



**REQUEST FOR QUOTATION**

**Section 53.9b – SVP - Goods**

RFQ No.: 2024-01-0160

Date: April 19, 2024

*RSCC-2024-01-0160*

**POSTED**

GEPs REF No: 10779455  
DATE: 4/22/2024

SIGNATURE: *[Signature]*

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

*April 29, 2024 @ 5:00 pm.*

Very truly yours,

**ROLANDO V. CUEVA**

Regional Procurement Officer

**Term and Conditions:**

**PURPOSE:** For the Occupational Therapist of RSCC children.

**PR NO.:** 2024-01-0160

1. Award shall be made on per:  /  Item Basis   Lot Basis
2. Quotation validity: **30 calendar days from bid opening**
3. Goods shall be delivered on: **15 days 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**

(Signature over printed name)

Supplier

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

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





**Section 53.9b – SVP - Goods**

ANNEX A: RFQ  
 RFQ NO.: 2024-01-0160  
 DATE: April 19, 2024

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

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	10	months	Procurement of services of Occupational Therapist of RSCC 2,800.00 per child x 10 children				
	****	*****	*****Nothing follows*****	280,000.00			

Purpose: For the Occupational Therapist of RSCC children.  
 PR No.: 2024-01-0160

**DOCUMENT/S REQUIRED DURING RFQ OPENING:**

1. Mayor's Permit
2. Philgeps Registration Number
3. Income/Business Tax Return for ABC's Above 500k

\_\_\_\_\_  
 (Signature over printed name)  
 Supplier

**DOCUMENT/S REQUIRED BEFORE ISSUANCE OF NOTICE OF AWARD:**

1. Omnibus Sworn Statement for ABC's Above 500k

**KRISTELL CLAIRE TAN-ARANETA**

Canvasser



## 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.