

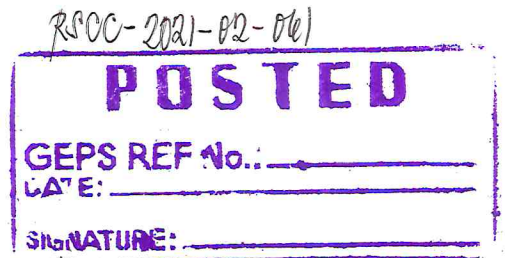
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office IX, Zamboanga City

REQUEST FOR QUOTATION

RFQ No.: 2021-02-0020

Date: June 11, 2021

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 **TECHNICAL SPECIFICATIONS** 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 submit this form together with Annex A to **DSWD FO IX BAC OFFICE** on or before

June 21, 2021 @ 5:00pm

Very truly yours,

RIDUAN P. HABIMUDDIN, CESO IV

ARDA

Term and Conditions:

PURPOSE: For the Occupational Therapist of RSCC children.

PR NO.: 2021-01-0020

1. Award shall be made on per: / Item Basis Lot Basis

2. Quotation validity: 30 days

3. Delivery period: upon receipt of NTP

4. Delivery area: DSWD-RSCC Logoy Diutay Talon-Talon, Zamboanga City

5. Terms of payment: within 60 calendar days after delivery

6. Liquidated Damages/Penalty: 1/10 of 1% of undelivered portion x number of days of delay

7. In case of discrepancy between unit cost and total cost, unit cost shall prevail.

8. Warranty: N/A

9. Performance Security: N/A

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

(signature over printed name)

Supplier

PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____

For Posting Department of Social Welfare and Development FO IX BIDS AND AWARDS COMMITTEE	Received by: _____
	Date & Time: <u>6/15/2021 4:22pm</u>
	Remarks: _____

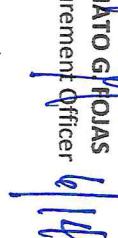
COMPANY NAME:
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CONTACT PERSON:
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ANNEX A: RFQ
RFQ NO.: 2021-02-0020
DATE: June 11, 2021

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
12	months	Purchase of services of Occupational Therapist of RSCC 2,800.00 per child x 10 children per month					
****	*****	***** Nothing follows*****	336,000.00				
		Business/Mayor's Permit shall be issued upon receipt of Purchase Order	4				

PURPOSE: For the Occupational Therapist of RSCC children.
PR NO.: 2021-01-0020

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. ROJAS
Procurement Officer
KRISTELL CLAIRE TAN-ARANETA
Canvasser

(Signature over printed name)
Supplier

TERMS OF REFERENCE

Position: **OCCUPATIONAL THERAPIST III**

Salary Grade: **18**

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

Reports to: Center Head

Positions Supervised: None

QUALIFICATION GUIDE

Civil Service Commission (CSC) – Prescribed Qualification Standards

Education	:	Bachelor's degree in Occupational Therapy
Training	:	8 hours relevant training
Experience	:	2 years of relevant experience
Eligibility	:	RA 1080 (Occupational Therapy)

FUNCTIONS/DUTIES AND RESPONSIBILITIES:

1. Administers oral and written test to determine degree of intelligence, interest and attitudes of the residents in the center;
2. Assists the Psychologists in the conduct of interview to appraise the child's personality structures;
3. Studies and analyzes their life and family history;
4. Report test results and recommends action to be undertaken by the rehabilitation team members;
5. Give lectures on understanding the behavior of the residents;
6. Advices the rehabilitation team members and parents on the proper activities to be undertaken;
7. Conducts activities designed for the rehabilitation for children with special needs;
8. Submit periodic report.