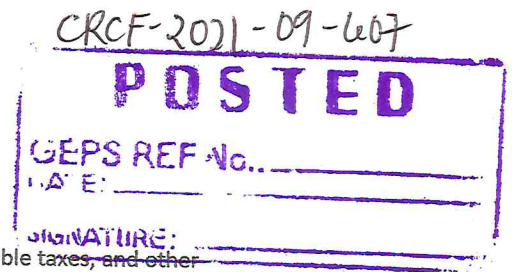


DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office IX, Zamboanga City

REQUEST FOR QUOTATION

RFQ NO. 912  
DATE: Sept. 15, 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 BIDDING DROP BOX** on or before Sept. 20, 2021 5:00PM

Very truly yours,  
  
RIDUAN P. HACHMUDDIN  
ARD

Terms and Conditions:

**PURPOSE**

**PR NUMBER**

1. Award shall be made on per : ☐ Item Basis ☒ Lot Basis  
2. Quotation validity : **30 days**  
3. Delivery Period : **October to December 2021**  
4. Delivery Area : **DSWD AVRC-III**  
5. Term of Payment : **Within 30 Calendar Days**  
6. Liquidated Damages/Penalty: **one-tenth (1/10) of 1% one percent per day for undelivered/unperformed portion.**

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

8. Warranty:

9. Performance Security:

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

**Renato G. Fojas**  
Regional Procurement Officer

(signature over printed name)

Supplier

PHILGEPS NO.: \_\_\_\_\_

PHILGEPS EXPIRY: \_\_\_\_\_



## **Terms of Reference**

### **SITE ENGINEER**

- Prepares the design detailed plans, procurement request and other necessary documents relative to infrastructure projects, building maintenance and repair works;
- Prepares complete detailed engineering design, project proposals, detailed estimates, technical specification, PERT/CPMS – Curve and other documents necessary bidding requirements and implementation of the civil works project. The design shall be in accordance with the latest Philippine building Code, Sanitary and Electrical Codes, Environment Requirements and Accessibility Law;
- Assist in project presentation, public biddings and other meeting related to civil/mechanical/electrical projects.
- Assists in filling the required documents to secure approval of government authorities having jurisdiction over the design of the projects particularly Environmental Compliance Certificate (ECC), zoning permit, building permit, right of way, etc.
- Conducts site inspection during civil/mechanic/electrical projects;
- Reviews and recommends to the Department of the contractor's request for payment time extension and variation orders whenever applicable;
- Recommends final completion and acceptance of the civil/mechanical/electrical projects, building maintenance and repair works;
- Assists in the development/enhancement of standards operating procedures (SOP) policies, guidelines, system and processes relative to activities of the office.
- Assist in coordinating with the concerned offices, government agencies and other private entities related to meeting and other activities concerning facility structures of the Department;
- Assists in planning and preparation of reports for the office and performs other related task that may be assigned from time to time by the head of office and supervisor.
- Supervise construction of the assigned project.
- Prepares/Submit project completion document for final and COA inspection.
- Performs other task required by RPMO/ Regional Director.