

REQUEST FOR QUOTATION

Date: August 13, 2019

RFQ No. ADM-FPD-2019-06-001

Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure the **SUPPLY OF LABOR, MATERIALS AND INSTALLATION FOR THE FABRICATION OF THE 2017 ASEAN SUMMIT BRASS MARKERS AND DISMANTLING, REFURBISHING AND RE-INSTALLATION OF FOUR (4) PIECES EXISTING BRASS MARKERS**, with an **Approved Budget for Contract (ABC) of One Hundred Eighty Thousand and Sixty Pesos (Php 180,060.00), 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 Technical Specifications 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 shall be submitted along with your quotation/offer:

- a. **2019 Mayor's/Business 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.


ENGR. ALBERTO C. GONZALES
OIC, Procurement Unit

TERMS OF REFERENCE

I. PROJECT TITLE:

Supply of Labor, Materials and Installation for the Fabrication of the 2017 ASEAN Summit Brass Markers and Dismantling, Refurbishing and Re-Installation of Four (4) pieces existing Brass Markers

II. APPROVED BUDGET FOR CONTRACT (ABC):

One Hundred Eighty Thousand and Sixty Pesos (Php 180,060.00), VAT Inclusive

III. SPECIFICATIONS:

1. Supply of labor, materials and installation for the fabrication of the 2017 ASEAN Summit brass markers:

For the 30th and 31st ASEAN Summit
(Dated April 26 to 29, 2017 and November 12 to 14, 2017, respectively)

- Size (Brass Marker): 34" x 44"
 - Thickness: 1/8"
 - Brass metal plate in hairline satin finish
 - With border and super imposed colored logo of the 2017 ASEAN Summit
 - With engraved black color text
 - With bolts and nuts/screws for wall installation (refer to existing markers at the PICC for measurement, font and font size)
2. Supply of labor and materials for the dismantling and re-installation of the three (3) existing brass markers measuring 28" x 36" and installed at the PICC Delegation Building.
3. Refurbishing of the said circa 1976 markers and the architectural legacy of Philippine National Artists:
- Three (3) pieces markers size: 28" x 36"
 - One (1) piece marker size: 12" x 16"
 - Using orbital sander and to be coated with clear gloss lacquer for protection against scratches and discoloration

IV. SCHEDULE OF REQUIREMENT:

The supplier shall submit brass finish swatches and scaled proof sheet sample on paper complete with actual size, layout and text of the brass marker for approval of the end-user within seven (7) calendar days after the receipt of Notice to

Proceed. Complete delivery shall be within thirty (30) calendar days after the approval of the brass finish swatches and scaled proof sheet sample.

V. 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.

VI. TERMS OF PAYMENT:

Full payment within two (2) weeks after full delivery and final acceptance of Facilities and Property Division's authorized representative.

VII. WARRANTY:

1. The supplier shall provide three (3) months warranty for the material and workmanship from the date of completion.
2. The obligation for the warranty shall be covered by either retention money in the amount equivalent to five percent (5%) of the total contract price or a special bank guarantee equivalent to five percent (5%) of the total contract price. The said amount shall be released after the lapse of the warranty period.

VIII. GENERAL CONDITIONS OF THE CONTRACT:

1. All prices quoted herein are valid, binding and effective at least One Hundred Twenty (120) calendar days from date of quotation.
2. AWARDEE shall be responsible for the source(s) of supplies and make deliveries in accordance with the schedule and specifications. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award.
3. AWARDEE shall pick up PO 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 PO remain unclaimed, the said PO shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the delivery 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 required product/s within the time called for in the same order, shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his delivery.
5. All deliveries by the suppliers shall be subject to inspection and acceptance by the PICC.
6. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages.
7. Supplier shall guarantee that all deliveries shall be free from defects. Any defective item(s)/product(s), therefore which may be discovered by the PICC within three (3) months after acceptance of the same, shall be replaced by the supplier with seven (7) calendar days upon receipt of a written notice to that effect.
8. A penalty of one tenth (1/10) of one percent (1%) of the total value of the product(s)/goods purchased shall be deducted for each day of delay in the delivery of the product(s)/goods ordered.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. 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	TOTAL AMOUNT
Supply of Labor, Materials and Installation for the Fabrication of the 2017 ASEAN Summit Brass Markers and Dismantling, Refurbishing and Re-Installation of Four (4) pieces existing Brass Markers	P _____ VAT Inclusive

We undertake, if our quotation is accepted, to deliver the goods 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.: _____