



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

**REQUEST FOR QUOTATION**

RFQ No. 2021-11-1059 NP LRP  
 Date: November 15, 2021

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

Sir/Madam:

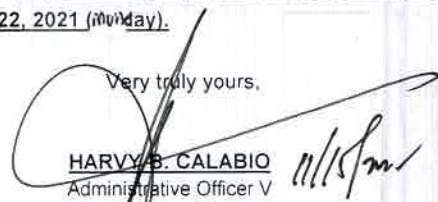
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or 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](mailto:ccrvictorio@dswd.gov.ph) not later than 5:00PM on November 22, 2021 (if on day).

Very truly yours,

  
**HARVEY S. CALABIO**  
 Administrative Officer V  
 Procurement Section  
 Tel. No: 5336-8106 loc 24051-52

**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 7-10 days upon receipt of Approved PO
- Place of Delivery: 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](http://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. 2021-11-1059 NP LRP  
 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	2	month	RENTAL OF STORAGE AND OFFICE SPACE to be used as storage of the DSWD MIMAROPA Venue: Manila Date: November - December 2021 RATING FACTORS: Warehouse must pass the rating factor of 85% to consider the bid responsive <b>I. Prevailing Rental Rate and Availability (35%)</b> *Must not exceed of Approved Budget for the Contract *100 square meter, well lit, enough outlet for power source <b>II. Location and Site Location (25%)</b> *Must have access roads for vehicle and trucks *Must be located within Malate or Manila Area <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 files *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 extinguisher Inclusions: Water and electricity included with business permit and BIR form 2303 24/7 security guard and CCTV system Clean comform room <b>Mode of payment:</b> Government Procedure and one month security deposit ***ntohing 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."		
			<b>Approved Budget Cost: Php</b>	<b>140,000.00</b>		

PURPOSE: RENTAL OF STORAGE AND OFFICE SPACE to be used as storage of the DSWD MIMAROPA

PR No.: 2021-11-1059 NP LRP

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.

**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