



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

REQUEST FOR QUOTATION

RFQ No. 2022-06-0647 NP-LOV

Date: June 21, 2022

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

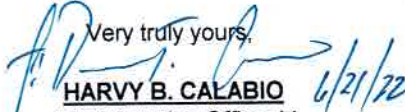
Sir/Madam:

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, 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: [lglicop@dswd.gov.ph](mailto:lglicop@dswd.gov.ph)** not later than **5:00 PM on JUNE 28, 2022 (Tuesday)**.

Very truly yours,  
  
**HARVY B. CALABIO** 6/21/22  
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 on: JUNE to DECEMBER 2022
- Place of Delivery: Within BOAC, Marinduque
- 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"**

  
**LORETTA G. LICOP**  
Procurement Officer  
Telefax: 5336-8106 to 07 loc. 24052

\_\_\_\_\_  
Signature Over Printed Name  
( Supplier)



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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.: 2022-06-0647 NP-LOV

Date: \_\_\_\_\_ (should be filled up by suppliers)

MOP: NP-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
<b>OFFICE SPACE RENTAL</b>						
1	1	Office	<b>OFFICE SPACE RENTAL IN MARINDUQUE (Extension)</b>			
			<b>RATING FACTORS:</b> Office Space must pass the Rating Factor of 85% to consider the Bid Responsive Place: BOAC, Marinduque			
			<b>I. PREVAILING RENTAL RATE AND AVAILABILITY (35%)</b> *Must No Exceed of Approved Budget for the Contract (25,000.00/monthly) *With more than 30sq.m Floor Area			
			<b>II. LOCATION AND SITE CONDITON (15%)</b> *Must have Access Road for Vehicle and Trucks *Must be Located within Boac, Marinduque			
			<b>III. FACILITIES AND AMENITIES (15%)</b> *With Safe Parking Space for Vehicles *With Available Water Supply and Comfort Room *With Good Lighting System			
			<b>IV. FUNCTIONALITY (25%)</b> *With Enough Space that can accommodate and Safeguard the File *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 Extinguishers			
			<b>INCLUSIONS:</b> *With Mayor's and Business Permit and BIR Form 2303			
			<b>MODE OF PAYMENT:</b> Monthly Billing at the End of Each Month Government Procurement			
			<b>CONTRACT EFFECTIVITY:</b> JUNE to DECEMBER 2022 *****Nothing Follows*****			
			<b>APPROVED BUDGET FOR THE CONTRACT: Php 175,000.00</b>	Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification		
			<b>PAGE 1 OF 1</b>	*Failure to indicate information could be basis for non-compliance.*		

PURPOSE: OFFICE SPACE RENTAL (EXTENSION) FOR THE PROGRAM IMPLEMENTATION IN SWADT MARINDUQUE

PR No.: 2022-06-0647 NP-LOV

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.

LORETTA G. LICOP  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

\_\_\_\_\_  
(Signature over printed name)  
Supplier

VAT  
 Non-VAT