

REQUEST FOR QUOTATION

RFQ No. KC-2024-04-0047

Date: April 4, 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: [jcgaga-a@dswd.gov.ph](mailto:jcgaga-a@dswd.gov.ph) not later than **5:00 PM on April 11, 2024, 2023 (Thursday)**. 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**  
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: May - December 2024
- Place of Delivery: DY International Building Materials Corporation, #1011 Gen. Malvar Cor. San Marcelino St., Malate, Manila City
- Terms of Payment: Monthly Billing, 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](http://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)



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

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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: SHOPPING FOR NON-CONSULTING SERVICES

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	Months	8	INTERNET SUBSCRIPTION for Business/Enterprise																	
			Internet subscription for 8 months (May- December 2024)																	
			With TRI-BAND (2 pack)																	
			Speed: up to 100-150 mbps																	
			Type: Fiber Unlimited																	
			Services: Internet Only / No SMS & Voice																	
			Free Installation and Activation																	
			Inclusive of 24/7 customer and technical support																	
			Delivery Period: 15 Calendar Days																	
			***Nothing follows***																	
			Installation Address: DY International Building Materials Corporation, #1011 Gen. Malvar cor. San Marcelino St., Malate, Manila																	
			Contact Person: JERICO C. GAGA-A - 09190976674																	
			Following the guidelines on the Regular and Recurring Services, the agency shall evaluate the performance of the service provider for possible renewal of its contract based on the mandatory performance criteria provided below:																	
			<table border="1"> <thead> <tr> <th>Performance Criteria</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>I. Conformity to Technican Requirements</td> <td>20%</td> </tr> <tr> <td>II. Timeliness in the delivery of Services</td> <td>20%</td> </tr> <tr> <td>III. Behavior of Personnel</td> <td>20%</td> </tr> <tr> <td>IV. Response to Complaints</td> <td>20%</td> </tr> <tr> <td>V. Compliance with set office policies for such services</td> <td>20%</td> </tr> <tr> <td></td> <td>100%</td> </tr> </tbody> </table>	Performance Criteria	Weight	I. Conformity to Technican Requirements	20%	II. Timeliness in the delivery of Services	20%	III. Behavior of Personnel	20%	IV. Response to Complaints	20%	V. Compliance with set office policies for such services	20%		100%			
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			The Service must attain at least a "Satisfactory" rating of 80 points for a possible recommendation for the renewal of the contract for the proceeding years. The Service Provider must not be a Blacklisted Entity at the time of the conduct of the performance evaluation until the signing of the renewal of contract																	
			<b>Approved Budget for the Contract:</b> <b>One Hundred Ninety-Five Thousand Five Hundred Fifty-Two Pesos only</b> <b>Php195,552.00</b>																	
				Note: Please specify brand model/origin																

PURPOSE: PURCHASE OF INTERNET PLAN FOR THE KALAHICIDSS OFFICE EXTENSION USE  
 PR No.: KC-2023-04-0047

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-2024-04-0047** from DSWD MIMAROPA Region intended for the

**PURCHASE OF INTERNET PLAN FOR THE KALAHI-CIDSS OFFICE EXTENSION USE**

**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.