



**REPUBLIC OF THE PHILIPPINES  
PROCUREMENT SERVICE  
Department of Budget and Management  
Internal Bids and Awards Committee 2**



**Date: 16 August 2021**

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**REQUEST FOR QUOTATION**

**ROOF REPAIR AND REPAINTING WORKS FOR PS REGIONAL DEPOT- TACLOBAN  
Alternative Mode of Procurement-Small Value Procurement  
AMP-SVP No. IBAC2-2021-08-036**

The Procurement Service through its Internal Bids and Awards Committee 2 (iBAC2) invite reputable security agencies to submit their quotation for the **ROOF REPAIR AND REPAINTING WORKS FOR PS REGIONAL DEPOT-TACLOBAN** with an Approved Budget for the Contract (ABC) of **One Hundred Ninety Thousand Two Hundred Twenty-Five Pesos and 82/100 (₱190,225.82)** which the entity will procure through Small Value Procurement in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

<b>Lot No.</b>	<b>Quantity</b>	<b>Item/Description</b>	<b>Approved Budget for the Contract</b>
1	1 Lot	Roof Repair and Repainting Works for PS Regional Depot – Tacloban	<b>₱190,225.82</b>

In view of this may we request you to submit quotation with the following requirements, terms and conditions for compliance:

For submission:

1. Eligibility Requirements:

- A. *Mayor's Permit for the year 2021;*
- B. *PhilGEPS Registration Number;*

- C. *Omnibus Sworn Statement (ANNEX "B");*
- D. *Duly conformed Technical Specifications;*
- E. *Duly conformed Schedule of Requirements; and*
- F. *Valid PCAB License (Small A Category).*

## 2. Financial Requirements

Completely filled out Price Quotation Form - quotation must not exceed the ceiling price and must be inclusive of VAT. (ANNEX "A")

Submit your quotation (*Annex A, Eligibility Documents, Terms of Reference with all required documentary attachments and Schedule of Requirements*) duly signed by you or your duly authorized representative, not later than **25 August 2021 at 10:00 AM**.

Proposals shall be submitted at the address indicated below:

Internal Bids and Awards Committee 2 – Secretariat  
Procurement Service – DBM  
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 Request for Quotations (RFQ) which 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 Price Proposal Forms, however, should be submitted in separate envelopes. 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 be sent electronically to IBAC2 Secretariat at **ibac2secretariat@ps-philgeps.gov.ph**. Electronically submitted proposals and documents must be submitted on or before the deadline of submission as stated in this RFQ.

Late submission of quotations shall not be accepted and considered.

**SIGNATURE REDACTED**

**MR. JAYSON C. ERQUIZA**

Chairperson

Internal Bids and Awards Committee 2

## SCHEDULE OF REQUIREMENTS

<b>Lot No.</b>	<b>Quantity</b>	<b>Item/Description</b>	<b>Agency's Delivery Schedule</b>
1	1 Lot	Roof Repair and Repainting Works for PS Regional Depot – Tacloban	Within Fifteen Calendar Days (15 CD) from issuance of Notice to Proceed

**Project Site:**

**Procurement Service Regional Depot-Tacloban**

Brgy. 77, Villa Ruiz, Marasbaras, Tacloban City

**Contact Person:**

**Mr. Raul S. Ramos**

**PS Depot Tacloban**

Contact No. :0928-3597590 / 0915-4682347

Email Address: rramos@ps-philgeps.gov.ph

**I hereby certify that the statement of compliance to the foregoing schedule of requirements 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.**

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**Name of  
Company /  
Bidder**

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**Signature Over  
Printed Name of  
Authorized  
Representative**

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**Date**

**TECHNICAL SPECIFICATIONS**

<b>LOT 1</b>	:	Roof Repair and Repainting Works for PS Regional Depot – Tacloban
<b>QUANTITY</b>	:	<b>1 Lot</b>
<b>APPROVED BUDGET FOR THE CONTRACT</b>	:	<b>₱190,225. 82</b>

<b>Item No.</b>	<b>AGENCY SPECIFICATIONS</b>	<b>BIDDER'S STATEMENT OF COMPLIANCE</b>
<b>1</b>	<b>A. Mobilization and Demobilization</b>	
	<b>B. Form Works</b>	
	<b>C. Roofing Works</b>	
	<ul style="list-style-type: none"> <li>Replacement of damage roof sheets and application of roof sealant</li> </ul>	
	<b>D. Painting Works</b>	
	<ul style="list-style-type: none"> <li>Supply and Application of Acrylic Roof Paint (color: same as existing)</li> </ul>	
	<b>Conforms with the attached Scope of Works</b>	

**I hereby certify that the statement of compliance to the foregoing terms of reference 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.**

Note: Please state the word "Comply" at the Bidder's Statement of Compliance Column.

\_\_\_\_\_  
**Name of  
 Company /  
 Bidder**

\_\_\_\_\_  
**Signature Over  
 Printed Name of  
 Authorized  
 Representative**

\_\_\_\_\_  
**Date**

## Price Quotation Form

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Date: \_\_\_\_\_

The Chairperson, Internal Bids and Awards Committee 2  
 Procurement Service  
 PS Complex, Cristobal Street  
 Paco, Manila

Sir:

Having examined the Request for Quotation under AMP-SVP No. IBAC2-2021-08-036, which includes the terms of reference and project duration, the receipt of which is hereby duly acknowledged, the undersigned, offer to **Roof Repair and Repainting Works for PS Regional Depot – Tacloban** in conformity with the said Request for Quotation for the sums stated hereunder:

Quantity	Item/Description	TOTAL PRICE
1 Lot	Roof Repair and Repainting for PS Regional Depot – Tacloban	P

**TOTAL CONTRACT PRICE IN WORDS:**

Lot 1: \_\_\_\_\_.

**We undertake, if our Proposal is accepted, to deliver the works as identified in the Technical Specifications and in accordance with the Schedule of Requirements.**

If our Bid is accepted, we commit to obtain a Performance Security in the amount of **[insert percentage amount]** percent of the Contract Price for the due performance of the Contract;

Until a formal Contract is prepared and executed, this Proposal, 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 Proposal you may receive.

Dated this [date]

*(signature)*

[name of authorized rep]

[capacity]

Duly authorized to sign Proposal for and on behalf of:

[name of company]

[address]

[official contact number]

## 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 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; 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.

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.: \_\_\_\_\_

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 exhibited to me his/her [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 Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_ [date issued], [place issued]  
IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

**Note:**

*"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.*



## **SCOPE OF WORKS AND SPECIFICATIONS**

### **ROOF REPAIR AND REPAINTING FOR PS REGIONAL DEPOT - TACLOBAN**

#### **1. DESCRIPTION OF THE PROJECT**

PS Regional Depot Tacloban office and warehouse is a two-storey building located in the compound of the Department of Budget and Management (DBM) Marasbaras, Tacloban City. At present, the building is experiencing water leaks due to damaged roofing. The intent of this project is to provide PS Depot Tacloban with a warehouse that is suitable for storing supplies without the risk of damaging the items due to water leakage.

#### **2. SCOPE OF WORKS**

The following are the scope of works of the project:

##### **1.1 Mobilization**

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

##### **1.2 Demobilization**

Demobilization shall include dismantling, preparation and loading for removal of all equipment and personnel on site after completion of the works.

##### **1.3 Painting Works**

Repainting of the roof sheets.

##### **1.4 Metal Works**

Replacement of damaged roof sheets and application of roof sealant.

##### **1.5 Clearing / Cleaning Works**

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



### 3. SPECIFICATIONS

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

ITEM		QTY.	UNIT
<b>I. Forms</b>			
	Marine Plywood t = 10mm x 4'x8'	5.00	pcs
<b>Labor and Equipment</b>			
<b>II. Roofing Works</b>			
	Plain G.I. Sheet (t = 0.40mm)	12.00	pcs
	Corrugated G.I. Sheet (t = 0.40mm)	16.00	l.m.
	Roof Sealant	20.00	gal
	Blind Rivets	5.00	boxes
	Texscrew, 2"	1000.00	pcs
	Concrete Nails, 1"	1.00	kg
	Cement	6.00	bags
<b>Labor and Equipment</b>			
<b>III. Painting Works</b>			
	Acrylic Roof Paint (Color: same as existing)	45.00	gal
	Paint Brush, 4"	10.00	pcs
	Paint Thinner	12.00	gal
	Paint Pan	4.00	pcs
<b>Labor and Equipment</b>			

### 4. PROJECT DURATION

The construction project must be completed within fifteen (15) calendar days from issuance of Notice to Proceed.

### 5. SCHEDULE OF PAYMENT

Full payment upon completion and acceptance of works.

### 6. TECHNICAL INSPECTION & ACCEPTANCE COMMITTEE (TIAC) INSPECTION

Once the reaches an accomplishment of ninety-five (95%) of the total contract amount, the Procuring Entity may create an inspectorate team to make preliminary



inspection and submit a punch-list to the Contractor in preparation for the final turn-over of the project. The punch-list 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 claims of the Procuring Entity for liquidated damages.

#### **7. 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. EVALUATION CRITERIA**

Valid PCAB License (Small A Category)