



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

REQUEST FOR QUOTATION

RFQ No. 2023-01-0006 NP- Lease of Real Property  
Date: December 13, 2022

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

Sir/Madam:

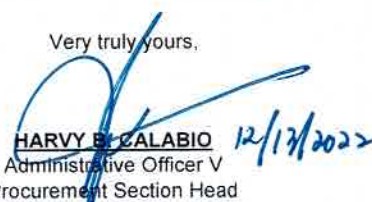
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or 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 (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return and a notarized or unnotarized Omnibus Sworn Statement in accordance with the attached format marked as Annex B.** If awarded, please submit immediately the duly notarized Omnibus Sworn Statement (if previously submitted is unnotarized). 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: [ejcnolasco@dswd.gov.ph](mailto:ejcnolasco@dswd.gov.ph) not later than **5:00 PM on December 20, 2022 (Tuesday).** 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. CALABIO**  
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: January to December 2023
- Place of Delivery: Near SWADT Provincial Office, San Jose, Occidental Mindoro
- 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"

  
**EMMA JOY C. NOLASCO**

Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09994602492

Signature Over Printed Name  
(Supplier)





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

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

MOP: NP-Lease of Real Property

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided) NOTE: Supplier must state here either the statement of compliance either "COMPLY" or "NOT COMPLY". Failure to indicate information could be basis for non-compliance.	Unit Cost	Total Cost
1	12	month	Service Provider for Office Space for Pantawid Operations Office in Occidental Mindoro (January to December 2023)			
			Location: Near SWADT Provincial Office, San Jose, Occidental Mindoro			
			*at least 200sq.m			
			*at least Ground Floor/2nd Floor			
			*with restroom and pantry			
			*at least can accommodate 3 to 4 unit of airconditioner			
			*can accommodate of 17 of staff			
			*wiring must be properly installed			
			*space for clients area/waiting area			
			*provide maintenance for the building			
			<b>Other Provisions:</b>			
			*Secured and Safe			
			*Flood Free			
			*Accessible to Main Road			
			*with separate line of electricity and water			
			*with proper ventilation			
			*at least with parking space			
			<b>RATING FACTORS:</b>			
			Office/Warehouse must pass the rating factor of 85% to consider the bid responsive			
			<b>I. Prevailing Renta Rate and Availability (35%)</b>			
			*Must not exceed of Approved Budget for the Contract			
			<b>II. Location and Site Condition (25%)</b>			
			*Must have access road for vehicle and trucks			
			*Must be located within San Jose, Occidental Mindoro			
			<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			
			<b>V. Security, Cleanliness and Maintenance (10%)</b>			
			*Good structural condition			
			*Concrete, safe and with clean surroundings			
			*With security guard			
			*Water and Electricity included			
			*With Business Permit and BIR Form 2303			
			<b>PASSING RATE: 85%</b>			
			<b>*****NOTHING FOLLOWS*****</b>			
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b>			
			Four Hundred Eighty Thousand Pesos Only (Php 480,000.00)			
			Note: Please specify brand model/origin .			

PURPOSE: Service Provider for Office Space for Pantawid Operations Office in Occidental Mindoro (January to December 2023)

PR No.: 2023-01-0006

☐ 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.**