

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office IX, Zamboanga City

HOME FOR THE ELDERLY

REQUEST FOR QUOTATION

RFQ NO.

2020-08-0059

DATE:

COMPANY NAME :

COMPANY ADDRESS :

CONTACT PERSON :

CONTACT NO. :

COMPANY TIN NO :

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non-compliance. Also, furnish us with the descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

Please accomplish and submit this form together with Annex A to **HOME FOR THE ELDERLY, TALON-TALON ZAMB. CITY** on or before _____, 5:00 PM

Very truly yours,

MA. CORAZON G. SUMICAD

CAO

Terms and Conditions:

1. Award shall be made on per: ☐ Item Basis ☐ Lot Basis
2. Quotation validity shall not be less than : 15 days
3. Good/s shall be delivered : 15 DAYS UPON RECEIPT OF PO
4. Place of Delivery: : HOME FOR THE ELDERLY
5. Terms of payment: : 30 CALENDAR DAYS AFTER THE DELIVERY
6. Liquidated Damages/Penalty 1/10 of 1% of undelivered portion x No. of Days Delay.
7. Indicate brand, model and country of origin.: _____
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Warranty: _____

10. Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit Philgeps website at www.philgeps.gov.ph and register for free.

RENATO G. POJAS

Regional Procurement Officer

(supplier's signature over printed name)

PHILGEPS NO.:

PHILGEPS EXPIRY:

COMPANY NAME: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
COMPANY ADDRESS: GENERAL VICENTE ALVAREZ ST. ZAMBOANGA CIT
CONTACT PERSON:
CONTACT NO.:

ANNEX A: RFQ
RFQ NO.: 2020-08-0054
DATE: 9/4/2020

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	ABC (unit Cost)	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	6	MOS.	Purchase of Service for Five (5) Housaparents x Php477.41/day x 31 days	73,998.55			
2	6	MOS.	Purchase of Service for One (1) Asst. Cook x Php429.90 x 31 days	13,171.90			
3	6	MOS.	Purchase of Service of One (1) Laundress x Php399.87 x 31 days	12,395.97			
XXXXXXX	XXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXXXXXXXXXXX	597,398.52	XXX		
TOTAL COST: Business/Mayor's Permit shall be issued upon receipt of Purchase Order Income/Business Tax Return shall be required for National Procurement under Small Value Procurement Modality with ABC above ₱ 500,000.00 after receipt of approved contract and/or during delivery/activity before payment. Omnibus Sworn Statement shall be required for Negotiated Procurement under Small Value Procurement Modality with ABC above P50,000.00							

PURPOSE: HIRE MAN POWER FOR THE OPERATION OF THE HOME FOR THE ELDERLY.

PR. NO.: 2020-07-0051
IMPORTANT: The winning bidder must sign the Original copy of Purchase Order (P.O.) with in five (5) days from the date of receipt. Failure to sign the original P.O means that the bidder is not interested and will be a ground fo suspension or blacklisting in DSWD's future biddings.

RENATO G. FOJAS
 PROCUREMENT OFFICER

SIGNATURE OVER PRINTED NAME
 SUPPLIER

CANVASSER

TERMS OF REFERENCE

Position: **HOUSEPARENT I**

Salary Grade: **477.41 per day x 31 days x 6 months**

Location: **DSWD – Centers and Residential care Facilities**

Reports to: **Supervising Houseparent (HP II) and Center Head**

Positions Supervised: **None**

QUALIFICATION GUIDE


Civil Service Commission (CSC) – Prescribed Qualification Standards

Education	:	High School Graduate
Training	:	None required
Experience	:	None required
Eligibility	:	

FUNCTIONS/DUTIES AND RESPOSIBILITIES:

1. Provide substitute parental and developmental care to residents;
2. Implements home life activities for safety, care and behavioral modification of residents of the center, orients house rules and regulations of the center and monitors adherence;
3. Counsels residents and initiates constructive social atmosphere;
4. Explains the purpose, procedures and rules and regulations of the center;
5. Directs the work, study and recreational activities;
6. Supervises group living chores, meals, personal hygiene, care of clothing's;
7. Coordinates with other professional staff regarding individual report;
8. Prepares and submits behavioral observation reports;
9. Attends staff meetings/conferences and case management conferences;
10. Acts as watchers in hospitals;
11. Follows-up elderly in their places of origins.
12. Prepare progress/observation report;
13. Attends to trainings, seminar, forum and meeting and prepares feedback report;
14. Submit report to Supervising Houseparent and endorse to Social Worker concerned.

Approved by:


GEORGINA S. SUICO, RSW
SWO III/Center Head

TERMS OF REFERENCE

Position: **COOK I**

Salary: **424.90 per day x 31 days x 6 months**

Location: **DSWD – Centers and Residential care Facilities**

Reports to: **Center Head**

Positions Supervised: **None**

QUALIFICATION GUIDE


Civil Service Commission (CSC) – Prescribed Qualification Standards

Education	:	Elementary school graduate
Training	:	None required
Experience	:	None required
Eligibility	:	

FUNCTIONS/DUTIES AND RESPOSIBILITIES:

1. Does daily marketing of elderly food needs and supplies;
2. prepares and cook food for the resident/s based on the weekly recipe/menu;
3. set the dining table for the resident/s daily meals and or served in each cottage;
4. assist houseparents in feeding resident/s especially elderly with special needs;
5. conduct regular inventory of kitchen areas/kitchen utensils, etc.
6. attend staff meetings and staff development activities;
7. perform other related tasks as may be assigned.

Approved by:


GEORGINA S. SUICO, RSW
SWO III/Center Head

TERMS OF REFERENCE

Position: **LAUNDRY WORKER I**

Salary Grade: **399.87 per day x 31 days x 6 months**

Location: **DSWD – Centers and Residential care Facilities**

Region: **All Regions except ARRM**

Reports to: **Center Head**

Positions Supervised: **None**

QUALIFICATION GUIDE


Civil Service Commission (CSC) – Prescribed Qualification Standards

Education	:	Must be able to read and write/Elementary school graduate
Training	:	None required
Experience	:	None required
Eligibility	:	

FUNCTIONS/DUTIES AND RESPOSIBILITIES:

1. Takes charge of washing, drying of clothes, blankets and curtains of the residents;
2. Handles all laundry supplies endorsed for laundry use;
3. Conducts inventory of laundry items and equipment's;
4. Maintains the upkeep of the laundry areas;
5. Performs other related tasks as assigned by the Center Head

Approved by:


GEORGINA S. SUICO, RSW
SWO III/ Center Head