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

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## REQUEST FOR QUOTATION

|   |                          | RFQ NO<br>DATE:               | 916<br>Sept. 15, 2021                         |
|---|--------------------------|-------------------------------|---|
|   |                          | , management                  |   |
| COMPANY NAME :                                      |                          |                               |   |
| COMPANY ADDRESS :                                   |                          |                               | CRCF-2021-09-6/T                              |
| CONTACT PERSON :                                    |                          |                               |   |
| CONTACT NO.:  |                          |                               | POSTE   |
| COMPANY TIN NO:                                     |                          |                               | 1   |
| Sir/Madam:  |                          |                               | GEPS REF No.                                  |
| Please quote your government p                      | price/s including delive | ry charges VAT or other ar    | OttonATURE:                                   |
| incidental expenses for the good                    | ts listed in Anney A E   | oilure to indicate TECHNIC    | opiicable taxes, and other                    |
| be basis for non - compliance.                      | Also furnish us with     | the descriptive breekure      | AL SPECIFICATIONS could                       |
| and/or samples, if applicable.                      | Also, fulfillsti us with | i ule descriptive procnure    | s, catalogues, literatures                    |
| and, or dampies, it applicable.                     |                          |                               |   |
| If you are the exclusive manufact                   | urer, distributor or ag  | ent in the Philippines for th | e goods listed in Annex A                     |
| please attach in your quotation a                   | duly notarized certific  | ation to this effect.         | - go sao noosa w. umon /                      |
|   |                          |                               |   |
| Please submit this form togeth Copt 20, 2021 5:00PM | ner with Annex A to      | DSWD FO IX BIDDING D          | ROP BOX on or before                          |
| ,             |                          |                               |   |
|   |                          | Variable                      |   |
|   |                          | Verify yours,                 | 01 -  |
|   |                          | DILIVIN DA MANAGAN            |   |
|   |                          | API API                       |   |
|   |                          | AND                           |   |
| Terms and Conditions:                               |                          |                               |   |
|   | Service Provider for     | the pre-engineering works     | and act as a technical personnel for the CRCF |
| PURPOSE   | 2021 MOOE projects       |                               | and dot do a teenment personner for the CACP  |
| PR NUMBER   | : 2021-09-1050           |                               |   |
| 1. Award shall be made on per                       | : Item Basis             | X Lot Basis                   |   |
| 2. Quotation validity                               | : 30 days                |                               |   |
| 3. Delivery Period                                  | : October to Decemb      | er 2021                       |   |
| 4. Delivery Area                                    | : DSWD RRCH              |                               |   |
| 5. Term of Payment                                  | : Within 30 Calendar     | Days                          |   |
| 6. Liquidated Damages/Penalty: 0                    | one-tenth (1/10) of 1%   | one percent per day for       |   |
| undeliverred/unperformed potic                      |                          |                               |   |
| 7. In case of discrepancy between                   | unit cost and total co   | st, unit cost shall prevail.  |   |
| 8. Warranty:  |                          |                               |   |
| 9. Performance Securirty:                           |                          |                               |   |
| 10. Prospective supplier must be                    | registered at the Phili  | ppine Government Electro      | nic Procurement                               |
| System (PhilGEPS). You may visit                    | Philgeps website at w    | ww.philgeps.gov.ph and r      | egister for free.                             |
|   |                          |                               |   |
| Man A   |                          |                               |   |
| hm N  |                          |                               |   |
| Renato 6. Fojas                                     |                          | (signatu                      | re over printed name)                         |
| Regional Procurement Officer                        |                          |                               | Supplier                                      |
| / ////  |                          | DHILDEDC NO.                  |   |

PHILGEPS EXPIRY:

COMPANY NAME: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT COMPANY ADRESS: ZONE 4, GEN VICENTE ALWAREZ ST. ZAMBOANGA CITY CONTACT PERSON: BASIR H. KUMMING CONTACT NO:: 09067018207

ANNEX A: RFQ RFQ NO.: C 916 Date: Sept. 15, 2021 

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|--|---|--|--|--|-------------------------|--|------------|
| HEM NO.  |   | ONIT   | PURCHASER'S SPECIFICATIONS   | ABC  | BIDDER'S SPEICIFCATIONS | UNIT COST  | TOTAL COST |
| ~  | 1                                       | svc  | Site Engineer (Registered Civil Engineer) October to December 2021   | 146 511 00   |                         |  |            |
|  |   |  | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  |  |                         |  |            |
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|  |   |  | Ental  | 146.511.00   |                         |  |            |
|  |   |  | Take Note:   |  |                         |  |            |
|  |   |  | Business/Mayor's Permit shall be issued upon receipt of Purchase Order   |  |                         |  |            |
|  |   |  | Income/ Business Tax Return shall be required for  |  |                         |  |            |
|  |   |  | Negotiated Procurement under Samall Value  |  |                         |  |            |
|  |   |  | Procurement Modality with ABC above P500,000.00 after  |  |                         |  |            |
|  |   |  | delivery/activity before payment.  |  |                         |  |            |
|  |   |  | Omnibus Sworn Statement shall be required for  |  |                         | A STATE OF THE STA |            |
|  |   |  | Negotiated Procurement under Small Value Procurement   |  |                         |  |            |
|  |   |  | modality with ABC above Pou, uno. Un after receipt of approved contract and/or during delivery/activity before |  |                         |  |            |
|  |   |  | payment  |  |                         |  |            |

(SIGNATURE OVER PRINTED NAME)
SUPPLIER

REMOTO & FOLIAS
REPROCUPEÑENT OFFICER
BISTRE R. KUMMING
CANVASSER

## 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.