



REQUEST FOR QUOTATION
(Negotiated Procurement – Two Failed Biddings)
Purchase Request No. 2022-03-0010

April 20, 2022

Dear Sir/Madam,

The Department of Social Welfare and Development Field Office 10 through the Bids and Awards Committee (DSWD-BAC), intends to apply the sum of **One Million Three Hundred Thirty-Three Thousand Three Hundred Thirty-Three Pesos and 44/100 Only (Php 1,333,333.44)** being the Approved Budget for the Contract (ABC) for the **“FY 2022 Janitorial Services of Satellite Offices”**

The procurement of the project will be conducted through **Negotiated Procurement (Two-Failed Biddings)**, an Alternative Method of Procurement, in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

In line with this, you are requested to submit its sealed quotation/proposals not later than April 25, 2022 at 12:00 noon at DSWD-Bids and Awards Committee c/o BAC Secretariat, Masterson Avenue, Carmen, Cagayan de Oro City.

Copies of the following eligibility and technical and financial documents are also required to be submitted along with your quotation/proposal:

A. ELIGIBILITY DOCUMENTS:

1. Class “A” Documents:

- a) PhilGEPS Certificate of Registration;

b) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration;

c) Valid mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located. If for renewal and the permit is not yet available, the supplier must submit any proof/document that the supplier has already applied for the renewal/issuance of the new mayor's permit;

d) State Statement of all its ongoing and completed government and private Contracts, including awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the last three years;

d) Audited Financial Statements (AFS), showing among others, the prospective bidder's total and current assets and liabilities, stamped "RECEIVED" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two years from deadline for the submission of quotations;

e) Computation of the Net Financial Contracting Capacity (NFCC) or a commitment from the Universal or Commercial Bank to extend a credit line in favor of the prospective bidder, if awarded the contract (CLC);

B. TECHNICAL DOCUMENTS:

1. Omnibus Sworn Statement using the form prescribed. (Annex IV)
2. Bid Security, in accordance to the following schedule *(choose what form of bid security)*

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
a.) Cash, cashiers/manager's check, bank draft/guarantee confirmed by a Universal or Commercial Bank	

<p>b.) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p>	<p>Two percent (2%) of ABC</p>
<p>c.) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	<p>Five percent (5%) of ABC</p>
<p>d) Any combination of the foregoing.</p>	<p>Proportionate to share of form with respect to total amount of security</p>
<p>e) Bid Securing Declaration that is an undertaking which states, among others that the bidder shall enter into contract with the procuring entity and furnish the required performance security within ten (10) calendar days, or less, from receipt of the Notice to Award, and committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as required in the guidelines issued by the GPPB.</p>	

PRICE QUOTATION

Item No.	Items/Description	Area of Assignment per Satellite Office	Qty.	Unit Cost
1	Procurement of Janitorial Services of CIU Satellite Offices for 9 months	Ozamis	1	
		Oroquieta	1	
		Gingoog	1	
		Iligan	1	
		Tubod, LDN	1	
		Camiguin	1	
		Misamis Oriental	1	
		Bukidnon	1	

Terms of Reference:

- Must not have case at DOLE and NLRC
- Upon quotation, must submit Certificates of Registration (re: legitimate contractor) issued by the Bureau of Labor Relations
- 22 days per month
- Inclusive of the following statutory benefits
 - ✓ Basic Salary
 - ✓ 13th month pay
 - ✓ Five day incentive pay
 - ✓ Retirement benefit
 - ✓ Mandatory benefits like SSS, Pag-ibig, Philhealth
 - ✓ Administrative Fee of at least 20%
 - ✓ Vat

Approved by:

ZOSIMO G. BUTIL
BAC Chairperson

Name and Signature of Bidder's representative: _____

Name of Bidder : _____

Date : _____