



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

REQUEST FOR QUOTATION

RFQ No. **2023-08-1107 NP-SVP**

Date: **September 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: procurement.fomimaropa@dswd.gov.ph** not later than **5:00 PM on September 6, 2023 (Wednesday)**. Quotations submitted to the 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. GALABIO
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: **7 Calendar Days after receipt of approved Purchase Order**
- Place of Delivery: **DSWD Regional Office, Malate, Manila**
- Terms of Payment: **within 30 days upon final inspection and acceptance (send bill arrangement)**
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 "

Conforme:

Procurement Officer
Telefax: 5328-5111 loc. 24052
Contact Number: **09984748898**

Signature Over Printed Name
(Supplier)



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Date: _____ (should be filled up by supplier)

MOP: NP- SVP

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) 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 | 3 | personnel | SERVICE PROVIDER FOR ADDITIONAL THREE (3) UTILITY PERSONNEL FOR 45 Calendar DAYS | | | |
| | | | Contract Duration : 45 Calendar Days (On Call Basis as Necessary) | | | |
| | | | Terms and Conditions: | | | |
| | | | 1. The SERVICE PROVIDER shall provide qualified manpower and labor, which shall perform their duties under SERVICE PROVIDER's control and supervision, in accordance with the standard and requirements of the DSWD | | | |
| | | | 2. The janitorial personnel must be physically and mentally fit, at least 18 years old but not more than 65 years old, of good moral character and without criminal or police records; preferably male | | | |
| | | | 3. The SERVICE PROVIDER shall regularly supervise/monitor its personnel especially their performance thru their designated Supervisor per area of jurisdiction | | | |
| | | | 4. In the performance of the work of services herein provided, SERVICE PROVIDER shall supply three (3) janitors to report from 8:00 – 5:00 PM and (Mondays to Saturdays). No overtime payment | | | |
| | | | 5. Scope of Works Building / Office to be Covered 4.2 DSWD MIMAROPA Malate, Manila 4.3 DSWD MIMAROPA – Warehouse Quezon City and Sifang, Cavite | | | |
| | | | 6. The SERVICE PROVIDER shall furnish the equipment, tools and materials to be used in performing the above services which shall be for the account of the SERVICE PROVIDER with the exception of the water and electricity consumption which shall be for the account of the DSWD Field Office MIMAROPA | | | |
| | | | 7. The SERVICE PROVIDER shall protect DSWD properties from damage or destruction in connection with the janitorial activities rendered, preserve confidentiality of DSWD records and perform other services whenever required (i.e. logistical assistance during meetings and conferences, hauling of office furniture, fixtures and equipment and other errand works within DSWD premises) | | | |
| | | | 8. DSWD FO MIMAROPA reserves the right to screen and accept or deny the deployment of any personnel recommended by the SERVICE PROVIDER | | | |
| | | | 9. The deployed personnel shall work 8 hours a day, 6 days a week from Monday to Saturday. However, DSWD may request to SERVICE PROVIDER personnel to work outside the regular working hours, or during weekends or holidays whenever necessary upon the written approval of the Head of the Agency which will entail additional payment to the SERVICE PROVIDER | | | |
| | | | 10. The SERVICE PROVIDER shall make available relievers and/or replacement at all times to ensure continuous and uninterrupted services. In the event that the Service Provider failed to provide relievers and/or replacement, the SERVICE PROVIDER shall be charged with penalty for the disruption it caused to DSWD FO MIMAROPA | | | |
| | | | PAGE 1 OF 2 | Note: Please specify brand model/origin . | | |

PURPOSE: SERVICE PROVIDER FOR ADDITIONAL THREE (3) UTILITY PERSONNEL FOR 45 Calendar DAYS

PR No.: 2023-08-1107

(Signature over Printed name)
Supplier

☐ VAT
☐ Non-VAT

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.



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MOP: NP- SVP

Company Name : _____
Company Address : _____
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| 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 |
|----------|------|------|--|--|-----------|------------|
| | | | 11. The SERVICE PROVIDER shall pay its personnel not less than the minimum wage and other benefits mandated by the law. The SERVICE PROVIDER shall provide the janitorial personnel their monthly pay slip containing the necessary information on it. The SERVICE PROVIDER shall comply with the laws governing labor standards and employee's compensation | | | |
| | | | 12. The SERVICE PROVIDER shall submit to the DSWD, together with its monthly invoice, a sworn certification duly executed by its General Manager/President stating that all the workers and/or personnel assigned to the DSWD pursuant to this Agreement have been paid, on the date thereof, all wages, salaries and remunerations they are entitled to under the law. The DSWD shall not process any billings that are not accompanied by the aforementioned certificate. All billings must be supported by corresponding time sheet which shall be approved by the DSWD's Supervisor/Manager prior to such billings. If the billings are in order, the DSWD agrees to pay SERVICE PROVIDER as soon as possible from receipt of such bills and shall pay within a period approved by the DSWD Supervisor; Payment of salaries shall be made every 15th and 30th of the month. Delay shall be basis for evaluation and grounds for early termination of contract. | | | |
| | | | 13. The SERVICE PROVIDER shall submit to the DSWD, together with its monthly invoices, proof of remittances to the Social Security System, BIR and PhilHealth of both employer's insurance premiums. Failure of SERVICE PROVIDER to submit such proof remittance shall be enough basis for DSWD not to process SERVICE PROVIDER billings | | | |
| | | | 14. The SERVICE PROVIDER in the performance of its services shall secure, maintain at its own expense all registration, licenses, or permits required by the law, and shall comply with all pertinent rules and regulations. The SERVICE PROVIDER's personnel shall take all necessary precautions for the safety of all persons and properties within their area of work and shall comply with all the standards and established safety regulations, rules and practices | | | |
| | | | 15. The SERVICE PROVIDER shall provide the personnel with appropriate uniforms, protective gear if necessary and ensure that they shall observe proper personal hygiene and appear neat and clean at all times | | | |
| | | | 16. The SERVICE PROVIDER shall ensure that safety shall be the first priority in the performance of its functions, and avoid the creation of safety hazards | | | |
| | | | APPROVED BUDGET FOR THE CONTRACT : Php 108,000.00 ONE HUNDRED EIGHT THOUSAND PESOS ONLY | | | |
| | | | PAGE 1 OF 1 | Note: Please specify brand model/origin . | | |

PURPOSE: SERVICE PROVIDER FOR THE ADDITIONAL THREE (3) UTILITY PERSONNEL FOR 45 DAYS

PR No.: 2023-08-1107

☐ VAT
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(Signature over Printed name)
Supplier

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