



## REQUEST FOR QUOTATION

### PROCUREMENT OF VARIOUS REPAIR/IMPROVEMENT OF PROCUREMENT SERVICE (PS) REGIONAL DEPOT – BUTUAN BUILDING

**AMP-068-22 (SVP)**

**Sir/Madam:**

Please quote your best quotation for the item/s described below using the Price Quotation Form (see Annex "A" of the Request for Quotation), subject to terms and conditions stated in the RFQ.

**Accomplish and submit all forms attached (Annex A, B, C, D, and E).**

Lot No.	Item/Description	Quantity	UOM	Approved Budget for the Contract
1	Procurement of Various Repair/ Improvement of PS Regional Depot – Butuan Building	1	Lot	P150,000.00

*\*The ABC is understood to be the ceiling price; offers must not exceed the ABC provided.*

The proposal duly signed by you or your duly authorized representative, accompanied by required forms, shall be submitted not later than **05 January 2023; 10:00 AM** at the address indicated below:

**Mr. Boycie F. Tarca**  
Secretariat, Internal BAC  
General Services Division  
2<sup>nd</sup> Floor, PS-DBM Complex  
Procurement Service-PhilGEPS  
Cristobal Street, Paco, Manila

**Only one (1) set of documents certified to be true copies of the original shall be required.** In case, however, a supplier intends to submit proposals for several Request for Quotations in which the deadline of submission and opening of proposals are scheduled on the same date and time, it may submit one (1) set of Documents to cover all the RFQs where it wishes to participate. The envelope shall contain the name of the contract to be bid in capital letters and bear the name and address of the supplier in capital letters.

To guarantee the faithful performance by the winning bidder of its obligations under the contract in accordance with the Bidding Documents, it shall post a performance security prior to the signing of the contract.

The performance security shall be in an amount not less than the required percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
<p>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p>For biddings conducted by the LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instruments.</p>	<p>Ten percent (10%)</p>
<p>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p>For biddings conducted by the LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument</p>	<p>Ten percent (10%)</p>
<p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	<p>Thirty percent (30%)</p>

In accordance with GPPB Resolution No. 09-2020, Performance Securing Declaration (PSD), in lieu of performance security, may be submitted to guarantee the winning bidder's faithful performance of the obligations under the contract. However, the end-user may require the winning bidder to replace the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 upon lifting of the State of Calamity, or community quarantine or similar restrictions, as the case may be.

Proposals and other documents required **may either be submitted manually** at 2<sup>nd</sup> Floor Lobby Procurement Service Building Internal Bids and Awards Committee Bid Box or **electronically** to [internal-bacsec@ps-philgeps.gov.ph](mailto:internal-bacsec@ps-philgeps.gov.ph) on or before the deadline of submission as stated in this RFQ.

Unsealed or unmarked envelopes, shall be rejected. However, envelopes that are not properly sealed and marked shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the proposal as submitted.

In case of modification, it must be done before the deadline for the submission and receipt of proposals and labeled as a "modification". The time stamped or indicated in the latest proposal received shall be the official time of submission.

The iBAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or submission of corrupted files, or for its premature opening.

Late submission of quotations shall not be accepted and considered.

**Signature Redacted**

**MARIA JENNIFER R. JIMENEZ**

*Chairperson, Internal Bids and Awards Committee*

*N.B.: Suppliers not directly invited may participate. The duly accomplished Proposal (Annex A, B, C, and D) shall be submitted on or before the deadline for submission of proposal or any extension thereof. The following supporting documents shall also be submitted during submission of offers:*

- 1. Mayor's Permit for the year 2022;*
- 2. PhilGEPS Registration Number;*
- 3. Valid PCAB License (Min. Requirement: Size Range "Small A", Trade/E); and*
- 4. Omnibus Sworn Statement (Annex "D") and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and acts to represent the bidder.*

*PhilGEPS Platinum Registration Certificate with updated Annex A may be submitted in lieu of the eligibility documents 1 and 2.*

*Instructions for format and signing as stated above shall apply to non-directly invited suppliers.*

*Note: Please indicate statement of compliance of the Technical Requirements Form by clearly indicating **"COMPLY"***

**Price Proposal Form**

Date: \_\_\_\_\_

The Chairperson, Internal Bids and Awards Committee  
Procurement Service  
PS Complex, Cristobal Street  
Paco, Manila

Ma'am/Sir:

Having examined the **Request for Quotation No. AMP-068-22 (SVP)** the receipt of which is hereby duly acknowledged, the undersigned offers the **Procurement of Various Repair/ Improvement of PS Regional Depot – Butuan Building.**

In conformity with the said Request for Quotation for the sums stated hereunder:

LOT NO.	QTY	UOM	ITEM DESCRIPTION	TOTAL AMOUNT
1	1	Lot	Procurement of Various Repair/ Improvement of PS Regional Depot – Butuan Building	

**Total Price in Words:** \_\_\_\_\_

**We undertake, if our Proposal is accepted, to perform the services/deliver the goods as identified in the Schedule of Requirements and Technical Specifications.**

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Representative  
Name/Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Official Contact Number

**SCHEDULE OF REQUIREMENTS**

<b>LOT NO.</b>	<b>QTY.</b>	<b>UOM</b>	<b>ITEM DESCRIPTION</b>	<b>AGENCY'S DELIVERY SCHEDULE</b>
<b>1</b>	<b>1</b>	<b>Lot</b>	<b>Procurement of Various Repair/ Improvement of PS Regional Depot – Butuan Building</b>	Within fifteen (15) calendar days from receipt of the Notice to Proceed

**Delivery Address:**

Procurement Service Regional Depot – Butuan  
JR Rosales Avenue, Butuan City

**Contact Person:**

Ms. Imelda D. Diola

**I hereby commit to deliver the required quality and quantities upon receipt of the Notice to Proceed as indicated above.**

\_\_\_\_\_  
**Name of Company**

\_\_\_\_\_  
**Signature Over Printed Name  
of the Authorized  
Representative**

\_\_\_\_\_  
**Date**

**TECHNICAL REQUIREMENTS**

**PROJECT TITLE** : **Procurement of Various Repair/ Improvement of PS Regional Depot – Butuan Building**

**LOT NO.** : **1**

**QUANTITY** : **1**

**APPROVED BUDGET FOR THE CONTRACT** : **P 150,000.00**

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
<b>Various Repair / Improvement of PS Regional Depot – Butuan Building</b>	
<i>Conforms with the attached Scope of Work (Annex "C-1")</i>	

\*[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply," or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

**I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.**

<hr/> <p><b>Name of Company</b></p>	<hr/> <p><b>Signature Over Printed Name of Authorized Representative</b></p>	<hr/> <p><b>Date</b></p>
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# SCOPE OF WORK AND SPECIFICATIONS

## VARIOUS REPAIR AND IMPROVEMENT OF PS DEPOT BUTUAN BUILDING

### 1.0 DESCRIPTION OF THE PROJECT

PS Regional Depot - Butuan is a two storey building located in the compound of the Department of Budget and Management (DBM). The PS office and warehouse building is currently experiencing water leakage that may damage the office supplies stored inside the warehouse. The toilet is also in need of repair due to damaged and not functioning water closet and lavatory.

### 2.0 SCOPE OF WORK

The following is the scope of work of the project.

#### 2.1 Mobilization/Demobilization

Mobilization shall include the transferring of materials to jobsite of all materials, equipment, personnel, and all items necessary for the execution and completion of work.

Demobilization shall include dismantling, preparation and loading for removal of all equipment and personnel on site after completion of the works.

#### 2.2 Plumbing Works

##### Comfort Room

This shall include the supply and installation of water closet (including fittings with complete accessories), lavatory (including fittings with complete accessories) and stainless faucet and drain.

##### Aircon Drain

This shall include the supply and installation of pipes for the aircon drain

##### Water Tank

This shall include the supply and installation of 1 Hp water pump motor including the waterline connection to supply the building.

### 2.3 Waterproofing Works

This shall include the supply and application of concrete epoxy on the roof deck.

### 2.4 Cleaning and Clearing Works

The Contractor shall ensure that the construction site is clean prior to turn over to the end user.

## 3.0 SPECIFICATIONS

ITEM	QUANTITY	UNIT
<b>1. PLUMBING WORKS</b>		
<b>Comfort Room</b>		
- Water closet including Fittings with complete Accesories	3	set
- Lavatory including Fittings with complete accessories	3	set
- 4" Floor drain, stainless	3	pcs
- Stainelss Faucet	3	pcs
<b>Aircon(drain)</b>		
- 1/2" PVC Pipe	15	L
- 1/2" PVC Elbow	9	pcs
- 1/2" PVC Coupling	2	pcs
- 1/2" PVC Clip	20	pcs
<b>Water Tank</b>		
3/4" PPR Pipe	9	L
3/4" male plug	4	pcs
1X3/4" bushing reducer	6	pcs
3/4" male adaptor	12	pcs
3/4" Female Adaptor	13	pcs
3/4" Coupling	15	pcs
3/4" Tee	5	pcs
3/4" Gate Valve	2	pcs
3/4" Union	5	pcs
3/4" Pressure Hose	1	m
3/4" Hose Clip	10	pcs
3/4" Elbow 45deg	7	pcs



3/4" Elbow 90 deg	5	pcs
3/4" Teflon	10	pcs
3/4" Float valve	1	pcs
1 Hp Water Pressure Tank	1	set
P.E 3/4 X 1/2 COUPLING Reducer	5	pcs
P.E 1/2" GATE Valve	5	pcs
P.E 1/2" coupling	5	pcs
P.E 1/2" tee	6	pcs
P.E 1/2" Male Adaptor	6	pcs
P.E 1/2" Female Adaptor	6	pcs
PE 3/4 Coupling	5	pcs
PE 3/4 X 1/2 tee reducer	3	pcs
PE 1/2 elbow	6	pcs
PE 3/4 swing valve	1	pcs
<b>2. WATERPROOFING CEMENT BASE</b>		
- Concrete Epoxy	7	gal
-Paint Brush/Roller	6	pcs
-Cement	13	bags
- Sand	0.51	cu.m

#### 4.0 PROJECT DURATION

The repair project must be completed within fifteen (15) calendar days from issuance of Notice to Proceed

#### 5.0 SCHEDULE OF PAYMENT

Full payment upon completion and acceptance of works.

#### 6.0 TIAC INSPECTION

Once the project reaches an accomplishments of ninety five percent (95%) of the total contract amount, the Procuring entity may create an inspectorate team to make preliminary inspection and submit a punchlist to the contractor in preparation for the final turnover of the project. The punchlist will contain, among others the remaining works, work deficiencies for necessary corrections, and specific duration / time to fully complete the project considering the approved remaining contract time. This however, shall not preclude the claim of the Procuring Entity for liquidated damages.

#### 7.0 CERTIFICATE OF COMPLETION

The contractor shall request to the Procuring Entity's representative to issue a Certificate of Completion of Works, and the Procuring Entity's Representative will do so upon deciding that the work is complete.

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#### 8.0 EVALUATION CRITERIA

Valid PCAB License (Small A Category)

Prepared by:

**Signature Redacted**

IMELDA D. DIOLA

PMO – In Charge

Approved by:

**Signature Redacted**

DIR. MARIA FE D. JAGNA

Depot Supervisor, PS Butuan

*Handwritten initials*

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )

CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards;

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity;

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or

abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code;

11. ~~[Name of Bidder]~~ hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PS BAC and PS notices may be transmitted.

Telephone No/s.: \_\_\_\_\_  
Fax No/s.: \_\_\_\_\_  
E-mail Add/s.: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_

It is understood that notices/s transmitted in any of the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s known to me, and known to be the same person/s in the exhibited [insert type of government identification card used\*], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorney's No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_.

*\*The identification card shall be at least one of those acceptable proofs of identity as identified under the provisions of the 2004 Rules on Notarial Practice.*

*"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:*

*At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;*

The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by PS.

**Performance Securing Declaration (Revised)**

*[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]*

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_ ) S.S.

**PERFORMANCE SECURING DECLARATION**

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*