



## REQUEST FOR QUOTATION

Date: September 1, 2020

RFQ No. 2020-120

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\_\_\_\_\_  
(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure **REPAIR OF RECORD/BLASI, SLIDING/SWING, AUTOMATIC GLASS DOORS AT DELEGATION BUILDING, PLENARY & RECEPTION HALLS**, with an **Approved Budget for Contract (ABC) of Two Hundred Sixty Five Thousand Seven Hundred Eighty One Pesos (Php 265,781.00), 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 September 9, 2020**. A copy of the following are required to be submitted along with your quotation/offer:

- a. **2020 Mayor's Permit;**
- b. **BIR Registration Certificate;**
- c. **PhilGEPS Registration Number; and**
- 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); (See attached form)**

The following technical documents are required also to submit together with your offer and the above mentioned eligibility documents:

- a. **Company Profile**
- b. **List of installation, maintenance and/or repair projects for Record/Blasi automatic doors in the Philippines within the last three (3) years.**
- c. **Certifications from PICC' Mechanical Services Division that the participating bidder has conducted ocular inspection of the equipment to be maintained and the equipment' vicinity.**

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) 8789-4761** or email address at [cdesteban@picc.gov.ph](mailto:cdesteban@picc.gov.ph).

  
**KRISTINE ANGELICA E. AGUJO**  
OIC, BAC Secretariat/  
Procurement Unit

## TERMS OF REFERENCE

**I. PROJECT TITLE:**

Repair of Record/Blasi, Sliding/Swing, Automatic Glass Doors at Delegation Building, Plenary & Reception Halls

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

Two Hundred Sixty Five Thousand Seven Hundred Eighty One Pesos (Php 265,781.00), VAT Inclusive

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

Supply of labor, tools and instruments for the repair of Record/Blasi, Sliding/Swing Automatic Glass Doors at the Delegation Building, Plenary & Reception Hall entrances to include, but not limited to, the following:

1. Supply and install the following new replacement parts for the corrective/repair maintenance services on the subject doors:
  - 1.1. Two (2) units Blasi Motor Assembly (For Automatic Sliding Door) to match the existing or approved/upgrade equivalent.
  - 1.2. Two (2) units Record Programmer Switch Control to match the existing or approved/upgrade equivalent.
2. De-energize power supply to the subject defective glass doors.
3. Demount door assemblies from the system fixations to facilitate easy access to electro-mechanical controllers and guides
4. Replace defective sliding glass door DC Motor Assembly and Programmer Switch Control at the Delegation Building (Entrance to the Upper Bridgeway).
5. Calibrate and adjust the timings of the opening and closing of the doors to match the other glass door's timings to ensure smooth and safe operation of the subject glass doors.
6. Remove and replace any malfunctioning/defective sensors and Batteries (12V, 100AH, 20HR) for the Auto Voltage Regulator of the Automatic Swing Door at the Plenary & Reception Hall using PICC supplied materials.



7. Re-install/Re-attach all plastic Door Edge Protection using appropriate adhesive to secure a clean/proper attachment to the glass doors.
8. Check and re-tighten loose connections if found necessary, to prevent re-occurrence of failure on the controller and sensors.
9. Check control panel boards and multi logic board for the corrective/repair maintenance service.
10. Re-install/ sliding glass doors to their original settings
11. Activate power supply/Calibrate AVR
12. Conduct test operation
13. Turnover the subject Sliding Glass Doors in good operating condition.

**IV. SCHEDULE OF REQUIREMENT:**

Completion shall be seven (7) calendar days from the receipt of Notice to Proceed.

**V. WARRANTY:**

One (1) year warranty for materials/equipment supplied by the Contractor. In case a part or some parts, will become defective during the warranty period, the same will either be repaired or replaced by the Contractor at no extra cost to PICC. The obligation for the warranty shall be covered by retention money in an amount equivalent to ten percent (10%) of the total contract price. 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.

**VI. TERMS OF PAYMENT:**

Payment shall be released within four (4) weeks after completion, acceptance and receipt of billing. The following documents shall be submitted:

1. Turn-over Report/Certificate of Completion and Acceptance
2. Invoice
3. Copy of delivery receipt for the return of replaced parts/materials, if any.

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**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. OTHER CONDITIONS OF THE CONTRACT:**

1. The contractor must be engaged in business for the installation, repair, service and maintenance of Record/Blasi automatic doors for the last three (3) years.
2. Contractor's personnel to be assigned for the project must submit their latest NBI/Police Clearance. They must be in their company uniform with IDs whenever inside the PICC premises and PPEs.
3. The Contractor shall follow the "New Normal Protocol" against COVID19. All workers shall have a "fit-to-work" certificate and negative COVID19 testing certificate.
4. The Contractor shall ensure that its assigned personnel and/or representatives shall comply with, and submit themselves to, the rules and regulations of the PICC on security, sanitation, environmental compliance and safety.
5. Any work 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. All works to be conducted by the assigned personnel must be coordinated properly with Technical Services Department-Mechanical Services Division (TSD-MSD).
7. Restoration or replacement cost for damages due to negligence or poor workmanship shall be borne by the Contractor.
8. No part of the services to be provided under this Scope of Work, and/or the contract may be sub-contracted.



9. The Contractor shall perform the above-mentioned detailed repair/ corrective maintenance services and testing in the presence of the Project-in-Charge and/or other authorized representative from MSD.
10. The Contractor should free the PICC and its personnel from and against all liabilities arising from injuries or liabilities to persons or damages to property occasioned by any act or omissions by the Contractor including any and all expenses, legal or otherwise which may be incurred by PICC and its personnel in the defense of any claim, action or suit.

**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.

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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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Date:  
RFQ No. 2020-120

**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>Repair of Record/Blasi, Sliding/Swing, Automatic Glass Doors at Delegation Building, Plenary &amp; Reception Halls</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.

We acknowledge that PICC 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.: \_\_\_\_\_