

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office IX, Zamboanga City

HOME FOR THE ELDERLY  
REQUEST FOR QUOTATION

RFQ NO.

0000-12-1059

DATE:

9/10/2020

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 9/15/2020 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. FOJAS

Regional Procurement Officer

(supplier's signature over printed name)

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
GENERAL VICENT ALVARIZ ST., ZAMBONGA CITY

2020-08-08 08:54  
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ITEM NO.	QTY	UNIT	PURCHASER'S SPECIFICATIONS	PRICE UNIT	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	1	MOS	Purchase of Service for Five (5) Houseparents x P 10477.41/-	104,609.24			
2	1	MOS	Purchase of Service for One (1) Asst Cook x P 429.90/-	18,904.45			
3	1	MOS	Purchase of Service of One (1) laundress x P 399.87/-	17,391.30			
			<b>TOTAL COST:</b>	<b>594,310.12</b>			

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

PR. NO: 2021-17-0051

**IMPORTANT:** The winning bidder must sign the Original copy of Purchase Order (P.O.) within five (5) days from the date of receipt. Failure to sign the original P.O. means that the bidder is not interested in the awarding of the suspension or blacklisting in DSWD's future biddings.

# RECORDS OF THE

32

SIGNATURE OVER PRINTED NAME  
SUPPLIER

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	:	Relevant (MC 11 s. 96 – cat iii)

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

## 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	:	Relevant (MC 11 s. 96 – cat iii)

#### 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	:	Relevant (MC 11 s. 96 – cat iii)

#### 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