

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2023-05-375

RFQ No.: 2023-05-540

End-user: BGMS

Date: JUN 01 2023

Name of Project:

ABC: ₱52,233.17

PROPOSED INSTALLATION OF SLIDING WINDOW IN LEGAL UNIT OFFICE

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 on or before JUN 06 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 of one percent (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**.

Republic of the Philippines
 DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Cordillera Administrative Region
 40 North Drive, Baguio City

REQUEST FOR QUOTATION (RFQ)

LOT NO.	DETAILED DESCRIPTION	QUANTITY	UNIT	TOTAL
1	PROPOSED INSTALLATION OF SLIDING WINDOW IN LEGAL UNIT OFFICE			
	PLEASE SEE ATTACHED BILL OF QUANTITIES (See the attached plan for specific details)	1	lot	
	GENERAL CONDITION AND REQUIREMENTS	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 one (1) year 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 require to furnish safe, proper and sufficient lighting arrangement if necessary.	[]	[]	
3	Contractor's Responsibilities			
	a. Contractor / Service provider shall coordinate to the BGMS all the execution of works;	[]	[]	
	b. Contractor / Service provider shall submit Statement of Works accomplished and progress photos as requirement of the billing request;	[]	[]	
	c. Contractor shall submit Construction Safety and Health Program approved by DOLE;	[]	[]	
	d. 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. Project Duration: 20 calendar days	[]	[]	
TOTAL PRICE				

• 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: _____

Name and Signature of Canvasser

Email Address: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____



REPUBLIC OF THE PHILIPPINES
 CORDILLERA ADMINISTRATIVE REGION

Contract Reference Number: _____

Name of Project: **Proposed Installation of Sliding Window in Legal Unit Office**

Location of the Project: **40 North Drive, Baguio City**

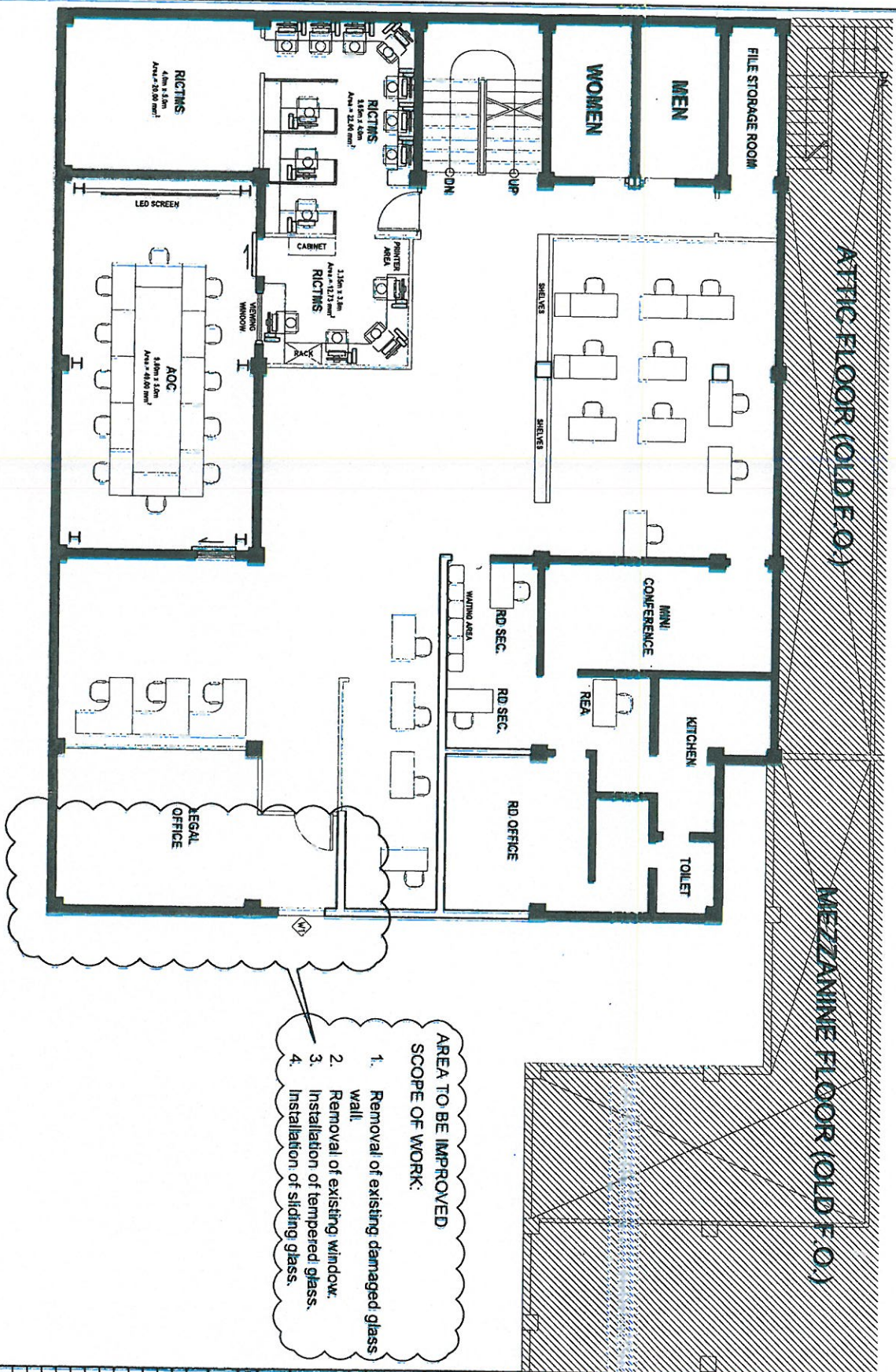
Standard Form Number SF-INFR-55

Revised on: August 11, 2004

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 2	UNIT 3	QTY. 4	UNIT PRICE (PESOS) 5	AMOUNT (PESOS) 6
1	GENERAL REQUIREMENTS				
1.1	Mobilization/ Demobilization	1	lot		
2	DEMOLITION WORKS				
2.1	Removal of Existing Windows	1	lot		
3	ARCHITECTURAL WORKS	1	lot		
3.1	Installation of Sliding Window				
3.2	Tempered Glass Window (10mm)				
4	Construction Safety and Health	1	lot		
TOTAL BID PRICE:					
TOTAL AMT. IN WORDS: (in words)					

NOTE: ALL DIMENSIONS MUST BE VERIFIED IN THE CONSTRUCTION, DO NOT SCALE THE DRAWING.



AREA TO BE IMPROVED
SCOPE OF WORK:

1. Removal of existing damaged glass wall.
2. Removal of existing window.
3. Installation of tempered glass.
4. Installation of sliding glass.

SECOND FLOOR LAYOUT
 1/180 METERS

DSWD Field Office Facilities Administrative Region 40 North Drive, 2508 Baguio City, Philippines
 Mobile No. (63)71371-5651/52/4256 / (919) 045-5365 to 68 Website: www.dswd.gov.ph

ADMINISTRATIVE DIVISION FIELD OFFICE CAR BSW-B-02-071 REV 01 OF OCT 2011		
PROJECT NAME: PROPOSED INSTALLATION OF SLIDING WINDOW IN LEGAL OFFICE UNIT		
OCCURER: DSWD - CAL 40 NORTH DRIVE, BAGUIO CITY, 3000		
SHEET NO. / TOTAL SHEETS: AS SHOWN / 1/180		
APPROVED BY: LEO J. QUINILLA Regional Director		
CONCEPTED BY: ENRIQUE L. JASCON, Jr. Assistant Regional Director (Administration)		
CHECKED BY: EDWARD A. REMANCO Administrative Officer I (Legal Field)		
PREPARED/DESIGNED BY: ANGELO ALVARADO Engineer II (SQA)		
PROJECT NO.: BSW-CAL-RO-AB-RO-CA-2019-045-12385		
DATE SUBMITTED: 11 MAY 2023		
DRAWING STATUS DATE DESCRIPTION/REMARKS BY		
PLAN CHECKED: SHEET NUMBER: 1/2 TOTAL SHEETS: A3		

