

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.: 2026-03-156

End-user: BGMS

Name of Project:

RFQ No.: 2026-03-200

Date: APR 07 2026

ABC: ₱800,000.00

Proposed Widening and Improvement of Drainage Canal at RRCY Administrative Building and Driveway

Sir/Madam:

Mode of Procurement: SMALL VALUE PROCUREMENT

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 14 2026 12:00NN.

APR 07 2026  
CECILE A. BASAWIL  
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. 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 of RA 12009 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**, mobile number **0969-572-9176** or email address [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph).



	OTHER REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
<b>3</b>	<b>Contractor's Working Hours</b>	<input type="checkbox"/>	<input type="checkbox"/>	
	A. All normal work for this contract shall be performed during normal daylight hours. Any exceptions must be coordinated with the assigned Officer/BGMS Project Engineer/Architect and must be approved by the HoPE.	<input type="checkbox"/>	<input type="checkbox"/>	
	B. If work is required overnight, the Contractor shall provide safe, proper, and sufficient lighting arrangements, if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	
	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.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4</b>	<b>Contractor's Responsibilities</b>	<input type="checkbox"/>	<input type="checkbox"/>	
	A. Pre-Construction Meeting shall be conducted before the start of work ;	<input type="checkbox"/>	<input type="checkbox"/>	
	B. Contractor/Service shall assign Engineers/ Architects from the start until completion stage;	<input type="checkbox"/>	<input type="checkbox"/>	
	C. Contractor/Service provider shall coordinate to the BGMS all the execution of works;	<input type="checkbox"/>	<input type="checkbox"/>	
	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 ;	<input type="checkbox"/>	<input type="checkbox"/>	
	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.			
	H. Contractor shall post the performance security in the form of cash, managers check or cashier's check or bank guarantee issued by a Universal or Commercial Bank in the amount of Ten (10%) percent or Surety Bond issued by a surety or insurance company duly certified by insurance commission as authorized to issue such security amounting to Thirty Percent (30%) of the total contract price within 10 calendar days upon receipt of Notice of Award.	<input type="checkbox"/>	<input type="checkbox"/>	
	I. Contractor shall submit Construction Schedule and S-curve, Manpower Schedule, Construction Methods, Equipment Utilization Schedule, Construction Safety and Health Program approved by DOLE within ten (10) calendar days upon receipt of Notice of Award.	<input type="checkbox"/>	<input type="checkbox"/>	
	J. All dimensions/level etc. indicated in the drawing plans are to be verified on the site;	<input type="checkbox"/>	<input type="checkbox"/>	
	K. All materials is subjected for the approval of the End user/ BGMS Project Engineer/Architect;	<input type="checkbox"/>	<input type="checkbox"/>	
	L. Removal, dismantling and demolition work shall be coordinated and requested to the BGMS Team;	<input type="checkbox"/>	<input type="checkbox"/>	
	M. Any discrepancies, either between written dimensions and site dimensions shall be brought to the BGMS office before executing the works.	<input type="checkbox"/>	<input type="checkbox"/>	
	N. Contractor/Service provider shall provide complete uniform with ID and basic PPE for all the construction worker and personnel;	<input type="checkbox"/>	<input type="checkbox"/>	

	OTHER REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
	O. Any damages done during working hours shall be paid by the Contractor's own expense.	[ ]	[ ]	
<b>5</b>	<b>Other Requirements</b>	[ ]	[ ]	
	A. Interested bidders are required to secure a Certificate of Site Inspection duly signed by the Buildings and Ground Management Section Head, upon inspection of the project site located in RRCY, Payda Bayabas, Sablan, Benguet;	[ ]	[ ]	
	B. Submit a duly signed Bill of Quantities ;	[ ]	[ ]	
	C. Submit a Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid;	[ ]	[ ]	
	D. Project completion is required within Forty-Five (45) calendar days upon receipt of the Notice to Proceed.  Note: At the end of the contract duration including any approved work extension, the contractor is required to submit a Statement of Work Accomplished as of date, which shall be the reckoning document for any penalties but not limited to imposition of Liquidated Damages (LD) and Slippage that may be applicable thereto.	[ ]	[ ]	
	E. The Contractor/ Service Provider shall ensure quality of work and warranty of at least one (1) year from the completion of project.	[ ]	[ ]	
	F. Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	[ ]	[ ]	
<b>PAYMENT SHALL BE MADE EVERY AFTER CONDUCT OF ACTIVITY AND THRU LANDBANK OF THE PHILIPPINES</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.

**Ma'am:**

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 WIDENING AND IMPROVEMENT OF DRAINAGE CANAL AT RRCY ADMINISTRATIVE BUILDING AND DRIVEWAY**

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		
<b>2</b>	<b>PROJECT BILLBOARDS/SIGN BOARDS</b>				
2.1	COA Billboard	1	pc		
2.2	DSWD Billboard	1	pc		
<b>3</b>	<b>CIVIL WORKS</b>				
3.1	Demolition Works	1	lot		
3.2	Excavation	1	lot		
3.3	Concrete Works (3000 psi @ 28 days, G1)	1	lot		
3.4	Steel Works	1	lot		
3.5	Slope Protection	1	lot		
<b>4</b>	<b>FORMWORKS, FALSEWORKS, AND SCAFFOLDINGS</b>				
4.1	Formworks	1	lot		
<b>5</b>	<b>ARCHITECTURAL WORKS</b>				
5.1	Painting on Steel Surfaces	1	lot		
5.2	Steel Gratings	1	lot		
<b>6</b>	<b>PLUMBING WORKS</b>				
6.1	Storm Drainage System	1	lot		
<b>7</b>	<b>CONSTRUCTION SAFETY &amp; HEALTH</b>				
7.1	Safety shoes				
7.2	Hard hats				

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
7.3	Reflective vests	1	lot		
7.4	Reflective vests				
7.5	Safety signages and devices				
<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.

