



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

**REQUEST FOR QUOTATION**

RFQ No. 2021-09-0773 NP-LQV LRP  
 Date: SEPTEMBER 3, 2021

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

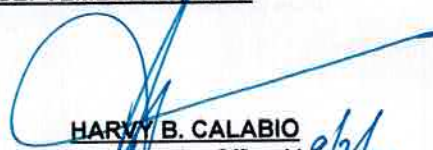
**Sir/Madam:**

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** not later than **5:00 PM on SEPTEMBER 10, 2021.**

  
**HARRY 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 or SEPTEMBER TO DECEMBER 2021
- Place of Delivery: OCCIDENTAL MINDORO (SAN JOSE, OCCIDENTAL MINDORO)
- 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 to register"**

  
**LORETTA G. LICOP**  
 Procurement Officer

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

\_\_\_\_\_  
 ( Supplier)





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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 to register"

RFQ No. 2021-09-0773

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

MOP: NP-Low LRP

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
			<b>OFFICE SPACE RENTAL</b>			
			<b>OFFICE SPACE RENTAL IN OCCIDENTAL MINDORO</b>			
			<b>RATING FACTORS:</b>			
			Office Space must pass the Rating Factor of 85% to consider the Bid Responsive			
			<b>I. PREVAILING RENTAL RATE AND AVAILABILITY (35%)</b>			
			*Must No Exceed of Approved Budget for the Contract (20,000.00/monthly)			
			*With at least 60sq.m Floor Area			
			*Can accommodate at least 7 pax			
			<b>II. LOCATION AND SITE CONDITIION (25%)</b>			
			*Must have Access Road for Vehicle and Trucks			
			*Must be Located within San Jose, Occidental Mindoro			
			<b>III. FACILITIES AND AMENITIES (15%)</b>			
			*With Safe Parking Space for Vehicles			
			*With Available Water Supply			
			*With Good Lighting System			
			<b>IV. FUNCTIONALITY</b>			
			*With Enough Space that can accommodate and Safeguard the File			
			*Flood Free and with Good Drainage System			
			<b>V. SECURITY, CLEANLINESS AND MAINTENANCE (10%)</b>			
			*Good Structural Condition			
			*Concrete, Safe, and with Clean Surroundings			
			*With Fire Extinguishers			
			<b>INCLUSIONS:</b>			
			*Water and Electricity Included			
			*With Business Permit and BIR Form 2303			
			<b>MODE OF PAYMENT:</b>			
			Monthly Billing at the End of Each Month			
			<b>CONTRACT EFFECTIVITY:</b>			
			September to December 2021			
			*****Nothing Follows*****			
			<b>APPROVED BUDGET FOR THE CONTRACT: Php 80,000.00</b>			
				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: OFFICE SPACE RENTAL FOR THE USE OF DSWD SWADT OCCIDENTAL MINDORO  
 PR No.: 2021-09-0773

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 S. LICOP**  
 Procurement Officer  
 Telefax: 8336-8106 to 07 loc. 24052

VAT  
 Non-VAT  
 \_\_\_\_\_  
 (Signature over printed name)  
 Supplier