



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- LORP  
Date: August 22, 2022

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

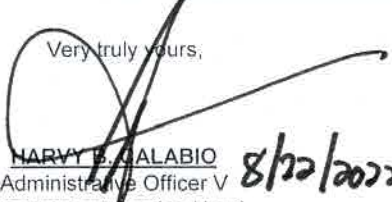
Sir/Madam:

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 MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: [ambernulla@dswd.gov.ph](mailto:ambernulla@dswd.gov.ph) not later than 5:00 PM on August 29, 2022 (Monday). Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: [RFQ Number ], [Deadline of Submission].

Very truly yours,  
  
HARVEY B. DALABIO 8/22/2022  
Administrative Officer V  
Procurement Section Head

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: September - December 2022
- Place of Delivery: Within Metro Manila, preferably Manila Area
- Terms of Payment: within 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"

ADRIAHN M. BERNULLA  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 0926-6348034

Signature Over Printed Name  
(Supplier)



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

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 2022-04-0449

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

MOP: NP-LORP

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

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided)	Unit Cost	Total Cost
1	4	month	<b>Service Provider for Rents Building</b>			
			Type: Office Space			
			at least 90-120sqm			
			at least ground floor or 2nd Floor			
			with at least 1 unit provision of aircondition			
			can accommodate 15-20 staff			
			with room for meeting / conference			
			wirings must be properly installed			
			space for clients area or waiting area			
			provide maintenance for the building			
			Rating Factors:			
			Office must pass at the rating factor of 85% to consider the bid responsive			
			<b>I. Prevailing rental rate and availability (35%)</b>			
			Must not exceed approved Budget for the contract (Php320,000.00) inclusive of Tax			
			<b>II. Location and Site Condition (25%)</b>			
			Must have access road for vehicle and trucks			
			Must be located within Metro Manila preferable Manila area			
			<b>III. Facilities and Amenities (15%)</b>			
			with safe parking space for vehicles			
			with available water supply			
			with good lightning system			
			<b>IV. Functionality (15%)</b>			
			with enough space that can accommodate and safeguard the file/staff			
			flood free and good drainage system			
			<b>V. Security, Cleanliness and Maintenance (10%)</b>			
			Good Structural condition			
			Concrete, safe and with clean surroundings			
			with security guard (If possible)			
			with separate submeter for electricity and water			
			with business permit and BIR form 2303			
			*****NOTHING FOLLOWS*****			
			Approved Budget for the Contract: Php320,000.00 (Php80,000 per month inclusive of all applicable taxes)			
			Delivery Time: September - 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: Office Space for Pantawid Staff

PR No.: 2022-04-0449

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.