

## REQUEST FOR QUOTATION

Date: March 20, 2019

RFQ No. 2019-094

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Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure **SUPPLY OF LABOR AND MATERIALS FOR THE GENERAL CLEANING OF THE CISTERN TANKS**, with an **Approved Budget for Contract (ABC) of Two Hundred Seventeen Thousand Five Hundred Fifty Eight Pesos (Php 217,558.00), 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 March 27, 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);**

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](mailto:cdesteban@picc.gov.ph) or [cathydesteban17@gmail.com](mailto:cathydesteban17@gmail.com).

  
ENGR. ALBERTO C. GONZALES  
OIC, Procurement Unit

## TERMS OF REFERENCE

**I. PROJECT TITLE:**

Supply of Labor and Materials for the General Cleaning of the Cistern Tanks

**II. APPROVED BUDGET FOR CONTRACT (ABC):**

Two Hundred Seventeen Thousand Five Hundred Fifty Eight Pesos  
(Php 217,558.00), VAT Inclusive

**III. SCOPE OF WORKS AND SPECIFICATIONS:**

1. The works shall be supply of all materials, tools, labor, equipment and other services necessary for the cleaning and maintenance of the cistern tank.

2. 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. Securing of Surety, Performance and Guarantee Bonds
3. Health and Safety Requirements - Personal Protective Equipment of workers and installation of safety signage
4. Demobilization - Manpower, tools, equipment, including hauling-out debris

b. Cleaning of cistern tank (Delegation Parking and Powerhouse)

1. Draining/pumping of the tank's water residual content to a considerable level to facilitate efficient, effective and economical cleaning system. Draining should be properly coordinated so that all water to be re-use or for watering the plants.

2. Provide submersible pumps with hose, exhaust ventilation units, ladders and lights.

3. Brushing and scrapping of slime, scales and other sedimentary deposits at the tanks bed and laterals (wall chambers).

4. De-rusting of equalizing pipe, supply lines, domestic pumps suction lines inside the tank. Manhole steel covers should be derusted / repainted with primer and final coated with QDE.

5. Mixing /stirring of water with loose dirt/scales and slime for siphoning.

6. Manual cleaning of left-over dirt (cannot be pumped-out).

7. Rinsing the tanks inner walls with plain water using high pressure washer (first stage).
  8. Rinsing the tank with chlorinated water of higher concentration than Maynilad to effect safe sanitation on the tanks inner wall using higher pressure washer.
  9. Neutralizing the tanks chemical toxicity to safest and most acceptable level by re-washing or further rinsing with plain water.
  10. Testing and commissioning. Testing shall be done by taking samples of water for testing on approved water testing laboratories for bacteriological and physicochemical analysis of drinking water. If the result of water testing failed, same procedure of cleaning shall be done before testing is again administered. Result of water testing should be submitted a week after refilling the cistern tank or the soonest possible time.
- c. Repainting of the manhole cover of the Delegation Parking and Powerhouse Cistern Tanks with top coat of elastomeric paint.
  - d. Restoration of all affected areas (perimeter of cistern tanks and cleaning).
  - e. Cleaning and hauling out of all garbage.
3. The CONTRACTOR shall be a licensed contractor with at least three (3) years' work experience in cleaning and maintenance of cistern tanks.

**IV. SCHEDULE OF REQUIREMENT:**

Work should be completed within seven (7) calendar days after the receipt of Notice to Proceed.

*NOTE: Delays due to work stoppage ordered by PICC shall not be counted against the set completion date.*

**V. TERMS OF PAYMENT:**

1. The CONTRACTOR must submit a request for payment of work accomplished. Such request payment shall be verified and certified by PICC representative.
2. PICC shall have the right to deduct from the CONTRACTOR's billing such amount as may be necessary to cover the third party liabilities, as well as uncorrected discovered defects in the project.

3. Payment shall be adjusted by deducting there from the amount for retention money and taxes based on government auditing and accounting rules and regulations.

**VI. 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 ₱ 10,877.90, which is equivalent to five percent (5%) of the contract price.
- b. Surety bond, callable upon demand, in the amount of ₱ 65,267.40 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.

**VII. SPECIAL CONDITIONS OF THE CONTRACT:**

**A. Interpretation**

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 documents forming the Contract shall be interpreted in the following order of priority:
  - a. Contract/Construction Agreement
  - b. Letter of Acceptance
  - c. Contractor's Offer
  - d. Special Conditions of the Contract
  - e. Specifications
  - f. Any other document listed in the Special Conditions of the Contract as forming part of the Contract.
2. The CONTRACTOR shall examine all the issued documents relating to the work and must have verified all the existing conditions at the site. No considerations will be given for any alleged misunderstanding of misinterpretations of the specifications and materials to be used or work to be done.
3. All works should be properly coordinated with the TSD
4. Schedule of cleaning shall be during the Holy Week.
5. All cleaning system (excluding of water pumping) should be done manually and avoid too much vibration causing work process that can be detrimental effect to the concrete walls and bed. Furthermore, all chemicals to be used for the cleaning and sanitizing works should have been tested/proven safe for such application in the industry.

6. The tank should be inspected by the Project-in-Charge or his authorized representative to determine its condition and readiness for the refiling. The interior wall should be thoroughly cleaned, sanitized and well rinsed prior to re-watering or refilling.
7. Work completion time should be religiously followed by the CONTRACTOR.
8. Cost of re-work/restoration on damage/s due to CONTRACTOR's poor workmanship or negligence should be done by the CONTRACTOR.
9. The CONTRACTOR should free PICC from any problem, legal suit/s or whatsoever that may arise or claims or all of the personnel employed by the CONTRACTOR of the project.
10. For suppliers and Contractors with on-going deliveries of projects at the PICC who had incurred late deliveries or negative slippage in their activities or were rated "UNSATISFACTORY" in their previous performance are not qualified to join in this bidding.

**B. Possession of Site**

1. The CONTRACTOR admits that he has inspected the site where the work will be performed; that he has informed himself fully as to the conditions which might affect the nature, extent and cost of the work required; that PICC shall in no way be responsible for any additional costs or expenses which may develop on account of failure of the CONTRACTOR to make accurate examination of present or future factors attendant to the execution.
2. Tapping of equipment and other related works shall be properly coordinated with PICC's Representative for provision of electrical power.
3. The PICC shall allow the CONTRACTOR to tap from the existing electrical connections to be used in the latter's temporary facilities, for this purpose, the PICC shall install a sub-meter which was provided by the CONTRACTOR for power consumptions and shall be billed accordingly.

**C. Contractor's Obligation**

1. The CONTRACTOR shall perform all works necessary to fully accomplish the project.
2. A joint inspection must be conducted by the Contractor and PICC Representative, on the specific works to be done for this project.
3. The CONTRACTOR is required to inspect and examine the site and the surroundings of the project to arrive at an estimate of the labor, materials, equipment, facilities and services necessary to carry out the works.

4. The CONTRACTOR shall commence execution of the works on the Start Date and shall carry out the works in accordance with the program of work submitted by the CONTRACTOR, as updated with the approval of PICC Representative and complete them by the intended completion date.
5. The CONTRACTOR shall provide all supervision, labor, materials, plant and Contractor's equipment, which may be required.
6. The CONTRACTOR shall be liable to all fire and accident claims and other related claims arising from the injuries and damages, which occurred in the vicinity.
7. 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.
8. Any work that may affect the operation, security and image of the Center shall be coordinated properly with PICC Representative and shall be done in accordance with the Center's approved schedule.
9. Cost of rework and restoration of damaged properties due to CONTRACTOR'S poor workmanship or negligence shall be borne by the contractor.
10. The CONTRACTOR must submit list of personnel assigned to the project including their NBI clearances before commencing the above scope of works.

**D. Workmanship**

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 the 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.

**E. Liquidated Damages**

In case of delay in the completion period inclusive of duly granted time extensions, if any, the Contractor shall be liable for damages and shall pay the PICC for liquidated damages in an amount equivalent to at least one tenth (1/10) of one percent (1%) of the cost of the unperformed services for every day of delay.

The maximum deduction shall be ten percent (10%) of the amount of the Contract, the procuring entity shall rescind the award without prejudice to other courses of action and remedies open to it.

**VIII. 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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RFQ No. 2019-094

**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 General Cleaning of the Cistern Tanks	

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