



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 Prope

Date: June 10, 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.

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.

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 June 16, 2022 (Thursday).

Very truly yours, HARVEY B. CALABIO Administrative Officer V Procurement Section 6/10/2022

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: July - 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.
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. 2022-04-0449
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 480,000.00 (80,000 per month inclusive of all applicable taxes)			
			Contract Effectivity: July - 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
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.

ADRIAHN M. BERNULLA
Administrative Assistant II

Tel: 336-8106 Local 181 & 111/Email: ambernulla@dswd.gov.ph

(Signature over printed name)
Supplier

VAT
 Non-VAT