

REQUEST FOR QUOTATION (RFQ)

PR/PP
No.: 2025-08-742 RFQ No.: 2025-09-721
End-user: BGMS Date: OCT 02 2025
Name of Project: Proposed Landbank Automated Teller Machine (ATM) Booth ABC: ₱305,646.52

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 OCT 06 2025 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. Payment terms is charged on account.
6. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
7. Delivery of Goods / Services is **as indicated** in the next page.
8. 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**.
9. 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)**
10. 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.
11. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation shall be disqualified**.
12. 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.
13. 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**.
14. 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.
15. 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**.
16. **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.
17. 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.

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
	Proposed Landbank Automated Teller Machine (ATM) Booth				
1	GENERAL REQUIREMENTS 1.1. Mobilization/ Demobilization 1.2. Project Billboard/ Signboard	1	lot		
2	CIVIL WORKS 2.1. Installation of Metal Base and Wood Plastic Composite Decking 2.2. Installation Tubular Floor, Roof and Wall Framing 2.3. Installation of Aluminum Roof and Aluminum Wall Cladding	1	lot		
3	DOOR & WINDOWS 3.1. Glass Door 3.2. Fixed Glass Window	1	lot		
4	ELECTRICAL WORKS 4.1. Lightings, Switches, Outlets & Other Items of Work Necessary to Complete the Work	1	lot		
5	SPECIALTIES 5.1. Signage	1	lot		
6	CONSTRUCTION SAFETY & HEALTHY 6.1. Safety Shoes 6.2. Hard Hat 6.3. Reflective Vest 6.4. Safety Signages	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	Contractor's Qualification(s)				
	<i>a. Contractor shall be competent and meaningful experienced in the field of Construction/Repair/Renovation/Improvement Works with a minimum of one (1) year prior experience.</i>	[]	[]		
2	Contractor's Working Hours				
	<i>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.</i>	[]	[]		
	<i>b. If work is required overnight, the Contractor will be requires to furnish safe, proper and sufficient lighting arrangement if necessary.</i>	[]	[]		
	<i>c. Works may be required on weekends/holidays and shall deploy a maximum number of manpower based on the submitted Contractors Schedule to avoid interruptions of DSWD operations and service with proper coordination/approval to BGMS.</i>	[]	[]		
3	Contractor's Responsibilities				
	<i>a. Contractor/Service provider shall request a Pre-Construction Meeting with BGMS Team before the start of work;</i>	[]	[]		
	<i>b. Contractor/Service provider shall coordinate to the BGMS all the execution of works;</i>	[]	[]		
	<i>c. Contractor/Service provider shall submit Statement of works accomplished and progress photos as requirement of the billing request</i>	[]	[]		
	<i>d. Contractor shall submit Construction Safety and Health Program approved by DOLE;</i>	[]	[]		
	<i>e. Contractor shall submit own construction schedule with ten (10) working days after the receipt of Purchase Order</i>	[]	[]		
	<i>f. Contractor/Service provider shall provide warning signages on on-going works;</i>	[]	[]		
	<i>g. Contractor/Service provider shall provide complete uniform with ID and basic PPE for all the construction worker and personnel;</i>	[]	[]		
	<i>h. Any damages done during working hours shall be paid by Contractor's own expense.</i>	[]	[]		

	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. Removal, dismantling and demolition work shall be coordinated and requested to the BGMS Team;	[]	[]	
	d. Any discrepancies, either between written dimensions and site dimensions shall be brought to the BGMS office before executing the works.	[]	[]	
	e. The Contractor/Service Provider shall ensure quality of work and warranty of at least one (1) year from the completion of project.	[]	[]	
	d. Delivery of Goods is within 30 calendar day after receipt of Notice to Proceed. Delivery place at SN Oriental Traders Building, 19 Leonard Wood, Baguio City. 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



REPUBLIC OF THE PHILIPPINES
CORDILLERA ADMINISTRATIVE REGION

Contract Reference Number: _____

Name of Project: **Proposed Landbank Automated Teller Machine (ATM) Booth**

Location of the Project: **SN Oriental Traders Building, 19 Leonard Wood, 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	UNIT	QTY.	UNIT PRICE (PESOS)	AMOUNT (PESOS)
	2	3	4	5	6
1	GENERAL REQUIREMENTS				
1.1	Mobilization/ Demobilization	lot	1.00		
1.2	Project Billboard/ Signboard	pcs	2.00		
2	CIVIL WORKS				
2.1	Installation of Metal Base and Wood Plastic Composite Decking	lot	1.00		
2.2	Installation Tubular Floor, Roof and Wall Framing	lot	1.00		
2.3	Installation of Aluminum Roof and Aluminum Wall Cladding	lot	1.00		
3	DOOR & WINDOWS				
3.1	Glass Door	set	1.00		
3.2	Fixed Glass Window	sets	2.00		
4	ELECTRICAL WORKS				
4.1	Lightings, Switches, Outlets & Other Items of Work Necessary to Complete the Work	lot	1.00		
5	SPECIALTIES				
5.1	Signage	lot	1.00		
6	Construction Safety and Health				
6.1	Safety Shoes	pairs	3.00		
6.2	Hard Hat	pcs	3.00		
6.3	Reflective Vest	pcs	3.00		
6.4	Safety Signages	lot	1.00		
TOTAL BID PRICE:					
TOTAL AMT. IN WORDS: (in words)					