



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

REQUEST FOR QUOTATION

RFQ No. 2022-03-0392 NP-Lease of Real Prope
 Date: April 1, 2022

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

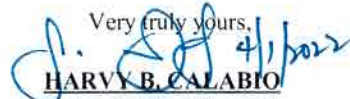
Sir/Madam:

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, 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: 5336-8106 to 07 loc. 24051-52 or email to: amberrnulla@dswd.gov.ph** not later than **5:00 PM on April 7, 2022 (Thursday)**.

Very truly yours,

HARVEY B. CALABIO
 Administrative Officer V
 Procurement Section

Terms and Conditions:

1. Award shall be made on per: item basis total quoted price lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered on: 2nd - 4th Quarter of CY 2022
4. Place of Delivery: Capitol, Boac, Marinduque
5. 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*
6. 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.
7. For goods please indicate _____
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate warranty: _____
10. 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"

ADRIAHN M. BERNULLA
 Administrative Assistant II
 Telephone Number: 5336-8106 to 07 loc. 24051-52

 Signature Over Printed Name
 (Supplier)



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. 2022-03-0392

Date: _____ (should be filled up by suppliers)

MOP: NP - Lease of Real Property

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
Service Provider for Rents Building						
Lot 1	8	month	Office Space At least 200-220 SQ. M. At Least Ground Floor/2nd Floor with restroom and pantry with at least 1 unit provision of airconditioner can accommodate 11-15 staff at least with aircondition provision with room for meeting / conference with room for pantry with pantry wirings must be properly installed space for clients area/waiting area provide maintenance for the building Approved Budget Cost: Php 320,000.00			
Lot 2	8	month	Warehouse/Storage Space At least 60sq. M. can accommodate 80-100 boxes with high ceiling at least Ground Floor/2nd Floor wirings must be properly installed with restroom provide maintenance for the building Approved Budget Cost: Php 80,000.00 Other Provision: Secure and Safe Flood Free Accessible to Main Road with separate line of electricity and water with Proper Ventillation at least with parking space Location: With in Capitol, Boac, Marinduque Contract Duration: 2nd - 4th Quarter of CY 2022	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: Service Provider for Rents Building
PR No.: 2022-03-0392

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.

ADRIANN M. BERNULLA
Administrative Assistant II

Tel: 336-8106 Local 101 & 111/Email: ambernulla@dswd.gov.ph

(Signature over printed name)
Supplier

VAT
 Non-VAT



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. 2022-03-0392

Date: _____ (should be filled up by suppliers)

MOP: NP - Lease of Real Property

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 Company Address : _____
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Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
			Service Provider for Rents Building (2nd - 4th Quarter CY 2022)			
			Rating Factors:			
			Office Space and Warehouse must pass the rating factor of 85% to consider the bid responsive			
			I. Prevailing Rental Rate and Availability (35%)			
			Must not exceed of Approved Budget for the Contract (Php 400,000/Annual) inclusive Tax			
			with At least 200-220 sq. m. (Office Space)			
			with At least 60 sq.m. (Warehouse)			
			II. Location and Site Condition (25%)			
			must have access road for vehicle and trucks			
			must be located within Capitol,Boac, Marinduque			
			III. Facilities and Amenities (15%)			
			with safe parking space for vehicles			
			with available water supply			
			with good lightning system			
			IV. Functionality (15%)			
			with enough space than can accommodate and safeguard the file/staff			
			Flood Free and good drainage system			
			V. Security, Cleanliness and Maintenance (10%)			
			Good Structural condition			
			Concrete, Safe and with clean surroundings			
			with Security Guard			
			Water and Electricity Included			
			with Business Permit and BIR Form 2303			
			Approved Budget for the Contract: Php 400,000 /			
			Contract Effectivity: April - December 2022			
				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: Service Provider for Rents Building (2nd - 4th Quarter CY 2022)
 PR No.: 2022-03-0392

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 (Signature over printed name)
 Supplier

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