

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

REQUEST FOR QUOTATION (RFQ)

PR/PP  
No.: 2025-05-484  
End-user: BGMS  
Name of Project:

RFQ No.: 2025-06-570  
Date: JUN 30 2025  
ABC: ₱999,851.80

IMPROVEMENT OF VENTILATION FOR RRCY ADMINISTRATION BUILDING

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](mailto:bacsec.car@dswd.gov.ph) on or before

12:00NN

JUL 04 2025

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 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 or Invoice issued by BIR (as applicable, a mere picture of the receipt or invoice 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 may 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 may 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 25123, 0969-572-9176** or email address [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph).



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**REQUEST FOR QUOTATION (RFQ)**

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	<b>IMPROVEMENT OF VENTILATION FOR RRCY ADMINISTRATION BUILDING</b>				
1	GENERAL REQUIREMENTS	1	lot		
2	CIVIL WORKS	1	lot		
3	SCAFFOLDING WORKS	1	lot		
4	ARCHITECTURAL WORKS	1	lot		
5	ELECTRICAL WORKS	1	lot		
6	MECHANICAL WORKS	1	lot		
7	CONSTRUCTION SAFETY & HEALTHY	1	lot		
	NOTE: PLEASE FILL UP THE BILL OF QUANTITIES ATTACHED TOGETHER WITH THE RFQ PLEASE SEE ATTACHED PLAN DESIGN				
OTHER REQUIREMENTS		COMPLIANCE		REMARKS	
		Can Comply	Cannot Comply		
1	<b>Contractor's Qualification(s)</b>				
	a. Contractor shall be competent and experienced in the field of Construction with a minimum of one (1) year prior experience from first issuance date of PCAB license.	[ ]	[ ]		
2	<b>Contractor's Working Hours</b>				
	a. All normal work for this contract shall be performed during normal daylight hours. Any exceptions or changes should be approved by the HoPE, it may only be coordinated to the Officer/BGMS Project Engineer, but still subject for approval of the Regional Director.	[ ]	[ ]		
	b. If work is required overnight, the Contractor will be required to furnish safe, proper and sufficient lighting arrangement if necessary.	[ ]	[ ]		
3	<b>Contractor's Responsibilities</b>				
	a. Contractor/Service provider shall assign Engineers/Architects 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;	[ ]	[ ]		
	g. A Certificate of Site Inspection shall be secured by the contractor from the BGMS.	[ ]	[ ]		

	OTHER REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
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. Delivery of Goods is within <b>60 calendar day after receipt of Notice to Proceed.</b> Delivery place at <b>RRCY, Payda, Bayabas, Sablan, Benguet.</b> If the last day of delivery falls on Saturday/Sunday/Holiday, the delivery of goods can be moved to the next working day.	[ ]	[ ]	
	e. Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	[ ]	[ ]	
PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES				

• Award shall be made per:                      Item Basis                      ☒ 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

 MEL/ric



REPUBLIC OF THE PHILIPPINES  
CORDILLERA ADMINISTRATIVE REGION

Contract Reference Number: \_\_\_\_\_

Name of Project: **IMPROVEMENT OF VENTILATION FOR RRCY  
ADMINISTRATION BUILDING**

Location of the Project: **RRCY, Payda, Bayabas, Sablan, Benguet**

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	QTY	UNIT	UNIT PRICE (PESOS)	AMOUNT (PESOS)
1	2	3	4	5	6
<b>1</b>	<b>GENERAL REQUIREMENTS</b>				
1.1	Mobilization/Demobilization	1	lot		
1.2	Clearing, cleaning, & hauling	1	lot		
1.3	Project Billboard and Signboard	2	pcs		
1.4	Temporary Facilities	1	lot		
1.5	Water and electrical consumption	1	lot		
<b>2</b>	<b>CIVIL WORKS</b>				
2.1	Demolition Works				
	2.1.1. Removal of ceiling	1	lot		
	2.1.2. Provision of opening on CHB wall	1	lot		
<b>3</b>	<b>SCAFFOLDING WORKS</b>				
3.1	Installation and Uninstallation of H-Frames	1	lot		
<b>4</b>	<b>ARCHITECTURAL WORKS</b>				
4.1	Ceiling Works: a. 4.5mm Fiber Cement Board b. Flat Latex White c. Mesh tape d. Gypsum Putty	1	lot		
<b>5</b>	<b>ELECTRICAL WORKS</b>				

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	QTY	UNIT	UNIT PRICE (PESOS)	AMOUNT (PESOS)
1	2	3	4	5	6
5.1	Conduits: a. 20mm PVC pipe b. 20mm PVC 90 deg elbow c. 20mm PVC coupling d. Junction box	1	lot		
5.2	Wirings: a. 3.5mm sq THHN wire	1	lot		
5.3	Fixtures and devices: a. Single pole switch b. 2-gang switch c. 30-amp breaker	1	lot		
6	<b>MECHANICAL WORKS</b>				
6.1	Fixtures: a. 25cm box-grilled wall-mounted exhaust fan b. 4-blade ceiling fan c. 25cm radial-grilled ceiling exhaust fan d. 75mm PVC pipe	1	lot		
7	<b>CONSTRUCTION SAFETY &amp; HEALTH</b>				
	7.1. Safety shoes	1	lot		
	7.2. Hard hats	1	lot		
	7.3. Reflective vests	1	lot		
	7.4. Safety signages and devices	1	lot		
<b>TOTAL BID PRICE:</b>					
<b>TOTAL AMT. IN WORDS: (in words)</b>					

**REMINDER:**

Please ensure that all materials listed in the attached blank BOQ are included in your detailed estimates. However, the list of materials shall not be considered comprehensive; kindly include any items deemed necessary to ensure a complete and accurate estimate.