



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2022-04-0449 NP-Lease of Real Prop
Date: April 7, 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: ambernulla@dswd.gov.ph not later than 5:00 PM on April 14, 2022 (Thursday).

Very truly yours,

HARVY B. CALABIO
Administrative Officer V
Procurement Section

Handwritten signature and date 4/9/22

Terms and Conditions:

- 1. Award shall be made on per: [] item basis [X] total quoted price [] lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered on: May - December 2022
4. Place of Delivery: Metro Manila (preferably Manila area)
5. Terms of Payment: within 15-30 days upon final inspection and acceptance
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)



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RFQ No. 2022-04-0449

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			
1	8	month	Office Space			
			At least 90-120 SQ.M.			
			At Least Ground Floor/2nd Floor			
			with restroom and pantry			
			with at least 1 unit provision of airconditioner			
			can accommodate 15-20 staff			
			with room for meeting / conference			
			wirings must be properly installed			
			space for clients area/waiting area			
			provide maintenance for the building			
Page 1 of 2						
				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.: 2022-04-0449

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 (PHIGEPS). You may visit the PHIGEPS website at www.phigeps.gov.ph to register"

RFQ No. 2022-04-0449

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			
			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 640,000/Annual) inclusive Tax			
			II. Location and Site Condition (25%)			
			must have access road for vehicle and trucks			
			must be located within Metro Manila or preferably Manila			
			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 640,000.00/ Annual			
			Contract Effectivity: May - 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."		

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