



REQUEST FOR QUOTATION

ROOF REPAIR FOR PROCUREMENT SERVICE REGIONAL DEPOT – DAVAO WAREHOUSE

AMP-063-23 (SVP)

Sir/Madam:

Please quote your best proposal for the item/s described below using the Price Quotation Form (see Annex "A" of the Request for Quotation), subject to terms and conditions stated in the RFQ.

Accomplish and submit all forms attached (Annex A, B, C, D and E).

LOT NO.	QUANTITY	ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT
1	lot	Roof Repair for Procurement Service Regional Depot - Davao Warehouse I. Mobilization/Demobilization II. Roofing Works - 397 l.m. Rib Type Colored Roof (Blue) Gauge 26 - 4 boxes Tek Screw, 2" - 8 rolls Double Sided P.E Foam, 10mm - 3 rolls Tie Wire, #16 - 4 cans Roof Sealant - 8 pcs End Wall Flashing III. Labor - Uninstalling/Stripping of Old Roofing Materials - Installing of New Roofing Materials	₱ 230,000.00

**The ABC is understood to be the ceiling price; offers must not exceed the ABC provided.*

The quotation duly signed by you or your duly authorized representative, accompanied by required forms, shall be submitted not later than **July 13, 2023; 1:00 PM** at the address indicated below:

Mr. Boycie F. Tarca
Secretariat, Internal BAC
2nd Floor, PS-DBM Complex
Procurement Service-PhilGEPS
Cristobal Street, Paco, Manila

Only one (1) set of documents certified to be true copies of the original shall be required. In case, however, a supplier intends to submit proposals for several Requests for Quotations in which the deadline of submission and opening of proposals are scheduled on the same date and time, it may submit one (1) set of Documents to cover all the RFQs where it wishes to participate. The envelope shall contain the name of the contract to be bid in capital letters and bear the name and address of the supplier in capital letters.

Proposals and other documents required **may either be submitted manually** at *2nd Floor Lobby Procurement Service Building Internal Bids and Awards Committee Bid Box* or **electronically** to internal-bacsec@ps-philgeps.gov.ph, on or before the deadline of submission as stated in this RFQ. Bidders must only select one mode of submission.

Unsealed or unmarked envelopes, or corrupted files in case of electronic submission, shall be rejected. However, envelopes that are not properly sealed and marked shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the proposal as submitted.

In case of modification, it must be done before the deadline for the submission and receipt of proposals, and labelled as a "modification". The time stamped or indicated in the latest proposal received shall be the official time of submission.

The iBAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or submission of corrupted files, or for its premature opening.

Late submission of quotations shall not be accepted and considered.

Performance security shall be required in accordance with *Section 39.2 of the Revised Implementing Rules and Regulations of Republic Act 9184*.

Signature Redacted

ENGR. JAIME M. NAVARRETE, JR.

Chairperson, iBAC

The following documents shall also be submitted during submission of offers:

No	Requirements	Instruction
1	Annex "A" Price Proposal Form	<p>Must indicate the unit and total price.</p> <p>Must indicate the required information.</p> <p>Must be duly signed by the authorized representative.</p>
2	Annex "B" Schedule of Requirements	<p>Must indicate the required information.</p> <p>Must be duly signed by the authorized representative.</p>
3	Annex "C" Technical Requirements	<p>Must indicate "COMPLY."</p> <p>Must indicate the required information.</p> <p>Must be duly signed by the authorized representative</p>

Items Number 4, 5, and 6 shall be submitted upon issuance of notice to submit documents during the evaluation of offers.

No	Requirements	Instruction
4	Mayor's Permit for the year 2023	Must be valid for the year 2023
5	PhilGEPS Registration Number	Submit Proof of Registration (picture or screenshot of PhilGEPS Registration on the website)

6	<i>Annex "D" Scope of Work and Specifications</i>	<i>Must be duly signed by the authorized representative</i>
7	<i>Omnibus Sworn Statement (Annex "E") 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.</i>	<p><i>Ensure that there are eleven (11) declarations.</i></p> <p><i>Indicate required information.</i></p> <p><i>Attach competent evidence of identification (valid government-issued ID).</i></p> <p><i>Must be duly notarized and signed.</i></p>
8	<i>Valid PCAB License (Size range: small A)</i>	<i>Ensure that the license must be valid</i>

PhilGEPS Platinum Registration Certificate with updated Annex A may be submitted in lieu of the eligibility documents 4, 5 and 7.

*Note: Please indicate statement of compliance of the Technical Requirements Form by clearly indicating **"COMPLY"***

Price Proposal Form

Date: _____

The Chairperson, Internal Bids and Awards Committee
 Procurement Service
 PS Complex, Cristobal Street
 Paco, Manila

Ma'am/Sir:

Having examined the **Request for Quotation No. AMP-063-23** the receipt of which is hereby duly acknowledged, the undersigned offers the **ROOF REPAIR FOR PROCUREMENT SERVICE REGIONAL DEPOT - DAVAO WAREHOUSE** in conformity with the said Request for Quotation for the sums stated hereunder:

Lot No	Item/Description	Unit Price	Total Amount
1	Roof Repair for Procurement Service Regional Depot - Davao Warehouse		
	I. Mobilization/Demobilization		
	II. Roofing Works		
	○ 397 l.m. Rib Type Colored Roof (Blue) Gauge 26		
	○ 4 boxes Tek Screw, 2"		
	○ 8 rolls Double Sided P.E Foam, 10mm		
	○ 3 rolls Tie Wire, #16		
	○ 4 cans Roof Sealant		
	○ 8 pcs End Wall Flashing		
	III. Labor		
	○ Uninstalling/Stripping of Old Roofing Materials		
	○ Installing of New Roofing Materials		
	TOTAL CONTRACT PRICE:		

Total Price in Words: _____

We undertake, if our Quotation is accepted, to perform the services/deliver the goods as identified in the Schedule of Requirements and Technical Specifications.

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

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

Date

Company Name

Authorized Representative
Name/Signature

Address

Official Contact No.

SCHEDULE OF REQUIREMENTS

LOT NO.	QUANTITY	ITEM DESCRIPTION	AGENCY'S DELIVERY SCHEDULE
1	1 lot	Roof Repair for Procurement Service Regional Depot - Davao Warehouse Mobilization/Demobilization Roofing Works <ul style="list-style-type: none">- 397 l.m. Rib Type Colored Roof (Blue) Gauge 26- 4 boxes Tek Screw, 2"- 8 rolls Double Sided P.E Foam, 10mm- 3 rolls Tie Wire, #16- 4 cans Roof Sealant- 8 pcs End Wall Flashing Labor <ul style="list-style-type: none">- Uninstalling/Stripping of Old Roofing Materials- Installing of New Roofing Materials	Within ten (10) calendar days from receipt of Notice To Proceed (NTP)

Project Site:

Procurement Service Regional Depot - Davao
Km. 3, Mac Arthur Highway, Matina, Davao City

Contact Person:

Mr. Renato L. Quijano
PS Depot Davao
Contact No. : 0905-3297101
Email Address: rquijano@ps-philgeps.gov.ph

I hereby commit to deliver the required quality and quantities upon receipt of the Notice to Proceed as indicated above.

Name of Company

**Signature Over Printed
Name of the Authorized
Representative**

Date

TECHNICAL REQUIREMENTS

PROJECT TITLE : **Roof Repair for Procurement Service Regional Depot - Davao**

QUANTITY : **1 lot**

APPROVED BUDGET FOR THE CONTRACT : **₱ 230,000.00**

LOT No.	AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
1	Roof Repair for Procurement Service Regional Depot - Davao Warehouse	
	I. Mobilization/Demobilization	
	II. Roofing Works <ul style="list-style-type: none"> - 397 l.m. Rib Type Colored Roof (Blue) Gauge 26 - 4 boxes Tek Screw, 2" - 8 rolls Double Sided P.E Foam, 10mm - 3 rolls Tie Wire, #16 - 4 cans Roof Sealant - 8 pcs End Wall Flashing 	
	III. Labor <ul style="list-style-type: none"> - Uninstalling/Stripping of Old Roofing Materials - Installing of New Roofing Materials 	

*[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.]

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company

**Signature Over Printed Name
of Authorized Representative**

Date

SCOPE OF WORK AND SPECIFICATIONS

ROOF REPLACEMENT FOR PS REGIONAL DEPOT - DAVAO

1.0 DESCRIPTION OF THE PROJECT

Procurement Service - Depot Davao Warehouse was constructed for such a long period of time. Maintaining its condition is critical because it serves as a storage facility for Common-use items from the PS- Main to be procured by Procurement Service clients to ensure the good and physical condition of each item.

As of now and as inspected, the existing roof of the said warehouse has been damaged, and the existing double-sided insulations have been completely torn-off, resulting in leakages that affect the physical conditions and locations of the stocks.

The intent of this project is to provide PS Depot Davao with a warehouse that can store supplies without risk of damage from water leakage.

2.0 SCOPE OF WORKS

The following is the scope of works of the project:

2.1 Mobilization

Mobilization shall include the transferring to job-site all the materials, equipment, personnel, and other items necessary for the execution and completion of work.

2.2 Demobilization

Demobilization shall include the dismantling, preparation, and loading of all equipment and personnel on the job site after the work is completed.

2.3 Metal Works

This includes the installation of new metal roof sheets, P.E foam insulation, tie wire, and application of roof sealants.

Prior to installing of the new materials, the existing roofing sheets must be stripped.

2.4 Clearing/Cleaning Works

The Contractor shall ensure that the construction site is clean prior to turn over to the end user.

3.0 SPECIFICATIONS

The following is the specification of construction materials for the project:

ITEM		QTY.	UNIT
I. MOBILIZATION/DEMOBILIZATION		1.00	l.s.
II. ROOFING WORKS			
	Rib Type Colored Roof (Blue), Gauge 26	397.00	l.m.
	Tek Screw, 2"	4.00	box
	Double Sided P.E Foam, 10mm	8.00	rolls
	Tie Wire, #16	3.00	rolls
	End Wall Flashing	8.00	pcs
	Roof Sealant	4.00	cans
III. LABOR		1.00	l.s.
	Stripping of Old Roofing Materials		
	Installing of New Roofing Sheets		

4.0 PROJECT DURATION

The construction project must be completed within ten (10) calendar days from issuance of Notice to Proceed.

5.0 SCHEDULE OF PAYMENT

Full payment upon completion and acceptance of works.

6.0 TIAC INSPECTION

Once the project reaches an accomplishment of ninety five percent (95%) of the total contract amount, the Procuring Entity may create an inspectorate team to make preliminary inspection and submit a punchlist to the Contractor in preparation for the final turnover of the project. The punchlist will contain, among others the remaining works, work deficiencies for necessary corrections, and specific duration / time to fully complete the project considering the approved remaining contract time. This however, shall not preclude the claim of the Procuring Entity for liquidated damages.

7.0 CERTIFICATE OF COMPLETION

The contractor shall request the Procuring Entity's Representative to issue a Certificate of Completion of Works, and the Procuring Entity's Representative will do so upon deciding that the work is complete.

8.0 EVALUATION CRITERIA

Valid PCAB License (Small A category)

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company

**Signature Over Printed Name
of Authorized Representative**

Date

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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;

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing 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;

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code;

11. *[Name of Bidder]* hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PS BAC and PS notices may be transmitted.

Telephone No/s.: _____
Fax No/s.: _____
E-mail Add/s.: _____
Mobile No.: _____

It is understood that notices/s transmitted in any of the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s known to me, and known to be the same person/s in the exhibited [insert type of government identification card used*], with his/her photograph and signature appearing thereon, with 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 Attorney's No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.

**The identification card shall be at least one of those acceptable proofs of identity as identified under the provisions of the 2004 Rules on Notarial Practice.*

"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by PS.