



## REQUEST FOR QUOTATION

Date: August 13, 2019

RFQ No. 2019-080

---

---

---

---

Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure **ON-SITE CLEANING OF HEAVY CURTAINS AT MEETING ROOM 4, MEETING ROOM 5, RECEPTION HALL AND PLENARY HALL**, with an **Approved Budget for Contract (ABC) of Two Hundred Seventy Seven Thousand One Hundred Sixty One Pesos and Eighty Five Centavos (Php 277,161.85), 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 August 20, 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. **List of Equipment**
- e. **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).

  
**ENGR. ALBERTO C. GONZALES**  
OIC, Procurement Unit

## TECHNICAL SPECIFICATIONS

**I. PROJECT TITLE:**

On-Site Cleaning of Heavy Curtains at Meeting Room 4, Meeting Room 5, Reception Hall and Plenary Hall

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

Two Hundred Seventy Seven Thousand One Hundred Sixty One Pesos and Eighty Five Centavos (Php 277,161.85), VAT Inclusive

**III. SCOPE OF WORK:**

a. Area and location for on-site cleaning:

LOCATION	AREA
Meeting Room 4 (front & back) heavy curtains	1,594.35 sq. ft.
Meeting Room 5 (front & back) heavy curtains	1,122.14 sq. ft.
Reception Hall, Heavy Curtains	1,935.42 sq. ft.
Plenary Hall, Heavy Curtains	3,267.00 sq. ft.
<b>TOTAL AREA</b>	<b>7,918.91 sq. ft.</b>

b. Detailed Scope of Work:

1. Preparation

- 1.1. Pre-assessment of the condition of stage curtains located at the Meeting Room 4, Meeting Room 5, Reception Hall and Plenary Hall should be done by the winning bidder/contractor and FPD personnel;
- 1.2. Before and after pictures of the stage curtains located at the abovementioned areas must be taken by the winning bidder/contractor;
- 1.3. Damages, stains and current condition of the stage curtains must be noted by all parties.

2. Cleaning Procedures

- 2.1. The area surrounding the stage curtains should be pre-cleared of all obstructions to make room for the cleaning (items like furniture and fixtures, cabinets, tables, etc.);
- 2.2. Polyethylene plastic sheets should be lined to cover the floor which will serve as catch basin to contain the dirt and dust that might fall during the cleaning process;

- 2.3. For added protection, furniture blankets will be spread directly below the stage curtains to protect the carpet from accidental chemical spillage;
- 2.4. A portable machine shall be used for the dry cleaning process of delicate fabrics and/or heavy curtain materials:
  - Housing and tanks must be made of durable 304 stainless steel, weighs 30 lbs., and rolls easily on non-marking four casters
  - Vacuum motor must have a rotating speed control
- 2.5. Each curtain must be dry-cleaned in place (no need to remove curtains where it is) from top to bottom, front and back to remove dust and insect grime and other microscopic particles;
- 2.6. For higher drapes, the Contractor shall provide a ladder or scaffolding to be used in order to make cleaning accessible;
- 2.7. Each curtain shall be carefully dry-cleaned by applying chemical dry cleaning solution which does not stain or harm the fabric in conjunction with the dry cleaning machine, specifically designed for fine and delicate fabrics and effectively removes dust, odor and other microscopic particles or organisms that spread allergens and contaminants;
- 2.8. High velocity air movers must be used to dry the curtains;
- 2.9. The curtain/s must be 100% dried before the Contractor leaves the premises;
- 2.10. Inspection shall be made by an FPD representative for acceptability of service.

**IV. SPECIFICATIONS/OTHER REQUIREMENTS:**

The Offeror is required to submit the following equipment and chemicals as listed below:

- a. Three (3) units extractor machines
- b. One (1) unit steam cleaner
- c. pH meter or paper to measure acidity/alkalinity
- d. Three (3) sets scaffolding and with cat-walk
- e. Personal Protective Equipment (PPE)
- f. Extraction fluid
  - Wool-safe approved extraction cleaner
  - pH 6.0-7.0 diluted

**V. TERMS OF PAYMENT:**

Full payment within two (2) weeks after full completion and final acceptance by the Facilities and Property Division (FPD).

**VI. SCHEDULE OF REQUIREMENT:**

Completion shall be thirty (30) calendar days from receipt of Notice to Proceed.

**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, which is equivalent to five percent (5%) of the contract price.
- b. Surety bond, callable upon demand, 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 Contractor, before the start of work, shall submit to PICC's authorized representative the names and designations of its personnel who will be assigned to PICC together with a copy of their Police or NBI clearances;
2. The Contactor and its personnel, whenever inside PICC premises, shall comply with the PICC policies , procedures, rules and regulations concerning security, safety and coordination system;
3. The Contractor's personnel should wear its company uniform and ID at all times in the PICC premises. If a T-shirt will be provided in lieu of a company uniform, its color should be with prior approval of the FPD;
4. The Contractor agrees that the time of work shall be at a time and day when there are no office activities or events in PICC. It should be scheduled on a weekend and /or in the evening or at a most convenient time in favor of PICC;
5. Any works that may affect the operation and security measures of PICC shall be coordinated properly and shall be done in accordance with the PICC approved schedule;
6. The Contractor shall not transfer or assign its right and obligation under these services;
7. The Contractor should free the PICC and its personnel from and against all liabilities arising from injuries or liabilities to persons or damage to property occasioned by any act or omission by the Contractor;
8. The PICC shall allow the Contractor to tap from the existing electrical outlet to be used in the performance of on-site cleaning works, free of charge.



**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 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.

# REQUEST FOR QUOTATION

Date:  
RFQ No. 2019-080

**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
<b>On-Site Cleaning of Heavy Curtains at Meeting Room 4, Meeting Room 5, Reception Hall and Plenary Hall</b>	<b>₱ _____ VAT Inclusive</b>

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