

REQUEST FOR QUOTATION

Date: August 13, 2019

RFQ No. TSD-BSD-2019-05-001

Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure **SUPPLY OF LABOR AND MATERIALS FOR THE INSTALLATION OF WINDOW SCREENS AND SCREEN DOORS AT THE SERVICE PANTRY**, with an **Approved Budget for Contract (ABC) of Two Hundred Ninety Nine Thousand Seven Hundred Eighty Eight Pesos and Sixteen Centavos (Php 299,788.16)**, 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. **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. **Statement of the offeror's Single Largest Completed Contract (SLCC) similar to the contract to be bid within the last five (5) years from the deadline of submission of offers, supported with its Contract and Certificate of Completion/Invoice/Official Receipt (see attached form);**
- f. **Certificate of Ocular Inspection issued by the Technical Services Department – Building Services Division (TSD-BSD).**

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.


ENGR. ALBERTO C. GONZALES
OIC, Procurement Unit

TERMS OF REFERENCE

I. PROJECT TITLE:

Supply of Labor and Materials for the Installation of Window Screens and Screen Doors at the Service Pantry

II. APPROVED BUDGET FOR CONTRACT (ABC):

Two Hundred Ninety Nine Thousand Seven Hundred Eighty Eight Pesos and Sixteen Centavos (Php 299,788.16), VAT Inclusive

III. SPECIFICATIONS AND SCOPE OF WORKS:

The following features of the work shall be performed, but not limited to the following:

1. Mobilization
2. Health and Safety requirements
3. Demobilization including hauling-out of construction debris.
4. Supply and installation of window screens shall be as per plan. The window screen shall be double screen in aluminum analok frames with sliding guide. See attached plan.
5. Supply and installation of screen doors shall be as per plan. The screen door shall be triple screen in aluminum analok frame, with kick plate, complete with door accessories and automatic door closer with hold open function.
6. Modification and fixing of two (2) pieces glass windows. Verify actual condition of the glass windows.
7. Replacement of all window handles, seventy (70) pieces and application of WD40 on all window hinges.
8. Cleaning of all glass windows.

IV. SCHEDULE OF REQUIREMENT:

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

V. TERMS OF PAYMENT:

1. Payment shall be made in full and shall be processed upon submission of the following:
 - a. Letter request of the Contractor for the release of the full payment.
 - b. Photographs of installed window screens and doors.
2. Payment shall be subject to five percent (5%) retention money and shall only be released after the lapse of the warranty period

VI. WARRANTY:

The warranty shall be three (3) months reckoned from the date of final turn-over and acceptance.

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 shall examine all the issued documents relating to the work and must have verified all the existing conditions at the site. No consideration will be given for any alleged misunderstanding or misinterpretation of the specifications and materials to be used or work to be done.
2. 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 of expenses which may develop on account of failure of the CONTRACTOR to make accurate examination of present or future factors attendant to the execution.
3. Tapping of equipment and other related works shall be properly coordinated with PICC Representative for provision of electrical power.
4. The CONTRACTOR shall perform all works necessary to fully accomplish the project.

5. A joint inspection must be conducted by the Contractor and PICC Representative, on the specific works to be done on the construction of additional office spaces.
6. The CONTRACTOR is required to inspect and examine the site and the surroundings of the proposed project to arrive at a reasonable estimate of the labor, materials, equipment, facilities and services necessary to carry out the works.
7. The CONTRACTOR shall submit sample of all materials for approval before works can be started/installed.
8. 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.
9. The CONTRACTOR shall provide all supervision, labor, materials, plant and Contractor's equipment, which may be required.
10. 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.
11. 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 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.
12. 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.
13. Cost of rework and restoration or replacement of all damaged properties due to CONTRACTOR's poor workmanship or negligence shall be borne by the Contractor.
14. The CONTRACTOR must submit list of personnel assigned to the project including their Barangay/Police/NBI clearance before commencing the above scope of works.
15. The CONTRACTOR's personnel/workers must wear at all times company uniform and PICC issued security I.D. while working inside the Center.
16. Smoking is prohibited in all areas.

17. The CONTRACTOR shall be a licensed Contractor with at least five (5) years' work experience in the construction industry.
18. 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 Installation of Window Screens and Screen Doors at the Service Pantry	P _____ VAT Inclusive

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.: _____