

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V**  
 Regional Center Site, Rawis, Legazpi City, Albay  
**REQUEST FOR QUOTATION**

Company Name \_\_\_\_\_  
 Company Address \_\_\_\_\_  
 Contact No. \_\_\_\_\_  
 PhilGEPS Certificate No. \_\_\_\_\_

P.R. No. NF 2401-0054  
 Date: January 8, 2024  
 MOP: LEASE OF REAL PROPERTY AND VENUE  
 TIN: \_\_\_\_\_

Please quote your lowest government price for the following item(s) specified below. Check/tick the "COMPLY" box if bidder complies with the specifications. A quotation containing unchecked/unticked "COMPLY" boxes would be automatically rated as "FAILED".

ITEM NO.	QTY.	UNIT	ITEM DESCRIPTION AND SPECIFICATIONS	Kindly CHECK to signify compliance to the specs.	UNIT COST	TOTAL COST
			<b>RENTAL OF KC NCDDP REGIONAL PROJECT MANAGEMENT OFFICE IN LEGAZPI CITY FOR CY 2024</b>			
1	9	month	Rental of Office Space for KC-NCDDP RPMO for April to December 2024			
			<b>Requirements:</b>			
			Floor Area: at least 500 square meters	<input type="checkbox"/> Comply		
			It shall be occupied by the DSWD Personnel particularly the Promotive Services Division covering the KALAHI RPMO Office, SLP RPMO Office, FSP Office, EPAHP Office, Division Chief's Office, and DSWD's attached agency - RJJWC Office	<input type="checkbox"/> Comply		
			With spaces for pantry, Comfort Rooms, Conference Room and room/s and spaces for safekeeping of all the supplies and materials	<input type="checkbox"/> Comply		
			Comfort rooms must have sufficient supply of water	<input type="checkbox"/> Comply		
			Provision of 2 separate rooms and 1 conference room	<input type="checkbox"/> Comply		
			With provision of well-functioning air conditioning in every separated/ divided room	<input type="checkbox"/> Comply		
			Must have sufficient electrical lightings, accessible switches	<input type="checkbox"/> Comply		
			Electrical connections & outlets properly installed according to standards	<input type="checkbox"/> Comply		
			With at least 5 floor outlets and at least 70 convenient outlets	<input type="checkbox"/> Comply		
			Responsive to the need of the occupants	<input type="checkbox"/> Comply		
			Free from leakage during rainy days	<input type="checkbox"/> Comply		
			Accessible to basic transportation	<input type="checkbox"/> Comply		
			With big parking area free of use by the occupants	<input type="checkbox"/> Comply		
			Should have elevator and/or escalator if the office space is located at higher floor	<input type="checkbox"/> Comply		
			Page 1 of 2			
			<b>Approved Budget for the Contract:</b>			
					<b>PHP 2,160,000.00</b>	

**IMPORTANT REMINDERS:**

- Price quotation/s must be valid for a period of \_\_\_\_ days from the date of submission.
- DELIVERY PERIOD: As specified in the Purchase Order**
- PLACE OF DELIVERY: As specified in the Purchase Order**
- The project shall be **AWARDED** as follows:  (a) as one contract \_\_\_\_ (b) separate contracts per lot \_\_\_\_ (c) separate contracts per item
- TERM OF PAYMENT: **CHARGED ACCOUNT**, unless specified.
- LIQUIDATED DAMAGES: One-Tenth Of One Percent (0.001) of the cost of the unperformed portion of the contract for every day of delay.** Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the DSWD FOV **may rescind or terminate the contract**, without prejudice to other courses of action and remedies available under the circumstances.
- Required documents to submit:
  - PhilGEPS Certification Number
  - Valid Mayor's or Business Permit
  - Latest Income Tax Return
- As a condition for AWARD, you will be required to submit the following documents:
  - Omnibus Sworn Statement
  - \_\_\_\_\_
- For any clarifications, you may contact the BAC Secretariat through **fo5kcpromurement@gmail.com** or **0910-017-0818**
- Submit your quotation duly signed by you or your duly authorized representative not later than the deadline on \_\_\_\_\_

**JUDEX DONNEL G. LLAMOSO**  
 BAC & Procurement Head

*ANA MARIE M. ALTAGABAN*  
 Signature Over Printed Name of Canvasser

\_\_\_\_\_  
 Signature Over Printed Name of Bidder

