



**REPUBLIC OF THE PHILIPPINES
PROCUREMENT SERVICE
Department of Budget and Management**



Date: December 22, 2020

REQUEST FOR QUOTATION

REPAIR AND RENOVATION OF PS DEPOT TUGUEGARAO: REPAIR OF COMFORT ROOM; CONSTRUCTION OF SEPTIC TANK; CONSTRUCTION OF HANDWASHING AREA; AND INSTALLATION OF CANOPY

**Alternative Mode of Procurement – Small Value Procurement
AMP No. IBAC2-2020-12-12**

The Procurement Service through its Internal Bids and Awards Committee 2 (iBAC2) invite reputable suppliers to submit their quotation for **REPAIR AND RENOVATION OF PS DEPOT TUGUEGARAO: REPAIR OF COMFORT ROOM; CONSTRUCTION OF SEPTIC TANK; CONSTRUCTION OF HANDWASHING AREA; AND INSTALLATION OF CANOPY** with an Approved Budget for the Contract (ABC) of **One Hundred Forty Seven Thousand Five Hundred Fifty Five and 00/100 Pesos (Php147,555.00)** 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	Repair and Renovation of PS Depot Tuguegarao: Repair of Comfort Room; Construction of Septic Tank; Construction of Handwashing Area; and Installation of Canopy	₱147,555.00

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

For submission:

1. Eligibility & Technical Requirements

1. *Mayor's Permit for the year 2020;*
2. *PhilGEPS Registration Number;*
3. *Income Tax Return;*
4. *Omnibus Sworn Statement (ANNEX "B").*
5. *Duly conformed Technical Specifications*
6. *Duly conformed Schedule of Requirements*
7. *PCAB License Category Small A*

2. Financial Requirements

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

Submit your proposal duly signed by you or your duly authorized representative, not later than **December 29, 2020 at 10:00:00AM:**

Proposals shall be submitted at the address indicated below:

Bid Box Corner of Internal Bids and Awards Committee 2
2nd Floor, PS 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 Request for Quotations 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 Financial Requirement 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)
<p>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p>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.</p>	<p>Ten percent (10%)</p>
<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>	

Proposals and other documents required may be sent electronically to **bftarca@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. ULYSSES H. DELA CRUZ
Chairperson,
Internal Bids and Awards Committee 2

SCHEDULE OF REQUIREMENTS

Lot No.	Quantity	Item/Description	Agency's Delivery Schedule
1	1 Lot	Repair and Renovation of PS Depot Tuguegarao: Repair of Comfort Room; Construction of Septic Tank; Construction of Handwashing Area; and Installation of Canopy	Within Thirty (30) Calendar Days from issuance of Notice to Proceed

Project Site:

**PS Regional Depot - Tuguegarao
Procurement Service - DBM**

Contact Person:

Mr. Dave Y. Valderrama

Depot Operations Division

Phone No. 8-290-6300 or 8-290-6400

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

And/or

Mr. Winston S. Iquin

PS Depot Tuguegarao

Mobile No. 09260625155

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	:	Repair and Renovation of PS Depot Tuguegarao: Repair of Comfort Room; Construction of Septic Tank; Construction of Handwashing Area; and Installation of Canopy
QUANTITY	:	1 Lot
APPROVED BUDGET FOR THE CONTRACT	:	Php 147,555.00

Item No.	AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
1	Construction of Septic Tank	
	• Pipe Laying to New Septic Tank	
	Repair of Toilet Room	
	• Replacement of Water Closet	
	• Replacement of PVC Door	
	• Repainting Works	
	Construction of Handwashing Area	
Installation of Canopy		
	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 Proposal Form

Date: _____

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

Sir:

Having examined the Request for Quotation No. _____, which includes the technical specifications and delivery schedule, the receipt of which is hereby duly acknowledged, the undersigned, offer to the **Repair and Renovation of PS Depot Tuguegarao: Repair of Comfort Room; Construction of Septic Tank; Construction of Handwashing Area; and Installation of Canopy** in conformity with the said Request for Quotation for the sums stated hereunder:

Quantity	Item/Description	TOTAL PRICE
1 Lot	Repair and Renovation of PS Depot Tuguegarao: Repair of Comfort Room; Construction of Septic Tank; Construction of Handwashing Area; and Installation of Canopy	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/manufacture/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'S AUTHORIZED REPRESENTATIVE]

[Insert Signatory's Legal Capacity]

Affiant

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



SCOPE OF WORKS

REPAIR AND RENOVATION OF PS DEPOT TUGUEGARAO: REPAIR OF COMFORT ROOM; CONSTRUCTION OF SEPTIC TANK; CONSTRUCTION OF HANDWASHING AREA; AND INSTALLATION OF CANOPY

1.0 DESCRIPTION OF THE PROJECT

PS Depot Tuguegarao is situated in the vicinity of DBM Tuguegarao. At present, PS personnel and clients use the comfort rooms inside the DBM building since the existing comfort room beside the PS warehouse is unusable and in need of repairs. The intent of this project is to provide PS Depot Tuguegarao clients and personnel with a functional and accessible comfort room.

2.0 SCOPE OF WORKS

The following is the scope of works of the project:

2.1 Mobilization

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

2.2 Demobilization

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

2.3 Site Preparation

Shall consist of clearing, removing, and disposing all unsuitable materials and debris in the area where the septic tanks and hand washing area is to be constructed. All obstructions not designated to remain shall be cleared.

2.4 Earthworks

Shall include excavation in preparation of the construction of septic tank.

2.5 Concrete Works

Shall include fabrication and installation of reinforcing bars for septic tank and hand washing area prior to concrete pouring.

2.6 Plumbing Works

Shall include the following:

- a. Removing of damaged water closets and lavatories, installation of new water closets,
- b. Installation of water and drainage line (including fixtures) for the hand washing area and tapping to the nearest existing water and drainage line
- c. Installation of sewer lines and tapping to nearest existing sewer line

2.7 Painting Works

Repainting of interior and exterior walls and ceiling of the existing comfort rooms.

2.8 Finishing Works

Removal of damaged door and installation of new PVC doors.

2.9 Metal Works

Shall include fabrication and installation of structural support for the canopy prior to installation of roof sheets (including accessories).

2.10 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. Construction of Septic Tank			
	Portland Cement, 40kg	30.00	bags
	Ordinary Concrete Hollow Blocks (CHB), 6"	450.00	pcs
	Reinforcing Steel Bars Deformed Grade 40, 10mm dia.	46.00	pcs

	Tie Wire, #16	4.00	kgs
	Mixed Sand and Gravel	3.00	cu.m.
	Sand	1.00	cu.m.
	Common Nail, 1.5"	1.00	kgs
	Common Nail, 3"	3.00	kgs
	Plywood, Ordinary, 1/4" x 4' x 8'	2.00	pcs
	Coco Lumber, 2" x 2" x 10'	14.00	pcs
	PVC Pipe, Orange, 4" x 3m	1.00	pc
	PVC Tee, Orange, 4" dia.	4.00	pcs
	PVC Coupling, Orange, 4" dia.	1.00	pc
	PVC Elbow, Orange, 4" dia.	1.00	pc
	Pipe Laying to New Septic Tank		
	PVC Pipe, Orange, 4" x 3m	2.00	pcs
	PVC Tee, Orange, 4" dia.	4.00	pcs
	Labor and Equipment		

II. Repair of Toilet Room			
a.	Replacement of Water Closet		
	Water Closet, 1.6 gpf, including fittings and accessories	2.00	sets
b.	Replacement of PVC Door		
	PVC Door with Louver, 0.65 x 2.10 m	2.00	sets
	Door Knob, Stainless Cylindrical	2.00	sets
c.	Repainting Works		
	Semi-gloss Latex Paint Color: (same as existing)	3.00	gals
	Paint Thinner	4.00	liters
	Paint Brush, 2"	1.00	pc
	Paint Roller, 4" with Pan	1.00	set
	Sand Paper, #100, 9"x 11"	3.00	pcs
	Labor and Equipment		

III. Construction of Handwashing Area				
		Ordinary Concrete Hollow Blocks (CHB), 4"	65.00	pcs
		Portland Cement, 40kg	15.00	bags
		Sand	1.00	cu.m.
		Gravel, 3/4	0.10	cu.m.
		Reinforcing Steel Bars Deformed Grade 40, 10mm x 6m	8.00	pcs
		Tie Wire, #16	0.50	kgs
		Plywood, Ordinary, 1/4" x 4' x 8'	2.00	pcs
		Common Nail, 1.5"	3.00	kgs
		PVC Pipe, Blue, 1/2" x 3m	4.00	pcs
		PVC Tee , Blue, 1/2" dia.	2.00	pcs
		PVC Elbow, Blue, 1/2" dia.	4.00	pcs
		PVC Female Adapter, Blue, 1/2" dia.	2.00	pcs
		PVC Compact Ball Valve, 1/2" dia.	1.00	pc
		PVC Pipe, Orange, 2" x 3m	4.00	pcs
		PVC Tee, Orange, 2" dia.	1.00	pcs
		PVC Elbow, Orange, 2" dia.	4.00	pcs

	PVC P-trap, 2" dia.	2.00	pcs
	PVC Cement, 200cc	1.00	can
	Thread Seal Tape (Plumbing), 1/2" x 10m	2.00	rolls
	Wash Basin Sink (Stainless Single Bowl with Strainer), 20" x 17" x 7"	2.00	pcs
	PVC Faucet, Ball Type	2.00	pcs
	Labor and Equipment		
IV. Installation of Canopy			
	Pre-painted Rib Type G.I. Sheet, GA 26 x 2.44m	2.00	pcs
	Ordinary Flashing, GA 24 x 2.44m	1.00	pc
	Angle Bar A36, 1" x 1" x 3mm, 20'	5.00	pcs
	C Purlins, 2" x 3" x 1.5mm, 20'	1.00	pcs
	Tek Screw, 2"	32.00	pcs
	Expansion Bolt, M8 x 75mm	10.00	pcs
	Steel Welding Rod, 1/8"	2.50	kgs
	Blind Rivet	16.00	pcs

	Concrete Nail, 1.5"	0.10	kg
	Labor and Equipment		

4.0 PROJECT DURATION

The construction project must be completed within thirty (30) 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)