



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



Date: 30 September 2021

REQUEST FOR QUOTATION

**RENOVATION OF OFFICE FOR PS REGIONAL DEPOT- DAVAO
Alternative Mode of Procurement-Small Value Procurement
AMP-SVP No. IBAC2-2021-09-038**

The Procurement Service through its Internal Bids and Awards Committee 2 (iBAC2) invite reputable security agencies to submit their quotation for the **RENOVATION OF OFFICE FOR PS REGIONAL DEPOT- DAVAO** with an Approved Budget for the Contract (ABC) of **Three Hundred Thousand Five Hundred Fifteen Pesos and 00/100 (P300,515.00)** 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.

Lot No.	Quantity	Item/Description	Approved Budget for the Contract
1	1 Lot	Renovation of Office for PS Regional Depot – Davao	₱300,515.00

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. *Latest Mayor's/Business Permit;*
- 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 (Size Range "Small A", Category "E").*

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 **08 October 2021 at 01:00 PM.**

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.

To guarantee the faithful performance by the winning bidder of its obligations under the contract in accordance with the Bidding Documents, it shall post a performance security prior to the signing of the contract.

The performance security shall be in an amount not less than the required percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. For biddings conducted by the LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instruments.	Ten percent (10%)

<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>For biddings conducted by the LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument</p>	<p>Ten percent (10%)</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>Thirty percent (30%)</p>

In accordance with GPPB Resolution No. 09-2020, Performance Securing Declaration (PSD), in lieu of performance security, may be submitted to guarantee the winning bidder's faithful performance of the obligations under the contract. However, the end-user may require the winning bidder to replace the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 upon lifting of the State of Calamity, or community quarantine or similar restrictions, as the case may be.

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

Lot No.	Quantity	Item/Description	Agency's Delivery Schedule
1	1 Lot	Renovation of Office for PS Regional Depot – Davao	Within Forty-Five Calendar Days (45 CD) upon receipt of Notice to Proceed

Project Site:

Procurement Service Regional Depot-Davao

Km. 3, Mac Arthur Highway Matina, Davao City

Contact Persons:

Mr. Renato L. Quijano

PS Depot Davao

Contact No. : 0905-3297101

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

Engr. Jinx Aubrey Arranguez

PS Depot Davao

Contact No. : 0956-7515877

Email Address: jarranguez@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.

**Name of
Company /
Bidder**

**Signature Over
Printed Name of
Authorized
Representative**

Date

TECHNICAL SPECIFICATIONS

LOT 1	:	Renovation of Office for PS Regional Depot – Davao
QUANTITY	:	1 Lot
APPROVED BUDGET FOR THE CONTRACT	:	₱300,515.00

Item No.	AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
1	A. Mobilization and Demobilization	
	B. Form Works	
	C. Masonry and Concreting Works	
	<ul style="list-style-type: none"> • Plastering 	
	<ul style="list-style-type: none"> • Concrete Ledge 	
	<ul style="list-style-type: none"> • CHB Laying (including mortar filling, reinforcing steel, and lintel beams) 	
	D. Finishing Works	
	<ul style="list-style-type: none"> • Supply and Installation of Wooden Flush Door with complete accessories 	
	<ul style="list-style-type: none"> • Supply and Installation of Glass Window for Cashier 	
	<ul style="list-style-type: none"> • Supply and Installation of Sliding Glass Window with Aluminum Framing 	
	E. Painting Works	
	<ul style="list-style-type: none"> • Supply and Application of Semi-gloss Latex Paint for Concrete Wall (Interior and Exterior) 	
	F. Electrical Works	
	<ul style="list-style-type: none"> • Supply and Installation of Electrical Wires, Breakers, and Panel Board 	
	<ul style="list-style-type: none"> • Supply and Installation of Duplex Universal Outlet 	
	<ul style="list-style-type: none"> • Supply and Installation of ACU Outlet 	
G. Tile Works		
<ul style="list-style-type: none"> • Supply and Installation of 60cm X 60 cm ceramic tiles 		
Conforms with the attached Scope of Works		

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

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. IBAC2-2021-09-038, which includes the terms of reference and project duration, the receipt of which is hereby duly acknowledged, the undersigned, offer to **Renovation of Office for PS Regional Depot – Davao** in conformity with the said Request for Quotation for the sums stated hereunder:

Quantity	Item/Description	TOTAL PRICE
1 Lot	Renovation of Office for PS Regional Depot – Davao	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

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.

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]
To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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]

SCOPE OF WORKS AND SPECIFICATIONS

RENOVATION OF OFFICE FOR PS REGIONAL DEPOT - DAVAO

1. DESCRIPTION OF THE PROJECT

PS Regional Depot Davao Office and Warehouse is a Two-Storey building located in the compound of the Department of Budget and Management (DBM) Matina, Davao City. At present, the number of employees in the depot has outgrown the office space resulting to a cramped and constricted workplace for the office staff. The intent of this project is to provide PS Depot Davao employees a place conducive to a productive work environment.

2. SCOPE OF WORKS

The following are the scope of works of the project:

- i. Mobilization**
Mobilization shall include the delivery of construction materials, equipment, and all items necessary for the execution and completion of work.
- ii. Demobilization**
Demobilization shall include dismantling, disposal of excess materials, equipment and personnel on site after completion of works.
- iii. Masonry and Concreting**
Laying of concrete hollow blocks, plastering of walls, concreting of lintel beams and canopy.
- iv. Finishing Works**
Installation of Doors, Sliding Window and Glass window.
- v. Painting works**
Painting of interior and exterior of walls of the newly construct office.
- vi. Electrical Works**
Installation and wires, outlets, switches and other electrical fixtures for the office.
- vii. Tile Works**
Installation of Tiles for office flooring.
- viii. 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
I. MOBILIZATION AND DEMOBILIZATION	1.00	lot
II. FORM WORKS		
Ordinary Plywood (0.019m x 1.20m x 2.44m)	1.00	pcs
Good Lumber	15.00	bd.ft
Assorted Nails	1.00	kg
Scaffolding (Rental)	1.00	lot
III. MASONRY AND CONCRETING WORKS		
Portland Cement, 40kg	91.00	bags
Ordinary Concrete Hollow Blocks (CHB), 6"	430.00	pcs
Sand	5.15	cu.m.
Gravel, 3/4	0.10	cu.m.
Reinforcing Steel Bars Deformed Grade 40, 10mm dia.(CHB Laying, Canopy, Lintel Beam)	47.00	pcs
Tie Wire, #16	3.00	kgs
IV. FINISHING WORKS		
Wooden Flush Door, 0.85 x 2.10m (including Door Jamb, Door Accessories and Paint Finish)	1.00	set
Glass Window for Cashier, 1.60m x 1.10m	1.00	set
Sliding Glass Window with Aluminum Framing, 2.80m x 1.10m	1.00	set
V. PAINTING WORKS		
Semi-gloss Latex Paint, Color: (same as existing)	7.00	gals
Paint Thinner	22.00	liters
Paint Brush, 2"	2.00	pc
Paint Roller, 4" with Pan	4.00	set
Sand Paper, #100, 9"x 11"	2.00	pcs
Concrete Neutralizer	6.00	liters
Skimcoat, 20kg	4.00	bags
VI. ELECTRICAL WORKS		
PVC Utility Box	9.00	pcs
Duplex Universal Outlet	8.00	sets
ACU Outlet	1.00	set
Flexible Hose	1.00	lot
Electrical Wire 3.5mm ² THWN	1.00	lot
Electrical Wire 5.5mm ² THWN	1.00	lot
Circuit Breaker, 40-Amp	1.00	set
Circuit Breaker, 30-Amp	2.00	set
4 Branches Panel Board	1.00	set
VII. TILEWORKS		

600mm x 600mm Ceramic Tiles	60.00	pcs
Portland Cement, 40 kg	10.00	bags
Wash Sand	0.50	cu.m.
Tile Adhesive	4.00	bags
Tile Grout	1.00	bag

4. PROJECT DURATION

Construction of Project must be completed within forty-five (45) calendar days upon receipt of Notice 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)