

REQUEST FOR QUOTATION

RFQ No. **KC-2023-02-0002 NP- LRP**

Date: **March 1, 2023**

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

Sir/Madam:

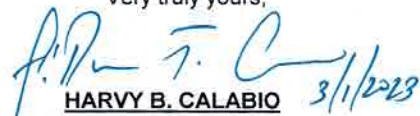
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures 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: kcmimaropa-procurement@dswd.gov.ph** not later than **5:00 PM on March 7, 2023 (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,


HARVY B. CALABIO 3/1/2023
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: **March - December 2023**
- Place of Delivery: **Within Malate, Manila City**
- 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 to register"**


JERICO C. GAGA-A
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052
Contact Number: 09190976674 / 09652364341

Signature Over Printed Name
(Supplier)



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

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RFQ KC-2023-02-0002

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	1	Office	Office Rental for PMNP-KKB Office for 10 mos			
			March-December 2023			
			Place : Within Malate, Metro Manila			
			RATING FACTORS:			
			Office Rental must pass the rating factor of 85% to consider the bid responsive			
			I. Prevailing Rental Rate and Availability (15%)			
			* Must not exceed of Approved Budget for the Contract (Php80,0000.00/month) inclusive of tax			
			*With more than 50 sq. m floor area			
			II. Location and Site Condition (15%)			
			* Must have access road for vehicle			
			* Must be located within city proper of Calapan			
			* Must be near to establishments (banks, hospital, offices)			
			III. Facilities and Amenities (35%)			
			*With safe parking space for vehicles			
			*With available water supply			
			*With good lighting system			
			* With comfort rooms/ pantry area			
			* With conference room if possible			
			* With separate meter for electricity and water			
			IV- Functionality (25%)			
			* With enough space that can accommodate the staff / equipment			
			* Flood free and good drainage system			
			* With enough fire escapes, firefighting equipments and fire exits			
			* Must be Senior Citizen and PWD Friendly			
			V. Security , Cleanliness and Maintenance (10%)			
			* Good structural condition			
			*Concrete, safe and with clean surroundings			
			* Secured environment			
			*With security guard if possible			
			* With business permit and BIR Form 2303			
			APPROVED BUDGET FOR THE CONTRACT= 80,000.00/MONTH			
			Nothing follows			
			Approved Budget for the Contract Eight Hundred Thousand Pesos only Php800,000.00	Note: Please specify brand model/origin .		

PURPOSE: Office Rental for PMNP-KKB Office.

PR No.: KC-2023-02-0002

☐ 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.



REQUEST FOR QUOTATION RECEIVING FORM

I Hereby certify that I _____, of

_____ has received the Request for

Quotation RFQ No. KC-2023-02-0002 NP- LRP from DSWD MIMAROPA Region intended for the

Office Rental for PMNP-KKB Office.

Certified by:

(Signature Over Printed Name of Supplier)

Contact: _____

Email Address: _____

RFQ Delivered by:

(Signature Over Printed Name of Canvasser)

Position: _____

Date / Time of Delivery: _____

Note: This form shall be used and issued in cases when RFQ is personally delivered to prospective supplier/service provider.