



REQUEST FOR QUOTATION

RFQ No. 2021-09-0845 NP L V K P
 Date: September 27, 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, 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) 336-8106 to 07 loc. 111 or email to: ccrvictorio@dswd.gov.ph not later than 5:00PM on October 4, 2021 (Monday).

Very truly yours,

HARVY B. CALABIO
 Administrative Officer V
 Procurement Section
 Tel. No: 5336-8106 loc 24051-51

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 October - December 2021
- Place of Delivery: 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 sepcified 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"

CATHERINE CATHY R. VICTORIO
 Procurement Officer
 Tel. No: 5336-8106 loc 24051-52

 Signature Over Printed Name:
 (Supplier)



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

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. 2021-09-0345 NP LV
 Date: _____ (should be filled by suppliers)

MOP: SVP

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

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
1	1	lot	OFFICE RENTAL			
			Rating Factors:			
			Office space must pass the rating factor of 85% to consider the bid responsive.			
			I. Preavailing Rental Rate and Availability			
			*Must not exceed of Approved Budget for the Contract (Php 150,000.00)			
			*with at least 90sq.m floor area			
			II. Location and Site Condition (25%)			
			*Must have access road for vehicles and trucks			
			*Must be located within Malate or Manila area/near office			
			III. Facilities and Amenities (15%)			
			*with safe parking space for vehicles			
			*with available water supply			
			*with good lighting system			
			IV. Functionality			
			*with enough space that can accommodate and safeguard the file			
			*Flood free and with good drainage system			
			V. Security, Cleanliness, and Maintenance (10%)			
			*Good structural condition			
			*Concrete, safe and with clean surroundings			
			*with fire extinguishers			
			Inclusions:			
			Water and electricity included			
			with Business Permit and BIR Form 2303			
			Tax included			
			Mode of Payment: Government Procedure			
			Monthly billing at the end of each month			
			Contract effectivity: October - December 2021			
			nothig follows			
				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."		
			Approved Budget Cost: Php 150,000.00			-

PURPOSE: Office Rental for the use of the DSWD MIMAROPA Malate Office Staff

PR No.: 2021-09-0845 NP LV

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 suspens on or blacklisting in DSWD's future biddings.

CATHERINE CATHY R. VICTORIO
 Procurement Officer

Tel: 336-8106 Local 101/Fax No: 8336-8106 Local 24051-52/Email: procurement@dswd.gov.ph

(Signature over printed name)
 Supplier

VAT
 Non-VAT