



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

REQUEST FOR QUOTATION

RFQ No. 2022-03-0208 NP- SVP  
 Date: March 17, 2022

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

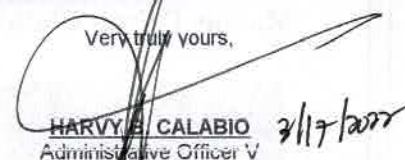
Sir/Madam:

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, PCAB License, 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. 24052 or email to: [procurement.fomimaropa@dswd.gov.ph](mailto:procurement.fomimaropa@dswd.gov.ph) not later than **5:00 PM on March 22, 2022 (Tuesday)**.

Very truly yours,  
  
**HARVEY E. 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  Seven (7) days upon issuance of Purchase Order ( Work should be done for 30 Calendar days or shorter days )
- Place of Delivery: DSWD MIMAROPA Region, 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"

Telefax: 5336-8106 to 07 loc. 24052  
 Contact Number: 09984746898

Signature Over Printed Name  
 ( Supplier)



RFQ 2022-03-0208 NP- SVP  
 Date: \_\_\_\_\_

MOP: NP- SVP

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

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications	Unit Cost	Total Cost
			REPAIR AND IMPROVEMENT OF OFFICE OF THE REGIONAL DIRECTOR (ORD)			
			A. DIRECT COST			
I			I-GLASS WALLS FOR ORD			
			A. DEMOLITION WORKS			
	1	lot	A.1. LABOR			
			B. GLASS WORKS			
	1	lot	B.1 LABOR			
	1	lot	B.2 MATERIALS			
II			II- GLASS WINDOWS FOR ORD			
			A. DEMOLITION WORKS			
	1	lot	A.1 LABOR			
			B. GLASS WORKS			
	1	lot	B.1 LABOR			
	1	lot	B.2 MATERIALS			
			C. CONCRETING OR PLASTERING			
			C.1 LABOR			
			C.2 MATERIALS			
III			III- ELECTRICAL WORKS			
	1	lot	A.1 LABOR			
	1	lot	A.2 MATERIALS			
			B. INDIRECT COST			
			Contractor's Profit			
			CCM			
			Tax			
			APPROVED BUDGET FOR THE CONTRACT: Php 348,217.49			
			CONTRACT DURATION : 30 CALENDAR DAYS			
			LOCATION: DSWD REGIONAL OFFICE, MALATE, MANILA			
			**The contractor should visit the area for site inspection			
			PLEASE SEE ATTACHED BILL OF QUANTITIES			
			PAGE 1 OF 1	"Failure to indicate information could be basis for non-compliance."		

PURPOSE: REPAIR AND IMPROVEMENT OF OFFICE OF THE REGIONAL DIRECTOR  
 PR No.: 2022-03-0208

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

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Section within three (3) days from the date advance copy was served thru email. 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.

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
1680 F. T BENITEZ COR MALVAR STS, MALATE, MANILA  
BILL OF QUANTITIES

Name of Project :REPAIR AND IMPROVEMENT OF OFFICE OF THE REGIONAL DIRECTOR  
Project Duration : 30 CALENDAR DAYS

Approved Budget for the Contract : Php 348, 217.49 (Three Hundred Forty Eight Thousand Two Hundred Seventeen Pesos and 49/100 only)

ITEM	ITEM DESCRIPTION	QUANTITY	UNIT	Rate Per Day /Unit Cost	Total
	1/4" x 8 ft x 10 ft clear glass (cut to 84" x 120")	2	piece		
<b>C. CONCRETING OR PLASTERING</b>					
<b>LABOR:</b>					
	Project Supervisor (1 crew member)	1	days		
	Mason (1 crew member)	1	days		
	Laborer (1 crew member)	1	days		
<b>MATERIALS:</b>					
	Cement	3	bags		
	Sand	1	cu.m		
	Gravel	1	cu.m		
<b>III. ELECTRICAL WORKS</b>					
<b>LABOR:</b>					
	Project Supervisor (1 crew member)	5	days		
	Electrician (2 crew members)	5	days		
	Laborer (2 crew members)	5	days		
<b>MATERIALS:</b>					
	Two-gang outlet	15	piece		
	2.0 Electrical Wire	3	box		
	Floor Mounted outlet	1	piece		
	Electrical tape	3	piece		
	1/2 diameter flexible hose	1	piece		
	Plastic moulding	5	piece		
	4 x 8 formica	1	piece		
	1 1/2" black screw	100	piece		
<b>TOTAL DIRECT COST</b>					
<b>B. INDIRECT COST</b>					
	Contractor's Profit, 10%				
	OCM, 5%				
	Tax, 12%				
<b>TOTAL INDIRECT COST</b>					
<b>TOTAL PROJECT COST</b>					

Total Amount in Words: \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Name of Company

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

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ITEM	ITEM DESCRIPTION	QUANTITY	UNIT	Rate Per Day /Unit Cost	Total
<b>A. DIRECT COST</b>					
<b>I. GLASS WALLS FOR ORD</b>					
<b>A. DEMOLITION WORKS</b>					
LABOR:					
	Project Supervisor (1 crew member)	2	days		
	Laborer (2 crew members)	3	days		
<b>B. GLASS WORKS</b>					
LABOR:					
	Project Supervisor (1 crew member)	4	days		
	Glaziers or Glass installers (4 crew members)	7	days		
	Laborer (4 crew members)	3	days		
MATERIALS:					
	1.22m x 2.65m, 12mm clear temp. glass with blinds	3	piece		
	1.22m x 2.65m, 12mm clear temp. glass with hole and blinds	1	piece		
	0.25m x 2.65 m, 12mm clear temp. glass w/ hole and blinds	1	piece		
	0.91m x 2.65m, 12 mm clear temp. glass w/ cutout and blinds	1	piece		
	0.95m x 2.08m, 12 mm clear temp. glass w/ hole, cutout and blinds	1	piece		
	Floor hinge	1	piece		
	Bottom patch	1	piece		
	Top patch	1	piece		
	Patch cock	1	piece		
	Handle	1	piece		
	L Patch	2	piece		
	Clear sealant	8	piece		
	10 m x 1.2 m frosted sticker	1	roll		
<b>II. GLASS WINDOWS FOR ORD</b>					
<b>A. DEMOLITION WORKS</b>					
LABOR:					
	Project Supervisor (1 crew member)	2.00	days		
	Laborer (2 crew members)	3.00	days		
<b>B. GLASS WORKS</b>					
LABOR:					
	Project Supervisor (1 crew member)	4.00	days		
	Glaziers or Glass installers (4 crew members)	7.00	days		
	Laborer (4 crew members)	3.00	days		
MATERIALS:					
	1 x 3 x 21 ft. tubular	1	piece		
	YC 38 perimeter	3	piece		
	YC 38 panel	5	piece		
	YC 38 divider	2	piece		
	YC 38 cover	6	piece		
	1/8 x 1 1/2 x 1/2 x 21 ft angle bar	1	piece		
	1/4 x 2 x 2x 21 ft angel bar	1	piece		
	SPBC	1	piece		
	10" 4 bar hinge side open	24	piece		
	Cam Handle Left	6	piece		
	Cam Handle Right	6	piece		
	Bubble vinyl	1	roll		
	5/32 x 1/2 rivets	2	box		
	White sealant	1	box		