


REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2023-10-862 RFQ No.: 2023-11-1295
End-user: BGMS Date: NOV 14 2023
Name of Project: ABC: ₱103,298.82
PROPOSED IMPROVEMENT OF VENTILATION AND EMERGENCY LIGHT OF DSWD-CAR BUILDING
ATTIC FLOOR
Mode of Procurement: 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 NOV 20 2023 12:00NN


ENRIQUE H. GASCON JR.
BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For total quoted price, 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**
 - 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 shall 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. Upon **approval of the Purchase Order (PO)**, the Procurement Section shall send or forward the **approved PO for confirmation** to the winning bidder. The **approved PO shall be confirmed within three (3) calendar days** upon sending the approved PO to the **winning bidder's officially registered email address or upon notification of the winning bidder that the approved Purchase Order is available for confirmation**. Failure to submit the confirmed PO within the 3-day period shall cause the automatic cancellation of the PO.
14. 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**.
15. **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.
16. 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)

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	PROPOSED IMPROVEMENT OF VENTILATION AND EMERGENCY LIGHT OF DSWD-CAR BUILDING ATTIC FLOOR				
	<p>1. GENERAL REQUIREMENT -Mobilization/Demobilization -Transport Vehicle -Clearing and Cleaning -Water and Electrical Consumption</p> <p>2. GLASS AND ALUMINUM WORKS -Demolition: Removal of wall, Removal of Existing Glass and Windows -Glass and Aluminum: Aluminum Frame Sliding Door with fixed glass, Aluminum Frame Jalousie Window, Miscellanaeous items, Minor Tools -Scaffolding Works</p> <p>3. EMERGENCY LIGHT -Premium Quality Automatic Emergency Lights (Supply and Installation)</p> <p>4. CONSTRUCTION SAFETY AND HEALTY -Safety Shoes -Safety Gloves -Hard Hats -Safety Signages</p> <p>PLEASE SEE ATTACHED BILL OF QUANTITIES (See the attached plan for specific details)</p>	1	lot		
	GENERAL CONDITIONS AND REQUIREMENTS	COMPLIANCE			REMARKS
		Can Comply	Cannot Comply		
1	Contractor's Qualification(s)				
	a. Contractor shall be competent and experienced in the field of Glass and Aluminum works with a minimum of two (2) years prior experience.	[]	[]		
2	Contractor's Working Hours				
	a. All normal work for this contract shall be performed ONLY AFTER THE OFFICE WORK, SATURDAYS, SUNDAYS AND DURING HOLIDAYS. Any exceptions or changes should be approved by the HOPE, it may only be coordinated to the Officer/BGMS Project Architect/Engineer, but still subject for approval of the Regional Director.	[]	[]		
	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 assign Technical/Project incharge from the start until completion stage;	[]	[]		
	b. Contractor / Service provider shall coordinate to the BGMS all the execution of works;	[]	[]		
	c. Contractor / Service provider shall provide warning signages, project log book;	[]	[]		
	d. Contractor / Service provider shall submit Statement of Works accomplished and progress photos as requirement of the billing request;	[]	[]		
	e. Contractor shall submit Construction Safety and Health Program approved by DOLE;	[]	[]		
	f. 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;	[]	[]		

	GENERAL CONDITIONS AND REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
	c. Any discrepancies, either between written dimensions and site dimensions shall be brought to the BGMS office before executing the works;	[]	[]	
	d. Project Duration: 12 calendar days	[]	[]	
TOTAL PRICE				
PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES				

• Award shall be made per: Item Basis x Lot Basis

*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.

Name of Firm/Dealer/Contractor: _____

Office Address: _____

Owner's/Proprietor/President's Name and Signature: _____

Contact Number/s: _____

Email Address: _____

For Authorized Representative, kindly indicate the following:

Name and Signature: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____

Name and Signature of Canvasser



Contract Reference Number: _____

Name of Project: _____

**Proposed Improvement of Ventilation and
Emergency Light of DSWD-CAR Building Attic Floor**

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

Standard Form Number SF-INFR-55

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	QTY 3	UNIT 4	UNIT PRICE (PESOS) 5	AMOUNT (PESOS) 6
1	GENERAL REQUIREMENTS				
1.1	Mobilization/Demobilization	1.00	lot		
1.2	Transport Vehicle	1.00	lot		
1.3	Clearing, & Cleaning	1.00	lot		
1.4	Water and electrical consumption	1.00	lot		
2	GLASS AND ALUMINUM WORKS				
2.1	Demolition				
	2.1.1. Removal of wall, Removal of Existing Glass Door & Windows	13.45	sq.m		
2.2	Glass & Aluminum				
	2.1.1. Aluminum Frame Sliding door w/ fixed glass	4.47	sq.m		
	2.1.2. Aluminum Frame Jalousie Window	8.98	sq.m		
	2.1.3. Miscellaneous items	1	lot		
	2.1.4. Minor Tools	1	lot		
2.3	Scaffolding works	1	lot		
3	EMERGENCY LIGHT				
	3.1. Premium quality Automatic Emergency Lights (Supply and installation)	3	sets		
4	CONSTRUCTION SAFETY & HEALTH				
	4.1.1. Safety shoes	4.00	pairs		
	4.1.2. Safety gloves	1.00	doz		
	4.1.3. Hard hats	4.00	pcs		
	4.1.4. Safety signages	1.00	lot		
TOTAL BID PRICE:					
TOTAL AMT. IN WORDS: (in words)					



EXISTING SLIDING DOOR W/ FIXED GLASS



EXISTING WALL

TO BE REPLACE W/
SLIDING DOOR AND
JALOUSIE WINDOW
(G01)

ADDITIONAL JALOUSIE
WINDOW HERE
(W2)



EXISTING FIXED GLASS WINDOW



TO BE REPLACE W/
JALOUSIE WINDOW
(W3)

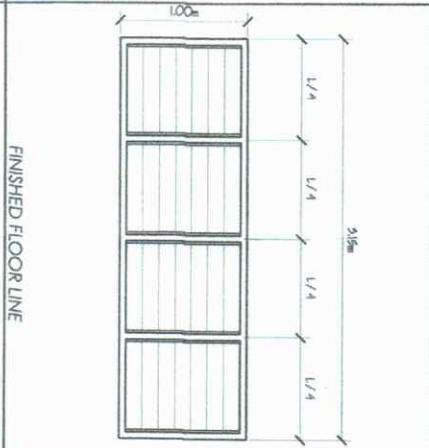
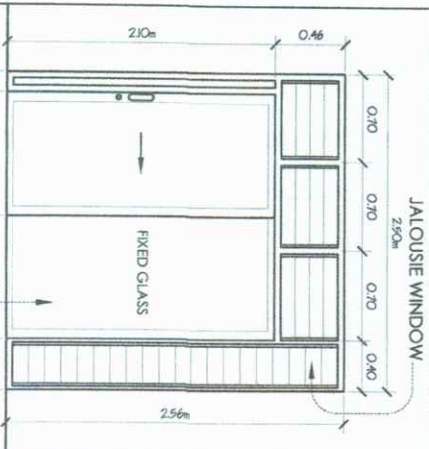


TO BE REPLACE W/
JALOUSIE WINDOW
(W3)

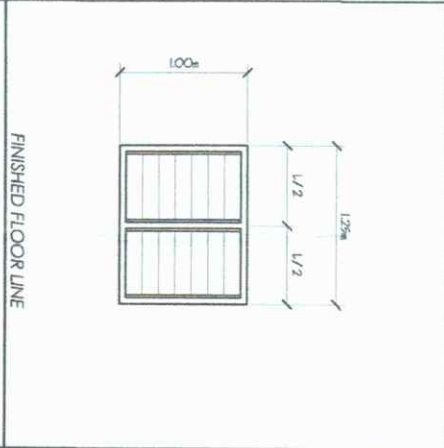
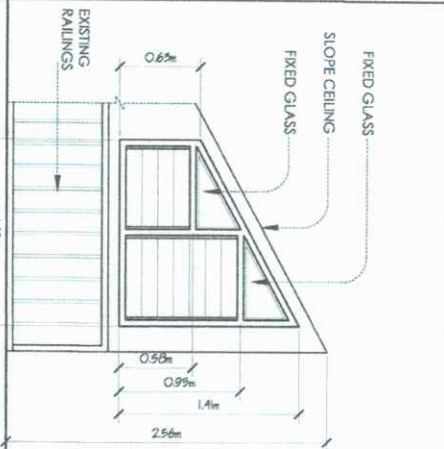
EXISTING FIXED GLASS WINDOWS

PHOTOS OF THE EXISTING

TYPE	LOCATION	AREA	QUANTITY
ALUMINIUM FRAME SLIDING & FIXED GLASS DOOR WITH JALOUSIE WINDOW	MEZZANINE ENTRANCE	6.30 Sq.m	1-SET
ALUMINIUM FRAME JALOUSIE WINDOW	MEZZANINE ENTRANCE	3.15 Sq.m	1-SET



TYPE	LOCATION	AREA	QUANTITY
ALUMINIUM FRAME JALOUSIE WINDOW W/ FIXED GLASS	MEZZANINE ENTRANCE	1.50 Sq.m	1-SET
ALUMINIUM FRAME JALOUSIE WINDOW	MEZZANINE ENTRANCE	1.25 Sq.m	2-SETS



DOOR AND WINDOW SCHEDULE

DSWD
ADMINISTRATIVE DIVISION
FIELD OFFICE CAR
RSMAS-CR-0671 REV 11 OCT 2012

PROJECT NAME: PROPOSED IMPROVEMENT OF VENTILATION AND EMERGENCY LIGHT OF DSWD-CAR BUILDING ATTIC FLOOR

LOCATION: DSWD-CAR FIELD OFFICE # 40 NORTH DRIVE, BAGUIO CITY 2400

SHEET COMMENT: PHOTOS OF THE EXISTING DOOR & WINDOW SCHEDULE

APPROVED BY: LEO L. ORTIZ, Registered Director

CONFORMED BY: ENRIQUE H. GASCON, Jr., Director of Administration

CHECKED BY: AB. CRISTINA N. BORDA, Administrative Officer, Field Office

PREPARED/DESIGNED BY: MR. JAVIER M. MALONOS, Architect I, D - RCMAS

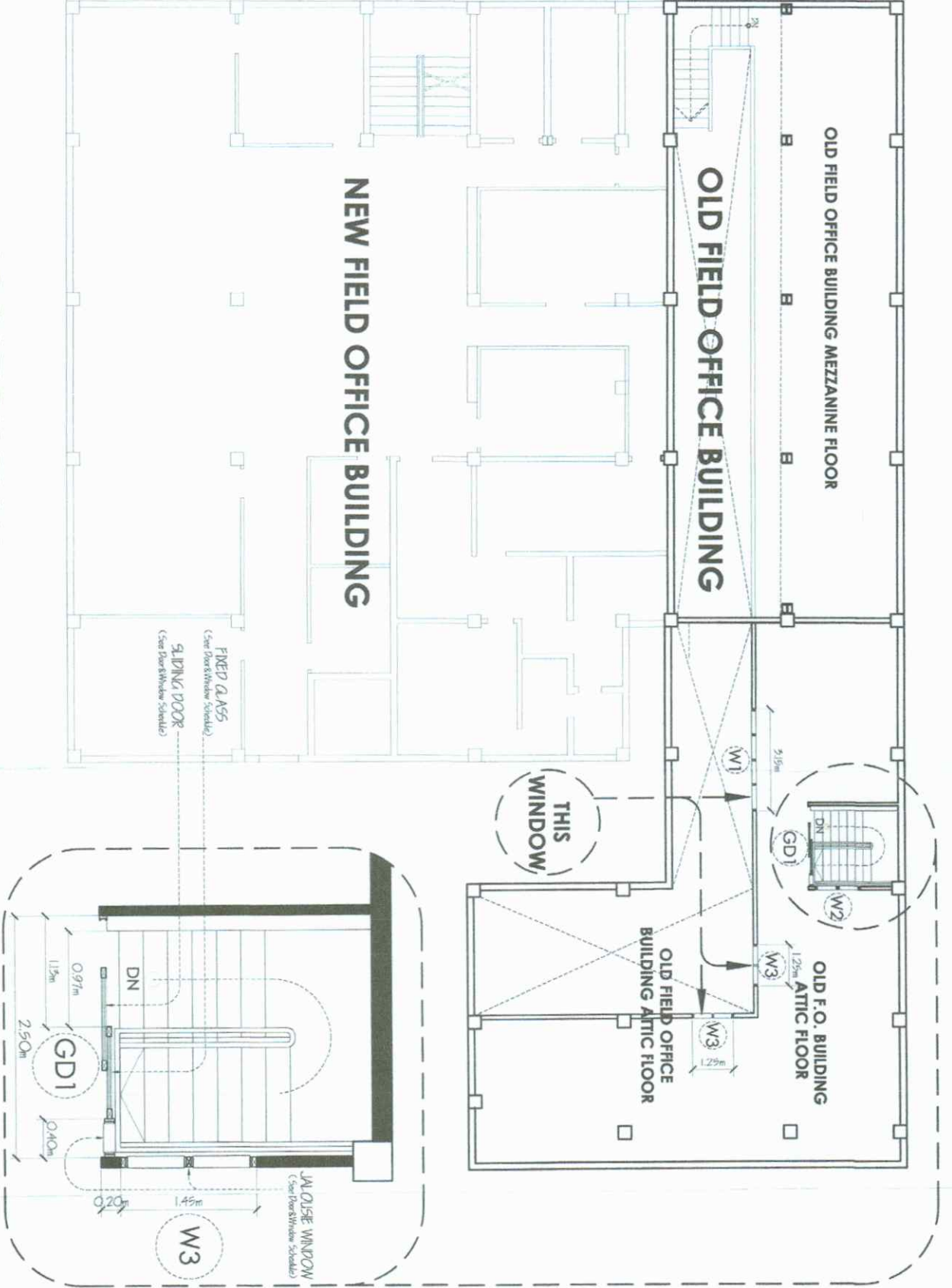
PROJECT NO: CAR-FO-AD-BCONS-A-PR-23-06-31674-S

DATE ISSUED: 14 SEP, 2023

DRAWING STATUS

DATE	DESCRIPTION/REMARKS	BY

TITLE CATEGORY: A
SHEET NUMBER: 01/02
PAPER SIZE: A3



1 LOCATION PLAN
A 02 NOT TO SCALE

2 BLOW UP PLAN
A 03 NOT TO SCALE

ADMINISTRATIVE DIVISION DESIGN & CONSTRUCTION DSWD-CAR FIELD OFFICE # 40 NORTH DRIVE, BAGUIO CITY 2400 PROJECT NAME: PROPOSED IMPROVEMENT OF VENTILATION AND EMERGENCY LIGHT OF DSWD-CAR BUILDING ATTIC FLOOR PROJECT NUMBER: 14 SEPT 2023		
LOCATION: DSWD-CAR FIELD OFFICE # 40 NORTH DRIVE, BAGUIO CITY 2400		
SHEET COMMENT: LOCATION PLAN BLOW UP PLAN		
APPROVED BY: LEO L. QUINITILLA, Regional Director		
CONFORMED BY: ENRIQUE H. GASCON, JR., Director R. Assistant Regional Director for Administration		
CHECKED BY: MR. GUYTER N. NIPADO, Assistant Chief Officer (ASST CHIEF OFFICER)		
PREPARED/DESIGNED BY: MR. JAVIER M. MALIONES, Architect I, DP - 8240		
PROJECT/TAKE	DATE SUBMITTED	DRAWING STATUS
C.A.B. P.O.-AD-BICMS-A-PR-23-09-31674-S	14 SEPT. 2023	BY
		DATE
		DISCREPANCY/REMARKS
TITLE CATEGORY	SHEET NUMBER	PAPER SIZE
A	02/02	A3