



REQUEST FOR QUOTATION

Date: March 25, 2019

RFQ No. 2019-102

Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure **SUPPLY OF LABOR AND MATERIALS FOR THE REPLACEMENT OF EXISTING GLASS DOORS TO NEW GLASS DOOR SETS**, with an **Approved Budget for Contract (ABC) of Two Hundred Eighteen Thousand Six Hundred Twenty Four Pesos (Php 218,624.00), VAT Inclusive**, which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the service/s described herein, subject to the Terms of Reference provided for this RFQ. Submit your quotation/offer duly signed by you or your duly authorized representative not later than **5:00 p.m. of April 1, 2019**. A copy of the following are required to be submitted along with your quotation/offer:

- a. **2019 Mayor's Permit;**
- b. **BIR Registration Certificate;**
- c. **PhilGEPS Registration Number;**
- d. **Omnibus Sworn Statement. (To be submitted by the lowest complying and responsive offeror prior to issuance of Notice of Award to the winning bidder/supplier);**
- e. **List of all ongoing government and private contracts including contracts awarded but not yet started, if any, whether similar or not similar in nature (see attached form);**
- f. **Statement of the offeror's Single Largest Completed Contract (SLCC) similar to the contract to be bid within the last three (3) years from the deadline of submission of offers, supported with its Contract and Certificate of Completion/Invoice/Official Receipt (see attached form);**
- g. **Certificate of Ocular Inspection issued by the Technical Services Department.**

Open quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarifications, you may contact **Ms. Cathy D. Esteban** at telephone no. **(02) 789-4761** or email address at cdesteban@picc.gov.ph or cathydesteban17@gmail.com.


ENGR. ALBERTO C. GONZALES
OIC, Procurement Unit

TERMS OF REFERENCE

I. PROJECT TITLE:

Supply of Labor and Materials for the Replacement of Existing Glass Doors to New Glass Door Sets

II. APPROVED BUDGET FOR CONTRACT (ABC):

Two Hundred Eighteen Thousand Six Hundred Twenty Four Pesos
(Php 218,624.00), VAT Inclusive

III. SPECIFICATIONS AND SCOPE OF WORKS:

1. The CONTRACTOR shall be licensed contractor with a least three (3) years' experience in the supply and installation of aluminum analog glass doors.
2. The works shall be supply of all materials, labor, tools, equipment and other services incidental necessary for the supply of labor and materials for the replacement of existing glass doors to new glass door sets at the various areas of PICC in accordance with plans, specifications and subject to the terms and conditions of the contract.
3. The following features of the work shall be performed but not limited to the following:
 - A. General requirements:
 1. Mobilization - Manpower, tools, materials and equipment
 2. Health and Safety requirement
 - Personal Protective Equipment (PPE) for workers
 3. Demobilization - Manpower, tools, equipment, including hauling-out of debris
 - B. Replacement of existing glass doors to new glass doors, see plan for locations.
 1. Delegation Building
 - a. Number of pieces to be replaced:
 - 2 pieces: D-211 at 2nd floor
 - 1 piece: Summit Hall G leading to viewing deck of 4th floor.
 - b. Specifications
 - Glass: 6mm tempered glass, bronze, submit sample
 - Glass frame: Aluminum analog frame (same as existing), submit sample

- Floor Hinge: Heavy duty, load capacity 1,000 kg, submit brochure for approval
- Mid-panel: Narra plywood (same as existing)

2. Secretariat Building

a. Number of pieces to be replaced

- 4 pieces: Hallway leading to MR 2- 8, adjacent to Delegates Lounge

b. Specifications

- Glass: 6mm tempered glass, bronze, submit sample
- Glass frame: Aluminum analok frame (same as existing), submit sample
- Floor Hinge: Heavy duty, load capacity 1,000 kg, submit brochure for approval
- Mid-panel: Narra plywood (same as existing)

C. Restoration of affected structures.

D. Cleaning, turn-over and hauling of debris:

- Cleaning of all affected areas
- Turn-over all the old doors to PICC, such shall be hauled to the PICC warehouse.
- All debris/garbage shall be hauled out from PICC.

IV. SCHEDULE OF REQUIREMENT:

Work should be completed within thirty (30) calendar days reckoned seven (7) calendars days from date receipt of the Notice to Proceed.

V. TERMS OF PAYMENT:

1. Full payment shall be released within thirty (30) calendar days after submission of the following:

- a. Letter request of the CONTRACTOR for the release of payment for work accomplished.
- b. Photographs of work accomplished.
- c. Joint inspection inventory report of the CONTRACTOR and PICC's Representative on the condition of the adjoining area; and existing utilities prior to commencement of works.
- d. Invoice

2. PICC shall have the right to deduct from the CONTRACTOR's billings such amount as may be necessary to cover the third party liabilities, as well as uncorrected discovered defects in the project.

VI. WARRANTY:

1. The warranty shall be One (1)-Year guarantee reckoned from the date of final turn-over and acceptance.
2. The obligation for the warranty shall be covered by retention money in an amount equivalent to five percent (5%) of the total contract amount. Said warranty obligation shall be released only after the expiration of warranty period, however, the same will be forfeited by PICC as part of payment for any damage if the contractor refuses or fails to restore/repair the damaged unit and/ or replace its damaged components/parts attributable to Contractor's negligence or poor workmanship.

VII. PERFORMANCE BOND:

Within ten (10) calendar days from receipt of the Notice of Award, but in no case later than the signing of the contract by both parties, the successful bidder shall furnish the performance security in any of the following forms:

- a. Cash or Cashier's check/Manager's check or Bank draft/guarantee issued by a Universal or Commercial Bank in the amount of ₱ 10,931.20, which is equivalent to five percent (5%) of the contract price.
- b. Surety bond, callable upon demand, in the amount of ₱ 65,587.20 which is equivalent to thirty percent (30%) of the Contract Price issued by a surety or insurance company duly certified by the Office of the Insurance Commission as authorized to issue such security.

VIII. SPECIAL CONDITIONS OF THE CONTRACT:

1. The Contract Documents, Specifications and Drawings are mutually complimentary. What is noted in one although not shown in other shall be considered contained in all, in case of conflict. The Specifications shall prevail over the Drawings. The documents forming the Contract shall be interpreted in the following order of priority:
 - a. Contract/Construction Agreement
 - b. Letter of Acceptance
 - c. Contractor's Bid
 - d. Terms of Reference
 - e. Drawings
 - f. Any other documents as form part of the Contract.
2. The CONTRACTOR is required to inspect and examine the site and the surroundings of the proposed project to arrive at an accurate estimate of labor, materials, equipment, facilities and services necessary to carry-out the works.
3. The CONTRACTOR shall submit sample materials for approval prior to any works to be started/installed.

4. The CONTRACTOR shall provide all supervision, labor, materials, plant and Contractor's equipment, which may be required.
5. The CONTRACTOR shall be liable to all fire and accident claims and other related claims arising for the injuries and damages, which occurred in the vicinity.
6. The CONTRACTOR shall free the PICC and its personnel from and against all liability for damages arising from injuries or liabilities to persons or damages to property occasioned by any act of omissions of the CONTRACTOR including any and all expenses which may be incurred by PICC and its personnel in the defense of any claim, action or suit.
7. Any work that may affect the operation, security and image of the Center shall be coordinated properly to PICC's Representative and shall be done in accordance with Center's approved schedule.
8. Cost of rework and restoration of damaged properties due to CONTRACTOR's poor workmanship or negligence shall be borne by the contractor.
9. The CONTRACTOR must submit list of personnel assigned to the project including their Police/NBI Clearances before commencing to the above scope of works.
10. The CONTRACTOR's personnel assigned to the project must wear their company's ID at all times while working inside the Center.
11. The work throughout shall be executed in the best and most thorough manner to the satisfaction of PICC and its engineers and supervisors who will jointly interpret the meaning of the scope of work and its conditions and shall have the power to reject any work, method of accomplishing every part of work and material used which in their judgment are not in full accordance therewith and are disadvantageous to PICC.

IX. GENERAL CONDITIONS OF THE CONTRACT:

1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE FOR ONE HUNDRED TWENTY (120) CALENDAR DAYS FROM DATE OF QUOTATION.
2. The Contractor shall be responsible for the source(s) of his services/equipment shall make deliveries in accordance with schedule, quality and specifications. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award.
3. The Contractor shall pick up RS and NTP issued in his favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or email

shall constitute an official notice to the AWARDEE. Thereafter, if the RS remain unclaimed, the said RS shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the service of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.

4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a NTP but fails to deliver the services within the time called for in the same order, he shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his services. Thereafter if AWARDEE has not completed delivery of services within the extended period, the subject RS & NTP shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE. The PICC-BAC shall then purchase the required services from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA 9184 and its IRR-A.
5. All services by the contractor shall be subject to inspection and acceptance by the PICC.
6. A penalty of one tenth (1/10) of one percent (1%) of the total value of services/works shall be deducted for each day of delay including Sundays and holidays in the delivery of the services.
7. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.

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**TO: PHILIPPINE INTERNATIONAL CONVENTION CENTER
ROXAS BLVD., 1307 PASAY CITY**

Sir/Madam:

After having carefully read and accepted the Terms of Reference, I/we submit our documentary requirements and quotation/offer as follows:

DESCRIPTION	AMOUNT
Supply of Labor and Materials for the Replacement of Existing Glass Doors to New Glass Door Sets	

We undertake, if our quotation is accepted, to deliver the services in accordance with the delivery schedule specified in the Schedule of Requirements.

The PICC-BAC reserves the right to accept or reject any and all others, annul the procurement process, and refuse to make an award, without thereby incurring any liability to the affected offerors.

Signature over Printed Name

Position/Designation

Name of Company: _____

Address: _____

Office Telephone No./s: _____

Fax No: _____

Email Address/es: _____

Mobile No.: _____