

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

REQUEST FOR QUOTATION

RFQ NO.: 2020-08-018
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 **DSWD HOME FOR WOMEN MAMPANG, ZAMBO. 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 on _____
4. Place of Delivery: MAMPANG, ZAMBO. CITY, HOME FOR WOMEN
5. Terms of payment: AFTER 30 CALENDAR DAYS UPON DELIVERY OF P.O
6. Liquidated Damages/Penalty 1/10 OF 1% OF UNPERFORMED PORTION
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 S. Fojas
Regional Procurement Officer

Supplier
PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____

Note: Please fill in / attach specification

COMPANY NAME: _____
COMPANY ADDRESS: _____
CONTACT PERSON: _____
CONTACT NO.: _____

ANNEX A: RFQ
RFQ NO.: 2020-08-018
DATE: _____

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	1	services	COOK (@ P3424.90 x 30 days = P12,747.00 for 6 months)	76,482.00			

PURPOSE: THE NEED OF 1 COOK FOR HOME FOR WOMEN.
PR. NO.: 2020-08-110
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 to suspension or blacklisting in DSWD's future biddings.


RENATO G. FOJAS
RPROCUREMENT OFFICER

EDIESSIE KATE M. TARROZA
CANVASSER
0997-298-5599
kyriem/k8@gmail.com

SUPPLIER

Note: Please fill in / attach specification. Failure to do so will be DISQUALIFIED / WILL NOT BE AWARDED.

Launchers

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

REQUEST FOR QUOTATION

RFQ NO.: 2020-08-019
DATE: _____

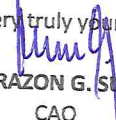
COMPANY NAME : _____
COMPANY ADDRESS : _____
CONTACT PERSON : _____
CONTACT NO. : _____
COMPANY TIN NO : _____

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 DSWD HOME FOR WOMEN MAMPANG, ZAMBO. 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 on _____
4. Place of Delivery: MAMPANG, ZAMBO. CITY, HOME FOR WOMEN
5. Terms of payment: AFTER 30 CALENDAR DAYS UPON DELIVERY OF P.O
6. Liquidated Damages/Penalty 1/10 OF 1% OF UNPERFORMED PORTION
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.


Renan G. Fojas
Regional Procurement Officer

Supplier
PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____

Note: Please fill in / attach specification

COMPANY NAME:

COMPANY ADDRESS:

CONTACT PERSON:

CONTACT NO.:

ANNEX A: RFQ

RFQ NO.: 2020-08-019

DATE:

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	1	services	LAUNDRESS (@ P399.87 x 30 days = P11,996.10 for 6 months)	71,976.60			

PURPOSE: THE NEED OF 1 LAUNDRESS FOR HOME FOR WOMEN.

PR. NO.: 2020-08-110

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 to suspension or blacklisting in DSWD's future biddings.


RENATO G. EOJAS
RPROCUREMENT OFFICER

SUPPLIER

EDIESSIE KATE M. TARROZA

CANVASSER

0997-298-5599

kyriemk8@gmail.com

Note: Please fill in / attach specification. Failure to do so will be DISQUALIFIED / WILL NOT BE AWARDED.

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

REQUEST FOR QUOTATION

RFQ NO.: 2020-08-017
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 **DSWD HOME FOR WOMEN MAMPANG, ZAMBO. 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 on _____
4. Place of Delivery: MAMPANG, ZAMBO. CITY, HOME FOR WOMEN
5. Terms of payment: AFTER 30 CALENDAR DAYS UPON DELIVERY OF P.O
6. Liquidated Damages/Penalty 1/10 OF 1% OF UNPERFORMED PORTION
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

PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____

Note: Please fill in / attach specification

COMPANY NAME: _____
COMPANY ADDRESS: _____
CONTACT PERSON: _____
CONTACT NO.: _____

ANNEX A: RFQ
RFQ NO.: 2020-08-017
DATE: _____

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	4	services	House Parent (@ P477,41.00 x 30 days = P14,322.30 for 6 months)	85,933.80			

PURPOSE: THE NEED OF HOUSEPARENTS FOR HFW
PR. NO.: 2020-08-110

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 to suspension or blacklisting in DSWD's future biddings.

RENATO G. FOJAS
RPROCUREMENT OFFICER

SUPPLIER

EDTESSIE KATE M. TARROZA
CANVASSER
0997-298-5599
kyriemk8@gmail.com

Note: Please fill in / attach specification. Failure to do so will be DISQUALIFIED / WILL NOT BE AWARDED.

TERMS OF REFERENCE

Position: **LAUNDRY WORKER I**

Salary Grade: **1**

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	:	None required (relevant MC 11 s.1996 cat. III)

FUNCTIONS/DUTIES AND RESPONSIBILITIES:

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

TERMS OF REFERENCE

Position: **HOUSEPARENT I**

Salary Grade: **4**

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

Reports to: Supervising Houseparent (HP III) 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	:	None required (MC 11 s. 96 cat-III)

FUNCTIONS/DUTIES AND RESPONSIBILITIES:

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 children in schools and escorts minor 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.

TERMS OF REFERENCE

Position: **COOK I**

Salary Grade: **3**

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	:	Non- required (MC 11, s. 96 – cat III)

FUNCTIONS/DUTIES AND RESPONSIBILITIES:

1. Does daily marketing of children’s 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 toddlers and children with special needs;
5. Conduct regular inventory of kitchen utensils;
6. Maintain cleanliness of the kitchen areas/kitchen utensils, etc.
7. Attend staff meetings and staff development activities;
8. Perform other related tasks as may be assigned.