

**REQUEST FOR QUOTATION (RFQ)**

PR/PP No.: 2023-03-202      RFQ No.: 2023-03-337  
End-user: BGMS/DRMD      Date: APR 14 2023  
Name of Project: ABC: ₱221,274.38

INTERIOR PARTITION OF THE 2ND FLOOR OF THE DSWD REGIONAL  
WAREHOUSE

SMALL VALUE PROCUREMENT

Sir/Madam:

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph) on or before APR 19 2023 12:00PM.

  
ENRIQUE H. GASCON JR.  
BAC Chairperson

**TERMS AND CONDITIONS:**

1. Quotations in excess of the ABC will be **REJECTED**.
2. For unit price/s , quotations with a **dash or zero shall be deemed free of charge**.
3. All entries must be typewritten/printed/longhand. Any erasure in the quotation must be countersigned by the bidder/representative, otherwise quotation will be rejected.
4. The Procuring Entity **may give due preference to goods being offered with green component**.
5. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is **as indicated** in the next page.
7. Price validity shall be for a period of **120 calendar days from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier**.
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
  - a. Updated Mayor's / Business Permit
  - b. PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)
    - o Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).
    - o **Official Receipt issued by BIR (a mere picture of the receipt can suffice)**
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation may be disqualified**.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications and the terms and conditions** stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the **Omnibus Sworn Statement** prior to issuance of Award / Purchase Order with ABC amounting to **P500,000.00** for Emergency Cases and **P50,000.00** above for **Small Value Procurement**.
13. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR**.
14. **Liquidated damages equivalent to one tenth (0.001) of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay**. The Procuring Entity (PE ) may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
15. Further information may be obtained from the Procurement Section with telephone number **[074] 661-0430** local **25025** or email address [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph).

REQUEST FOR QUOTATION (RFQ)				
LOT NO.	DETAILED DESCRIPTION	QUANTITY	UNIT	TOTAL
1	INTERIOR PARTITION OF THE 2ND FLOOR OF THE DSWD REGIONAL WAREHOUSE			
	PLEASE SEE ATTACHED BILL OF QUANTITIES (See the attached plan for specific details)	1	lot	
<b>GENERAL CONDITION AND REQUIREMENTS</b>				
		COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
1	Contractor's Qualification(s) a. Contractor shall be competent and experienced in the field of Construction with a minimum of three (3) years prior experience.	[ ]	[ ]	
2	Contractor's Working Hours a. All normal work for this contract shall be performed during normal daylight hours. Any exceptions will require the written approval of the assigned officer/BGMS Project Engineer/Architect. b. If work is required overnight, the Contractor will be required to furnish safe, proper and sufficient lighting arrangement if necessary.	[ ]	[ ]	
3	Contractor's Responsibilities a. Contractor shall submit own construction schedule within ten (10) working days after receipt of notice to proceed; b. Contractor / Service provider shall assign Engineers/Architect from the start until completion stage; c. Contractor / Service provider shall coordinate to the BGMS all the execution of works; d. Contractor / Service provider shall provide warning signages, project log book; e. Contractor / Service provider shall submit Statement of Works accomplished and progress photos as requirement of the billing request; f. Contractor shall submit Construction Safety and Health Program approved by DOLE; g. All assigned key personnel shall be physically present at the site throughout the duration of the project or working hours;	[ ]	[ ]	
4	Other Requirements a. All dimensions / level etc. indicated in the drawing plans are to be verified on the site; b. All materials is subjected for the approval of the End User / BGMS Project Engineer/Architect; c. Any discrepancies, either between written dimensions and site dimensions shall be brought to the BGMS office before executing the works; d. A site inspection shall be required to determine the location and extent of works for the project. A Certification of Site Inspection issued by the procuring entity shall be submitted as part of the bidding documents. e. Project Duration: 21 working days	[ ]	[ ]	
			<b>TOTAL PRICE</b>	

\* Award shall be made per:

Lot basis

Total Quoted Price

Note: **NO GIFT ALLOWED.** Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.

Sir:

After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

Signature of supplier/representative over printed name:

\_\_\_\_\_

Name of Firm/Dealer/Contractor:

\_\_\_\_\_

Address:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

Contact Number/s:

\_\_\_\_\_

PhilGEPS Registration Number:



REPUBLIC OF THE PHILIPPINES  
CORDILLERA ADMINISTRATIVE REGION

Contract Reference Number:  
Name of Project: **STAFF QUARTERS INTERIOR PARTITION @ SECOND FLOOR**  
Location of the Project: **DSWD-CAR Warehouse La Trinidad, Benguet**

Standard Form Number SF-INFR-55

Revised on: 03 February 2023

**BILL OF QUANTITIES**

Columns 1, 2, 3, & 4 are to be filled up by the Procuring Entity		Columns 5 & 6 are to be filled by the bidders			
ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE (PESOS)	AMOUNT (PESOS)
1	2	3	4	5	6
1	GENERAL REQUIREMENTS	-	-		
2	DEMOLITION WORKS	-	-		
3	FORMS AND SCAFFOLDING	-	-		
4	ARCHITECTURAL WORKS				
4.1	Drywall	73.95	sqm		
4.2	Doors and Windows	1.00	lot		
4.3	Painting Works	73.95	sqm		
5	ELECTRICAL WORKS				
5.1	Wires and Cables	1.00	lot		
5.2	Conduits	1.00	lot		
5.3	Device, Plates and Utilities	1.00	lot		
3	CONSTRUCTION SAFETY & HEALTH	1.00	lot		
TOTAL BID PRICE:					
TOTAL AMT. IN WORDS: (in words)					



