](mailto:lglicop@dswd.gov.ph)** not later than **5:00 PM on MAY 17, 2021**.

Very truly yours,  
  
**HARVY B. CALABIO**  
Administrative Officer V  
Procurement Section

**Terms and Conditions:**

- Award shall be made on per:  item basis  total quoted price  lot basis
- Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
- Services shall be delivered on: 7 DAYS UPON RECEIPT OF APPROVED PO
- Place of Delivery: DSWD FIELD OFFICE MIMAROPA REGION (1680 F.T. BENITEZ ST., COR. MALVAR ST., MALATE, MANILA)
- Terms of Payment: within 15-30 days upon final inspection and acceptance  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)  
Account Name: \_\_\_\_\_ Account Number : \_\_\_\_\_  
Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_  
*\*\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee*
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the Procuring Entity may rescind or terminate the contract without prejudice to other courses of action and remedies available under the circumstances.
- For goods please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate warranty: \_\_\_\_\_
- NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) to register"

  
**LORETTA G. LICOP**  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24051-52

\_\_\_\_\_  
Signature Over Printed Name  
(Supplier)



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Date: \_\_\_\_\_

MOP: NP-SVP

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Email Address : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_  
 PhilGEPS Reg. No. : \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specification	Bidder's Specifications	Unit Cost	Total Cost
1		LOT	REPAIR AND IMPROVEMENT OF DSWD MIMAROPA STAIRWAYS			
			DIRECT COST			
			STAIR NOSING			
			Materials:			
	44	pcs	Brass Stairnozing, 1"x1.60m			
	16	pcs	Brass Stairnozing, 1"x1.35m			
	320	pcs	Stainless Screw 1-½ x 8 flat head			
	320	pcs	Tox #6			
	6	pcs	Drill Bit 3/16" (Masonry)			
	4	pcs	Diamond Cutting Disc 4"			
	3	liters	Epoxy			
			Labor:			
	10	pcs/day	Capability Output			
	6	days	Project Supervisor			
	6	days	Installer			
	6	days	Laborer			
			STAINLESS HAND RAILING			
			Materials:			
	5	pcs	Stainless Round Tube 2" dia SuS - 304-6m			
	2	pcs	Stainless Flat Bar SuS304 - ¼" x 1" - 6.0m			
	10	pcs	Stainless End Caps - 2" dia			
	1	pcs	Stainless Round Bar ½" dia SuS - 304			
	4	pcs	Stainless Steel Welding Rod			
	20	pcs	Expansion Bolt & Shield - ¼" dia x 3/8"			
	50	pcs	Stainless Screw 1-½ x 8 Flat Head			
	10	pcs	Cutting Disc			
	4	pcs	Grinding Disk (For Stainless)			
	4	pcs	Buffing Disc (For Stainless)			
	4	pcs	Hack Saw Blade			
			Labor:			
	8	days	Project Supervisor, 1			
	8	days	Installer, 1			
	8	days	Laborer, 2			
			Equipment Rental			
	6	days	Grinder			
	4	days	Welding Machine			
			Indirect Cost			
			Contractors Profi 10% of DC			
			OCM 10% of DC			
			Tax 12% of DC			
			Mode of Procurement: Government Procedure			
			*****Nothing Follows*****			
			APPROVED BUDGET FOR THE CONTRACT: Php 160,696.80			
				Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification		
				"Failure to indicate information could be basis for non-compliance."		

PURPOSE: REPAIR AND IMPROVEMENT OF STAIRWAY AT DSWD MIMAROPA FIELD OFFICE  
 PR No.: 2021-05-0368

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Unit within three (3) days from the date advance copy was served thru fax. FAILURE to show up and sign the original P.O. means the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future biddings.

**LORETTA G. LICOP**

Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

VAT

Non-VAT

(Signature over printed name)

Supplier