



REPUBLIC OF THE PHILIPPINES

**DEPARTMENT OF SOCIAL WELFARE  
AND DEVELOPMENT FIELD OFFICE XII**  
PUROK BUMANAAG, BRGY. ZONE III, KORONADAL CITY, 9506

**REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT –TWO FAILED BIDDING**

**Installation and Delivery of Office Furniture and Vault Storage Area for  
the Preparation of Cable System Installation**

Reference Number: DSWD12-ICTMS-NP2FBITB-2023-01-001

1. In view of the two-failed biddings, the **Department of Social Welfare and Development Field Office XII (DSWD FO XII)**, through its Bids and Awards Committee (BAC) invites PhilGEPS registered suppliers to participate in the negotiation for the **Installation and Delivery of Office Furniture and Vault Storage Area for the Preparation of Cable System Installation** in accordance with Section 53.1 of the Revised Implementing Rules and Regulations (R-IRR) of Republic Act No. 9184, otherwise known as the “Government Procurement Reform Act”.
2. The Approved Budget for the Contract is **One Million Five Hundred Eighty-Seven Thousand Ninety Pesos and Seventy-five Centavos (₱1,587,090.75)** inclusive of all applicable taxes.
3. Interested Bidders may obtain further information from the DSWD BAC Secretariat at the address and contact number given below from January 26, 2023 to February 01, 2023, 8:00 AM to 4:30 PM.
4. The schedule of the bidding activities are as follows:

<b>ACTIVITIES</b>	<b>SCHEDULE</b>
Advertisement/ Posting of Request for Quotation / Start of Availability of Request for Quotation	<b>January 25, 2023</b>
Pre-Negotiation Conference	<b>January 30, 2023, 10:00 A.M. at DSWD Field Office XII</b>



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Deadline of Submission of Quotations and Legal / Technical Documents (in Sealed Envelope)	<b>On or before February 01, 2023, 5:00 PM.</b>
Opening of Quotations	<b>February 02, 2023, 10:00 AM</b>

5. Interested bidders shall submit the following documents in sealed envelopes, labelled as **“DSWD12-ICTMS-NP2FBITB-2023-01-001 Negotiated Procurement- Installation and Delivery of Office Furniture and Vault Storage Area for the Preparation of Cable System Installation”**. The envelope labels should also contain the name of the bidder, address, and contact details of the bidder.



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### Checklist of Technical and Financial Documents

#### I. TECHNICAL COMPONENT ENVELOPE

##### Class "A" Documents

##### Legal Documents

- Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); **and**
- Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document; **and**
- Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; **and**
- Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

##### Technical Documents

- Conformity with the:
  - Technical Specifications
  - Production/delivery schedule
  - Manpower requirements
  - After-sales/parts; and
- Original duly signed Omnibus Sworn Statement (OSS) (**Annex C**); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration

##### Financial Documents

- The Supplier's audited financial statements FY 2021, showing, among others, the Supplier'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 (2) years from the date of bid submission



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**Class “B” Documents**

The Procuring Entity shall allow Joint Venture Agreement

- If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; **or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful

Each partner of the joint venture shall submit the respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of this IRR. The submission of legal eligibility documents by any of the Joint Venture Partners constitutes compliance.

Other documentary requirements under RA No. 9184 (as applicable)

- [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Other documentary requirements by the Procuring Entity

- Key personnel

**II. FINANCIAL COMPONENT ENVELOPE**

- Original of duly signed and accomplished Financial Bid Form; **and**
- Original of duly signed and accomplished Bill of Quantities and summary sheet.

6. The **DSWD FO XII** reserves the right to accept or reject any bid/proposal, annul the bidding process, and to reject all bids/proposals at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

(Sgd.)  
**BAILANO SALIK-ALI, RSW**  
Chairperson, DSWD FOXII BAC

January 25, 2023



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**Term of Reference**

**I. Project Information**

- a. **Title:** DSWD FO XII : 64 Units Customized Office Table with Cabinet, 1 unit Cupboard, and Vault Storage Area in preparation for cable system installation.
- b. **Date:**
- c. **Location:** DSWD FO XII Regional Building, Brgy. Carpenter Hill, Koronadal City South Cotabato
- d. **Proponent:** DSWD
- e. **Budgetary Requirement:** P 1,587,090.75
- f. **Fund Source:** 20000010000010000

**II. Rationale**

In developing adequate office system equipped for structured data and network cabling, it is important to developed customized table and office system that will greatly help in improving and making a neat/organized office system eliminating octopus wirings/cabling and will help secure the safety of the Building by preventing electrical hazard cause by inadequate cabling system.

**III. Objectives**

To provide a safe and comfortable working environment, to satisfy the needs of DSWD workers, and to fully utilize the DSWD FO XII Regional Building, thus it is necessary for installation of office system in preparation for network cabling structure.

**IV. Competence and Qualifications**

Prospective Contractor must have at least two (2) years of similar and/or relevant experience related to this TOR.

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Similar Projects shall refer to contracts with scope of works related to the preparation of tender documents, architectural design and detailed engineering of government / public and private buildings.

Relevant Projects shall refer to contracts with scope of works related to the preparation of tender documents, architectural design and detailed engineering of other vertical structures (government / public and private buildings) such as dams, port facilities, airport facilities and the like.

The key personnel must meet the required minimum years of experience set below:

<b>Key Personnel</b>	<b>General Experience</b>	<b>Relevant Experience</b>
Project Supervisor	2 years	2 years
Carpenter	1 years	1 years
Welder	1 years	1 years

The minimum major equipment requirements are the following:

<b>Equipment</b>	<b>Capacity</b>	<b>Number of Units</b>
Electric Drill		2
Cut Off Saw		2
Angle Grinder		2

**V. Scope of Works**

<b>Item No.</b>	<b>Item Description</b>
A	<b>Office System of 1<sup>st</sup> floor and 2<sup>nd</sup> floor</b>
B	<b>Power Tools</b>
C	<b>Installation of Doors and Windows</b>
D	<b>Cash Vault Storage Area</b>
E	<b>Over-all Manpower</b>

See attach in Program of Works for more details.

**VI. Detailed Estimate and Schedule**

See attach Program of Works, Bill of Quantities and Schedule of Works.

**VII. Other Provisions**

A. Office Tables

- Redesign Frames if necessary to reassure the rigidity of the table.



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- Fully furnish the edgings of the table to avoid future damages.
- Provide necessary bracket to ensure no buckling and no separation of Joints of the table/cupboard.

### **B. Vault Storage Area**

- Vault Storage Area should be able to withstand from forced entry.
- Partition walls should be from floor level to Concrete Ceiling.

### **VIII. Accountabilities**

The Contractor shall use such methods and appliances for the performance of the Work as will ensure its timely completion and of the required quality.

A welding machine should always be used in accordance to safety fire hazard as not to damage the surrounding area like painted walls and fixed glass window, basically all works shall be supervised and approved by the project engineer upon final execution of the work.

All works should be done in accordance with the specification, while observing alignments, plumbness, levelled, aesthetic, and under the supervision of the Engineer/Supervising Carpenter.

DSWD will provide the Contractor the necessary documents to enable the conduct of activities.

### **IX. Contract Duration and Schedule**

See attach Schedule of Works for more details.

### **X. Terms of Payment**

Progress Payments

Based upon the weighted percentage progress of the works, a Progress Accomplishment Billing will be submitted to DSWD by the Contractor, and DSWD shall make progress payment on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

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When a Request for Payment is submitted, DSWD shall, within 7 days from receipt thereof: (i) evaluate and certify the Contractor's accomplishment; and (ii) pay the amount as certified.

Where the Consulting Firms refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under the contract, the Contractor shall pay DSWD for liquidated damages, and not by way of penalty, an amount, as provided in the conditions of contract, equal to at least one tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the works for every day of delay. Should the amount of liquidated damages reach ten percent (10%) of the contract amount, DSWD shall, at its own discretion, terminate the contract without prejudice to any further action it may take to recover whatever losses incurred due to non-performance of the Contractor.

**XI. Budgetary Requirement and Fund Source**

Item No.	Item Description	Quantity	Unit	Unit Cost	Amount
1	<b>Office System</b>				
	<b>1<sup>st</sup> Floor and 2<sup>nd</sup> Floor Installation and Delivery</b>				
	Office Table	57	Set		
	L-Shape Table	7	Set		
	Office Cabinet	64	Set		
	Cupboard	1	Set		
	Adjustable Reclining Office Chair	64	Pcs		
	Epoxy Primer	13	Gal		
2	<b>Power Tools</b>				
	Electric Drill	70	Days		
	Cut Off Saw	70	Days		
	Angle Grinder	50	Days		
	Consumables and other Accessories	2	lot		
3	<b>Installation of Door and Window</b>				
	Demolition of CHB Wall	3	sqrm		
	Demolition and Retrieval of Double Glass Door	1	Set		
	Installation of Retrieve Glass Door	1	Set		
	2" x 4" x 1.0mm thk Tubular Door Jamb	1	Set		



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	4" CHB	30	Pcs		
	Cement (40KG)	7	Bags		
	Sand	1	Pcs		
	12mm RSB	4	Pcs		
	#16 Tie Wire	1	Pcs		
	Concrete Neutralizer	1	Pcs		
	Concrete Sealer / Primer	1	Box		
	Skim Coat (25kg)	1	Bags		
	Semi-Gloss Paint(Double Coat)	1	gal		
	3/8" thk x 2.0m x 1.0m Tainted Fixed Glass Window with 2.0m x 0.2m Tainted Sliding Glass Window with Frame and Accessories	2.4	sqrm		
<b>4</b>	<b>Cash Vault Storage Area</b>				
	Demolition of Ceiling and Floor	13	Sqrm		
	4" CHB	363	Pcs		
	Portland Cement	33	Bags		
	Washed Sand	2.64	Cum		
	Metal Door	1	Set		
	Concrete Neutralizer	3	Gal		
	Concrete Sealer/ Primer	3	Gal		
	Skim Coat	5	Bags		
	Semi-Gloss Paint	4	Gal		
	Baby Roller	5	Pcs		
	Paint Tray	5	Pcs		
	Assorted Sand Paper	30	Pcs		
	4" Paint Brush	5	Pcs		
	12mm RSB	31	Pcs		
	#16 Tie Wire	2	Kg		
	Concrete Epoxy	1	Gal		
	60cm x 60cm Unglazed Tiles	13	Pcs		
	Tile Adhesive	3	Bags		



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	Tile Grout	3	Bags		
	C-channel	3	Pcs		
	Metal Furringq	5	Pcs		
	4' x 8' 4.5mm Fiber Cement Board	3	Pcs		
	1/8 x 3/4 Blind Rivet	1	Box		
4	<b>Over-all Manpower</b>				
	Supervising Carpenter	560	Mnhr		
	Skilled	1680	Mnhr		
	Helper	1120	Mnhr		
A	Total Direct Cost (Material, Labor and Equipment)				
B	OCM ( __ % of A)				
C	Contractor's Profit ( __ % of A)				
D	VAT ( __ % of A+B+C)				
<b>TOTAL PROJECT COST</b>					<b>PHP 1,587,090.75</b>

## *Schedule of Requirements*

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

**a. One Million Five Hundred Eighty-Seven Thousand Ninety Pesos and Seventy-five Centavos (₱1,587,090.75) for DSWD12-ICTMS-PB-2022-009 Installation and Delivery of Office Furniture and Vault Storage Area for the Preparation of Cable System Installation**

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
	<b>1st Floor</b>			<b>SHOULD BE COMPLETED IN 77 CALENDAR DAYS UPON RECEIPT OF PURCHASE ORDER</b>
	<b>Installation and Delivery</b>			
	<b>Office System</b>			
1	1.2m x 0.6m x 0.8m Office Table 3/4" thk Medium Density Fiber (MDF) Laminated Board for Table top and 1/2" Laminated Particle Board for Side Support (Design approved by end user)	41 set	41 set	
2	1.5m x 0.7m x 0.8m L-Shape Office Table 3/4" thk MDF Laminated Board for Table top and 1/2" Laminated Particle Board for Side Support (Design approved by end user)	3 set	3 set	
3	0.6m x 0.6m x 0.3m 3/4" thk MDF Laminated Board Office Cabinet with Swivel Wheel w/ Lock	44 set	44 set	
4	2.40m x 0.4m x 0.8m 3/4" thk MDF Laminated Cupboard	1 set	1 set	
5	Adjustable Reclining Office Chair with Armchair	44 pcs	44 pcs	
6	Epoxy Primer	10 gal	10 gal	
	<b>Tools and Consumables</b>			
7	Rotary Electric Drill	50 days	50 days	
8	Cut Off Saw	50 days	50 days	
9	Angle Grinder	50 days	50 days	
10	Consumable and Other Accessories	1 lot	1 lot	
	<b>Cash Vault Storage Area</b>			
11	Demolition of Ceiling and Floor	13 sqm	13 sqm	
12	4" CHB	363 pcs	363 pcs	
13	Portland Cement (40kg)	33 bags	33 bags	
14	Washed Sand	2.73 cum	2.73 cum	
15	Metal door 2.15m x 1.1m with Metal Jamb, Floor Mounted Hinge, Lever Type Knob w/ Double Pad Lock	1 set	1 set	
16	Concrete Neutralizer	3 gal	3 gal	

17	Concrete Sealer/ Primer	3 gal	3 gal
18	Skim Coat (25kg)	5 bags	5 bags
19	Semi-Gloss Paint (Double Coat)	4 gal	4 gal
20	Baby Roller	5 pcs	5 pcs
21	Paint Tray	5 pcs	5 pcs
22	Assorted Sand Paper	30 pcs	30 pcs
23	4" Paint Brush	5 pcs	5 pcs
24	12mm RSB	31 pcs	31 pcs
25	#16 Tie Wire	2 kg	2 kg
26	Concrete Epoxy	1 gal	1 gal
27	60cm x 60cm Unglazed Tiles	13 pcs	13 pcs
28	Tile Adhesive (25kg)	3 bags	3 bags
29	Tile Grout (2kg)	3 bags	3 bags
30	C-channel (5m)	3 pcs	3 pcs
31	Metal Furring (5m)	5 pcs	5 pcs
32	4ft x 8ft 4.5mm Fiber Cement Board	3 pcs	3 pcs
33	1/8 x 3/4 Blind Rivet	1 box	1 box
	<b>Installation of Door and Window</b>		
34	Demolition of CHB Wall	3 sqm	3 sqm
35	Demolition and Retrieval of Double Glass Door	1 set	1 set
36	Installation of Retrieve Glass Door	1 set	1 set
37	2" x 4" x 1.0mm thk Tubular Door Jamb	1 set	1 set
38	4" CHB	30 pcs	30 pcs
39	Portland Cement 40 kg	7 bags	7 bags
40	Washed Sand	1 cum	1 cum
41	12mm RSB	4 pcs	4 pcs
42	#16 Tie Wire	1 kgs	1 kgs
43	Concrete Neutralizer	1 gal	1 gal
44	Concrete Sealer/ Primer	1 gal	1 gal
45	Skim Coat (25 kg)	1 bag	1 bag
46	Semi-Gloss Paint (Double coat)	1 gal	1 gal
47	3/8" thk x 2.0m x 1.0m Tainted Fixed Glass Window with 2-sets 1.0m x 0.2m Tainted Awning Glass window with Frame and Accessories	2.4 sqm	2.4 sqm
	<b>Manpower</b>		
48	Supervising Carpenter	400 manhour	400 manhour
49	Skilled Worker	1200 manhour	1200 manhour
50	Helper	800 manhour	800 manhour

	<b>2nd Floor</b>			
	<b>Installation and Delivery</b>			
	<b>Office System</b>			
51	1.2m x 0.6m x 0.8m Office Table 3/4" thk Medium Density Fiber (MDF) Laminated Board for Table top and 1/2" Laminated Particle Board for Side Support (Design approved by end user)	16 set	16 set	
52	1.5m x 0.7m x 0.8m L-Shape Office Table 3/4" thk MDF Laminated Board for Table top and 1/2" Laminated Particle Board for Side Support (Design approved by end user)	4 set	4 set	
53	0.6m x 0.6m x 0.3m 3/4" thk MDF Laminated Board Office Cabinet with Swivel Wheel w/ Lock	20 set	20 set	
54	Adjustable Reclining Office Chair with Armchair	20 pcs	20 pcs	
55	Epoxy Primer	3 gal	3 gal	
	<b>Tools and Consumables</b>			
56	Rotary Electric Drill	20 days	20 days	
57	Cut Off Saw	20 days	20 days	
58	Consumable and Other Accessories	1 lot	1 lot	
	<b>Manpower</b>			
59	Supervising Carpenter	160 manhour	160 manhour	
60	Skilled Worker	480 manhour	480 manhour	
61	Helper	320 manhour	320 manhour	
	<b>Total of Materials and Labor Cost</b>			
	<b>Miscellaneous</b>			
	OCM (15% of Total of Materials and Labor Cost)			
	Contractor's Profit (10% of Total of Materials and Labor Cost)			
	VAT (5% of OCM, Contractor's Profit, and Total of Materials and Labor Cost)			
	<b>Additional Requirements</b> ● Usage of water and electricity shall be			

	<p>shouldered by the winning contractor; and</p> <ul style="list-style-type: none"> <li>● Prospective bidder/s should conduct a site inspection and a certificate shall be issued and attached as part of the bidding documents under technical specifications.</li> </ul>			
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\* The performance of the obligations under the Contract shall not go beyond the validity of the appropriation for the Project.

**I hereby certify to comply and deliver all the above requirements.**

\_\_\_\_\_

\_\_\_\_\_  
 Name of the Company/Bidder      Signature Over Printed Name of the Representative      Date

# *Technical Specifications*



# Technical Specifications

*a. One Million Five Hundred Eighty-Seven Thousand Ninety Pesos and Seventy-five Centavos (₱1,587,090.75) for DSWD12-ICTMS-PB-2022-009 Installation and Delivery of Office Furniture and Vault Storage Area for the Preparation of Cable System Installation*

Item	Specification	Statement of Compliance
<p>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</p>		
	<b>1st Floor</b>	
	<b>Installation and Delivery</b>	
	<b>Office System</b>	
1	<b>41 set</b> 1.2m x 0.6m x 0.8m Office Table 3/4" thk Medium Density Fiber (MDF) Laminated Board for Table top and 1/2" Laminated Particle Board for Side Support (Design approved by end user)	
2	<b>3 set</b> 1.5m x 0.7m x 0.8m L-Shape Office Table 3/4" thk MDF Laminated Board for Table top and 1/2" Laminated Particle Board for Side Support (Design approved by end user)	
3	<b>44 set</b> 0.6m x 0.6m x 0.3m 3/4" thk MDF Laminated Board Office Cabinet with Swivel Wheel w/ Lock	
4	<b>1 set</b> 2.40m x 0.4m x 0.8m 3/4" thk MDF Laminated Cupboard	
5	<b>44 pcs</b> Adjustable Reclining Office Chair with Armchair	
6	<b>10 gal</b> Epoxy Primer	
	<b>Tools and Consumables</b>	
7	<b>50 days</b> Rotary Electric Drill	
8	<b>50 days</b> Cut Off Saw	
9	<b>50 days</b> Angle Grinder	
10	<b>1 lot</b> Consumable and Other Accessories	
	<b>Cash Vault Storage Area</b>	

11	<b>13sqm.</b> Demolition of Ceiling and Floor
12	<b>363 pcs</b> 4" CHB
13	<b>33 bags</b> Portland Cement (40kg)
14	<b>2.73 cu.m.</b> Washed Sand
15	<b>1 set</b> Metal door 2.15m x 1.1m with Metal Jamb, Floor Mounted Hinge, Lever Type Knob w/ Double Pad Lock
16	<b>3 gal</b> Concrete Neutralizer
17	<b>3 gal</b> Concrete Sealer/ Primer
18	<b>5 bags</b> Skim Coat (25kg)
19	<b>4 gal</b> Semi-Gloss Paint (Double Coat)
20	<b>5 pcs</b> Baby Roller
21	<b>5pcs</b> Paint Tray
22	<b>30 pcs</b> Assorted Sand Paper
23	<b>5pcs</b> 4" Paint Brush
24	<b>31 pcs</b> 12mm RSB
25	<b>2 kg</b> #16 Tie Wire
26	<b>1 gal</b> Concrete Epoxy
27	<b>13 pcs</b> 60cm x 60cm Unglazed Tiles
28	<b>3 bags</b> Tile Adhesive (25kg)
29	<b>3 bags</b> Tile Grout (2kg)
30	<b>3 pcs</b> C-channel (5m)
31	<b>5 pcs</b> Metal Furring (5m)
32	<b>3 pcs</b> 4ft x 8ft 4.5mm Fiber Cement Board
33	<b>1 box</b> 1/8 x 3/4 Blind Rivet
	<b>Installation of Door and Window</b>
34	<b>3 sqm</b> Demolition of CHB Wall
35	<b>1 set</b> Demolition and Retrieval of Double Glass Door
36	<b>1 set</b> Installation of Retrieve Glass Door
37	<b>1 set</b> 2" x 4" x 1.0mm thk Tubular Door Jamb
38	<b>30 pcs</b> 4" CHB
39	<b>7 bags</b> Portland Cement 40 kg
40	<b>1 cum</b> Washed Sand
41	<b>4 pcs</b> 12mm RSB
42	<b>1 kg</b> #16 Tie Wire
43	<b>1 gal</b> Concrete Neutralizer
44	<b>1 gal</b> Concrete Sealer/ Primer
45	<b>1 bag</b> Skim Coat (25 kg)
46	<b>1 gal</b> Semi-Gloss Paint (Double coat)
47	<b>2.4 sqm</b> 3/8" thk x 2.0m x 1.0m Tainted Fixed Glass Window with 2-sets 1.0m x 0.2m Tainted Awning Glass window with Frame and Accessories
	<b>Manpower</b>

48	Supervising Carpenter	
49	Skilled Worker	
50	Helper	
	<b>2nd Floor</b>	
	<b>Installation and Delivery</b>	
	<b>Office System</b>	
51	<b>16 set</b> 1.2m x 0.6m x 0.8m Office Table 3/4" thk Medium Density Fiber (MDF) Laminated Board for Table top and 1/2" Laminated Particle Board for Side Support (Design approved by end user)	
52	<b>4 set</b> 1.5m x 0.7m x 0.8m L-Shape Office Table 3/4" thk MDF Laminated Board for Table top and 1/2" Laminated Particle Board for Side Support (Design approved by end user)	
53	<b>20 set</b> 0.6m x 0.6m x 0.3m 3/4" thk MDF Laminated Board Office Cabinet with Swivel Wheel w/ Lock	
54	<b>20 pcs</b> Adjustable Reclining Office Chair with Armchair	
55	<b>3 gal</b> Epoxy Primer	
	<b>Tools and Consumables</b>	
56	<b>20 days</b> Rotary Electric Drill	
57	<b>20 days</b> Cut Off Saw	
58	<b>1 lot</b> Consumable and Other Accessories	
	<b>Manpower</b>	
59	<b>160 manhour</b> Supervising Carpenter	
60	<b>480 manhour</b> Skilled Worker	
61	<b>320 manhour</b> Helper	
	<b>Total of Materials and Labor Cost</b>	
	<b>Miscellaneous</b>	
	OCM (15% of Total of Materials and Labor Cost)	
	Contractor's Profit (10% of Total of Materials and Labor Cost)	
	VAT (5% of OCM, Contractor's Profit, and Total of Materials and Labor Cost)	
	<b>Additional Requirements</b>	
	<ul style="list-style-type: none"> <li>● Usage of water and electricity shall be shouldered by the winning contractor; and</li> </ul>	

	<ul style="list-style-type: none"> <li>● Prospective bidder/s should conduct a site inspection and a certificate shall be issued and attached as part of the bidding documents under technical specifications.</li> </ul>	
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**I hereby certify to comply with all the above requirements.**

\_\_\_\_\_

\_\_\_\_\_  
 Name of the Company/Bidder      Signature Over Printed Name of the Representative      Date

## **Omnibus Sworn Statement**

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REPUBLIC OF THE PHILIPPINES     )  
CITY/MUNICIPALITY OF \_\_\_\_\_     ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1.     Select one, delete the other:

If a sole proprietorship: I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2.     Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and

execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. Select one, delete the rest:

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

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Bidder's

Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission

\_\_\_\_\_

Notary Public for \_\_\_\_\_ until

\_\_\_\_\_

Roll of Attorneys No.

\_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued],

[place issued]

IBP No. \_\_\_\_\_ [date issued],

[place issued]

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

\* This form will not apply for WB funded projects.



## **Bid Securing Declaration Form**

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

### **BID SECURING DECLARATION** **Project Identification No.: *[Insert number]***

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.  
\_\_\_\_\_

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

***[Jurat]***

*[Format shall be based on the latest Rules on Notarial Practice]*

**Bid Form**

Date: \_\_\_\_\_  
No. \_\_\_\_\_

To: **DSWD Field Office XII**  
Purok Bumanaag, Zone III  
Koronadal City

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers \_\_\_\_\_ the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and \_\_\_\_\_ in conformity with the said Bidding Documents for the sum \_\_\_\_\_ or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amount, and within the times specified in the Bidding Documents.

We agree to abide this Bid for the Bid Validity Period specified in Clause 20.1 of the Bid Date Sheet and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:2

Name and address Of agent	Amount Currency	and	Purpose of Commission or Gratuity
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and you're Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

\_\_\_\_\_

We certify/confirm that we comply with the eligibility requirements as per Instructions to Bidders Clause 5 of the Bidding Documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, **2022**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
in the capacity of

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**BILL OF QUANTITIES (Form 2)**

Name of Project:	<b>Installation and Delivery of Office Furniture and Vault Storage Area for the Preparation of Cable System Installation</b>	Location:	<b>Regional Center, Brgy Carpenter Hill, Koronadal City, South Cotabato</b>
Total Project Cost:	<b>PHP 1,587,090.75</b>	Project Duration:	<b>77 calendar days</b>
Source of Fund:	<b>20000010000010000</b>	Mode of Procurement:	<b>Public Bidding</b>
Date:	<b>January 25, 2023</b>	Source of Manpower:	<b>Contractor / Service Provider</b>

Item No	Item Description	Quantity	Unit	Unit Cost	Amount
<b>A</b>	<b>Office</b>				
<b>1</b>	<b>2nd Floor</b>				
	<b>Office System</b>				
1.1	1.2m x 0.6m x 0.8m Laminated MDF Board Office Table (Design approved by end user)	16	set		
1.2	1.5m x 0.7m x 0.8m Laminated MDF Board L-Shape Office Table (Design approved by end user)	4	set		
1.3	0.6m x 0.6m x 0.3m Laminated MDF Board Office Cabinet with Swivel Wheel w/ Lock	20	set		
1.4	Adjustable Reclining Office Chair w/ Armchair	20	pcs		
1.5	Epoxy Primer	3	gal		
	<b>Tools and Consumables</b>				
1.6	Electric Drill	20	Days		
1.7	Cut Off Saw	20	Days		
1.8	Consumable and Other Accessories	1	lot		
	<b>Manpower</b>				
1.9	Surpervising Carpenter	1-Manpower	20	Days	
1.10	Skilled	3-Manpower	20	Days	
1.11	Helper	2-Manpower	20	Days	
	<b>SUB - TOTAL (2nd Floor)</b>				
<b>2</b>	<b>1st Floor</b>				
	<b>Installation of Door and Window</b>				
2.24	Demolition of CHB Wall	3	sqrm		
2.25	Demolition and Retrieval of Double Glass Door	1	set		
2.26	Installation of Retrieve Glass Door	1	set		
2.27	2" x 4" x 1.0mm thk Tubular Door Jamb	1	set		
2.28	4" CHB	30	pcs		
2.29	CEMENT (40KG)	7	bags		
2.30	SAND	1	cu		
2.31	12mm RSB	4	pcs		
2.32	#16 TIE WIRE	1	kg		
2.31	Concrete Neutralizer	1	pcs		
2.32	Concrete Sealer / Primer	1	box		
2.33	Skim Coat (25kg)	1	bags		
2.34	Semi-Gloss Paint(Double Coat)	1	gal		

2.35	3/8" thk x 2.0m x 1.0m Tainted Fixed Glass Window with 2-sets of 1.0m x 0.2m Tainted Sliding Glass Window with Frame and Accessories	2.4	sqrm		
<b>Cash Vault Storage Area</b>					
2.1	DEMOLITION OF CEILING AND FLOOR	13	sqrm		
2.2	4" CHB	363	pcs		
2.3	CEMENT (40KG)	33	bags		
2.4	SAND	1	cu		
2.5	Metal Door 2.15m x 1.1m with Metal Jamb, Floor Mounted Hinge, Lever Type Knob w/ Double Pad lock	1	set		
2.6	Concrete Neutralizer	3	gal		
2.7	Concrete Sealer / Primer	3	gal		
2.8	Skim Coat (25kg)	5	bags		
2.9	Semi-Gloss Paint(Double Coat)	4	gal		
2.10	Baby Roller	5	pcs		
2.11	Paint Tray	5	pcs		
2.12	Assorted Sand Paper	30	pcs		
2.13	4" Paint Brush	5	pcs		
2.14	12mm RSB	31	pcs		
2.15	#16 TIE WIRE	2	kg		
2.16	Concrete Epoxy	1	gal		
2.17	60cm x 60cm Unglazed Tiles	13	pcs		
2.18	Tile Adhesive(25kg)	3	bags		
2.19	Tile Grout(2kg)	3	bags		
2.20	C-channel (5m)	3	pcs		
2.21	Metal Furring (5m)	5	pcs		
2.22	4ft x 8ft Hardiflex	3	pcs		
2.23	1/8 x 3/4 Blind Revit	1	box		
<b>Office System</b>					
2.36	1.2m x 0.6m x 0.8m Laminated MDF Board Office Table (Design approved by end user)	41	set		
2.37	1.5m x 0.7m x 0.8m Laminated MDF Board L-Shape Office Table (Design approved by end user)	3	set		
2.38	0.6m x 0.6m x 0.3m Laminated MDF Board Office Cabinet with Swivel Wheel w/ Lock	44	set		
2.39	Adjustable Reclining Office Chair w/ Armchair	44	pcs		
2.40	Epoxy Primer	10	gal		
2.41	2.40m x 0.4m x 0.8m Laminated MDF Board Cupboard	1	set		
<b>Tools and Consumables</b>					
2.42	Rotary Electric Drill	50	Days		
2.43	Cut Off Saw	50	Days		
2.44	Angle Grinder	50	Days		
2.45	Consumable and Other Accessories	1	lot		
<b>Manpower</b>					
2.46	Supervising Carpenter	1-Manpower	50	Days	
2.47	Skilled	3-Manpower	50	Days	
2.48	Helper	2-Manpower	50	Days	
<b>SUB - TOTAL (1st Floor)</b>					

A	Total Direct Cost (Material, Labor and Equipment)	
B	OCM (% of A)	
C	Contractor's Profit (% of A)	
D	VAT (% of A+B+C)	

## SUMMARY SHEET

Name of Project: <b>Installation and Delivery of Office Furniture and Vault Storage Area for the Preparation of Cable System Installation</b>		Location: <b>Regional Center, Brgy Carpenter Hill, Koronadal City, South Cotabato</b>			
Total Project Cost: <b>PHP 1,587,090.75</b>		Project Duration: <b>77 calendar days</b>			
Source of Fund: <b>20000010000010000</b>		Mode of Procurement: <b>Public Bidding</b>			
Date: _____		Source of Manpower: _____		Contractor / Service Provider _____	
Item No.	Item Description	Quantity	Unit	Unit Cost	Amount
A	<b>Office</b>				
1	<b>2nd Floor</b>				
	Office System	20	set		
	Tools and Consumables	2	tools		
	Manpower	20	days		
2	<b>1st Floor</b>				
	Installation of Doors and Windows	2	set		
	Cash Vault Storage Area	1	lot		
	Office System	44	set		
	Tools and Consumables	3	set		
	Manpower	50	days		
A	Total Direct Cost (Material, Labor and Equipment)				
B	OCM (15% of A)				
C	Contractor's Profit (10% of A)				
D	VAT (5% of A+B+C)				
<b>TOTAL PROJECT COST</b>					<b>PHP -</b>

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign and behalf of: \_\_\_\_\_