



REQUEST FOR QUOTATION

VARIOUS REPAIRS/IMPROVEMENTS OF PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM) BUTUAN BUILDING

AMP-071-23 (SVP)

Sir/Madam:

Please quote your best proposal 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 (Annexes A, B, and C).

LOT NO.	QUANTITY	ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT
1	1 Lot	Various Repairs/Improvements of PS Butuan Building	P149,871.24

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

The quotation duly signed by you or your duly authorized representative, accompanied by required forms, shall be submitted not later than **August 8, 2023; 10:30 AM** at the address indicated below:

Mr. Kevin Rebutan Secretariat, Internal BAC 2 nd Floor, PS-DBM Complex
Procurement Service-PhilGEPS
Cristobal Street, Paco, Manila internal-bacsec@ps-philgeps.gov.ph

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 (RFQ) 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.

Proposals and other documents required **may either be submitted manually** at *2nd Floor Lobby Procurement Service Building Internal Bids and Awards Committee Bid Box* or **electronically** to ebid-ibac@ps-philgeps.gov.ph, on or before the deadline of submission as stated in this RFQ. Bidders must only select one mode of submission.

Unsealed or unmarked envelopes, or corrupted files in case of electronic submission, 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 labelled 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

ENGR. JAIME M. NAVARRETE, JR.

Chairperson, iBAC

The document below shall be submitted during submission of offers:

No	Requirements	Instruction
1	<i>Bid / Price Proposal Form (Annex "A")</i>	<p><i>Must indicate the unit and total price.</i></p> <p><i>Must indicate the required information.</i></p> <p><i>Must be duly signed by the authorized representative.</i></p>

Items Number 2, 3, 4, and 5 shall be submitted upon issuance of notice to submit documents during the evaluation of offers.

No	Requirements	Instruction
2	<i>Mayor's Permit for the year 2023</i>	<i>Must be valid for the year 2023.</i>
3	<i>PhilGEPS Registration Number</i>	<i>Submit Proof of Registration (picture or screenshot of PhilGEPS Registration on the website).</i>
4	<i>Omnibus Sworn Statement (Annex "C") 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 do acts to represent the Bidder.</i>	<p><i>Ensure that there are eleven (11) declarations.</i></p> <p><i>Indicate required information.</i></p> <p><i>Attach competent evidence of identification (valid government-issued ID. The use of Cedula shall be invalid).</i></p> <p><i>Must be duly notarized and signed.</i></p>
5	<i>Valid PCAB License (Size range: Small A)</i>	<i>Ensure that the license must be valid.</i>

PhilGEPS Platinum Registration Certificate with updated Annex A may be submitted in lieu of the eligibility documents 2, 3, and 5.

1

Bid / 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-071-23** the receipt of which is hereby duly acknowledged, the undersigned offers the **VARIOUS REPAIRS/IMPROVEMENTS OF PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM) BUTUAN BUILDING** in conformity with the said Request for Quotation for the sums stated hereunder:

Lot No.	Item/Description	Unit Price	Total Amount
1	Various Repairs/Improvements of PS Butuan Building		
	I. Plumbing Works		
	o <i>Supply and Installation of Water Closet, lavatory, and Drain</i>		
	o <i>Supply and Installation of Drain Pipes for ACU</i>		
	o <i>Supply and Installation of 1hp Motor for Water Tank including Water Line Connection</i>		
	II. Waterproofing Cement Base		
	o <i>Supply and Application of Concrete Epoxy</i>		
		TOTAL CONTRACT PRICE:	
Total Price in Words: _____ _____			

TECHNICAL SPECIFICATIONS	
Item Description	Bidder's Statement of Compliance
Various Repairs/Improvements of PS Butuan Building	
I. Plumbing Works - Supply and Installation of Water Closet, Lavatory, and Drain - Supply and Installation of Drain Pipes for ACU - Supply and Installation of 1hp Motor for Water Tank including Water Line Connection	
II. Waterproofing Cement Base - Supply and Application of Concrete Epoxy	
III. Conforms to the attached Scope of Work and Specifications (Annex "B")	

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

SCHEDULE OF REQUIREMENTS/DELIVERY INSTRUCTIONS
Within fifteen (15) calendar days from receipt of Notice to Proceed
Project Site: Procurement Service Regional Depot - Butuan J. Rosales Avenue, Butuan City Contact Person: Ms. Imelda D. Diola PS Depot Butuan Contact No. : 09177030053 Email Address: idiola@ps-philgeps.gov.ph

We undertake, if our Quotation is accepted, to perform the services/deliver the goods as in accordance with the Schedule of Requirements and Technical Specifications.

Until a formal Contract is prepared and executed, this Quotation, 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 Quotation you may receive.

Date
Company Name
Authorized Representative Name/Signature
Address
Official Contact No.

**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 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
1. PLUMBING WORKS		
Comfort Room		
- Water closet including Fittings with complete Accessories	3	set
- Lavatory including Fittings with complete accessories	3	set
- 4" Floor drain, stainless	3	pcs
- Stainless Faucet	3	pcs
Aircon (drain)		
- 1/2" PVC Pipe	15	L
- 1/2" PVC Elbow	9	pcs
- 1/2" PVC Coupling	2	pcs
- 1/2" PVC Clip	20	pcs
Water Tank		
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
2. WATERPROOFING CEMENT BASE		
- 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

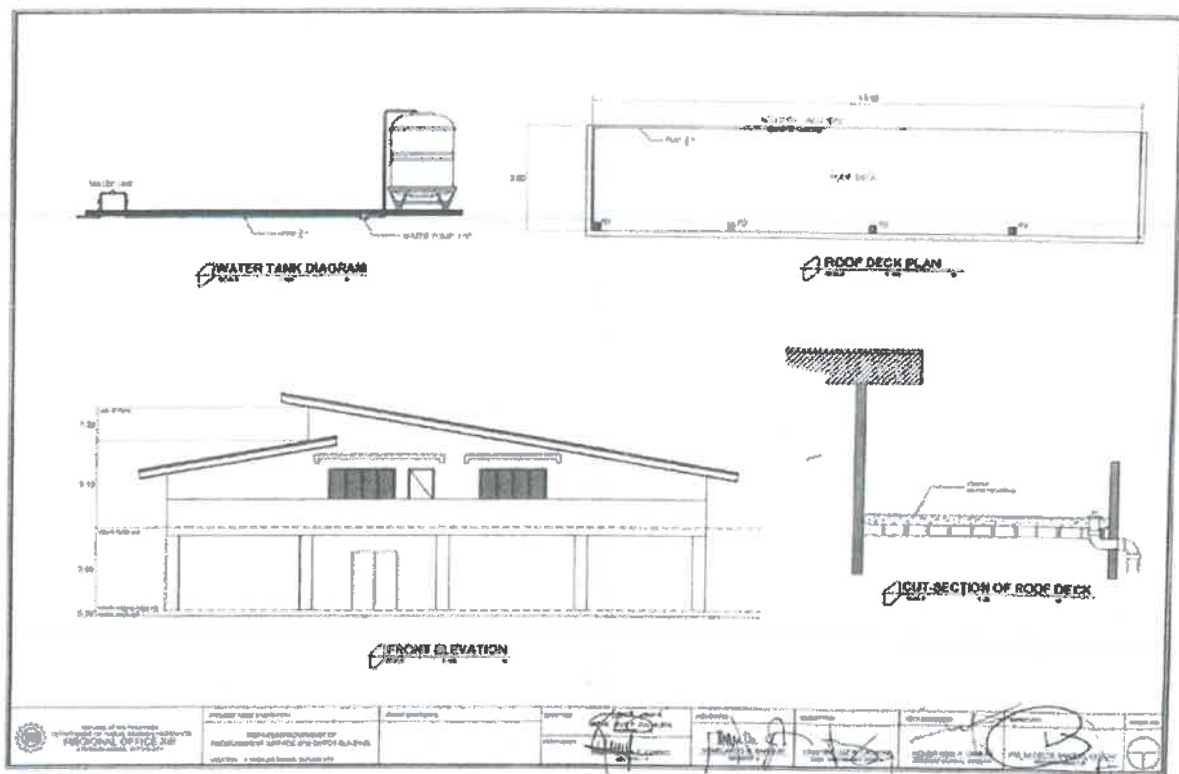
Once the project reaches an accomplishment of ninety five percent (95%) of the total contract amount, the Procuring entity may create an inspectorate team to make preliminary inspection and submit a punch list to the contractor in preparation for the final turnover of the project. The punch list will 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.

8.0 EVALUATION CRITERIA

Valid PCAB License (Small A Category)



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.

Name of Company	Signature Over Printed Name of Authorized Representative	Date
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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.