

REQUEST FOR QUOTATION

Date: May 16, 2024
Solicitation No.: PMO-24-32

Company/Business Name: _____
Address: _____
Contact Number: _____

The **Privatization and Management Office (PMO)**, through its **Administrative Division**, intends to procure the **Repair of Third Floor - Secretary Area (Materials and Labor i.e. Dismantling, Installation, and Painting)** with an Approved Budget for the Contract (ABC) in the amount of **Two Hundred Thousand Pesos (P200,000.00)** in accordance with **Section 53.9 Negotiated Procurement - Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Please quote your best offer for the item/s described herein using the **Technical Specifications Form** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative not later than 12:00 PM of May 23, 2024 to **Imperez@pmo.gov.ph**.

Interested supplier shall also submit copies of the following documents together with the quotation on or before the above specified deadline of submission:


1. **Valid Mayor's or Business Permit; and**
2. **PhilGEPS Registration Number**
3. **Original Notarized Omnibus Sworn Statement (for ABCs above PhP50,000.00)**

In lieu of items 1 and 2, a valid Certificate of PhilGEPS Registration (*Platinum Membership*) with updated class "A" eligibility documents may be submitted.

The original notarized **Omnibus Sworn Statement** (for ABCs above PhP50,000.00) using the attached revised Omnibus Sworn Statement Form will be submitted *prior to award*.

The Head of the Procuring Entity (HoPE) of the PMO reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected supplier or suppliers.

For any clarification, you may contact us at **8818-8304** or send an email at **Imperez@pmo.gov.ph**.


LIZELLE M. PEREZ
Administrative Officer V
End-user

INSTRUCTIONS TO SUPPLIERS

- (1) Do not alter the contents of this form in any way. Suppliers must provide the correct and accurate information required in this form.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, suppliers must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, the provisions in the RFQ shall prevail.

- (3) **All technical specifications are mandatory.** Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) **Quotations, including documentary requirements, received after the deadline shall not be accepted.**

TERMS AND CONDITIONS

- (1) Price quotations shall be valid for a period stated in the Technical Specifications Form.
- (2) Price quotations shall be denominated in Philippine peso and shall include all taxes, duties, and/or levies payable.
- (3) **Quotations exceeding the ABC shall be rejected.**
- (4) In case two or more suppliers were determined to have submitted the Lowest Calculated and Responsive Quotation, the PMO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with the GPPB Circular No. 06-2005.
- (5) Award of contract shall be made to the lowest quotation which complies with the technical specifications, documentary requirements, and other terms and conditions stated herein.
- (6) The items shall be delivered in accordance with the accepted offer of the supplier.
- (7) Items delivered shall be inspected on the scheduled date and time of the PMO. The delivery of the items shall be acknowledged upon the delivery to verify compliance with the technical specifications.
- (8) Payment shall be made upon full compliance with all the deliverables required by the PMO and submission of all necessary documents subject to the usual government accounting and auditing rules and regulations.
- (9) Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed on per day of delay. The PMO may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- (10) The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
- (11) The RFQ, Purchase Order (PO), and other related documents for the above-stated Project shall form part of the Contract.

TECHNICAL SPECIFICATIONS FORM

Date: _____

Company/Business Name: _____

Address: _____

Contact Number: _____

E-mail Address: _____

- Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
- Suppliers must state "**Comply**" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each specification.

Project Title: Repair of Third Floor – Secretary Area (Materials and Labor i.e. Dismantling, Installation, and Painting)							
Mode of Procurement: Small Value Procurement							
PMO Requirements			Supplier's Offer				Statement of Compliance ("Comply" or "Not Comply")
Item No:	Technical Specifications	Quantity	Item No:	Technical Specifications	Quantity	Unit Cost	Total Cost
1	1. Dismantling a. Dismantling of Existing Flooring (approximately 36 sqm.) b. Dismantling of Existing Portion of Wall to Check Aircon Leak (approximately 4.6 to 5 sqm.) 2. Architecture/Civil Works a. Flooring i. Supply & Installation of 20 cm x 120 cm Vinyl Floor Tiles (approximately 40 sqm.) ii. Supply & Installation for Termination of Flooring	1 lot	1				

	Wood Prof Gapping (2 pcs.) b. Wall i. Repair of Wall Board from Aircon Leak (One Side Only) (approximately 4.6 to 5 sqm.) ii. Metal Stud Framing (approximately 4.6 to 5 sqm.) c. Painting of Wall (approximately 20 sqm.) Same color as the one existing See attached Terms of Reference (TOR) for further information.								
ABC: Two Hundred Thousand Pesos (P200,000.00)		<i>Additional VAT and other Government Taxes:</i>							
		GRAND TOTAL (must not be above the ABC): (amount in figures and in words)							
Other Requirements: Duly signed Terms of Reference must also be submitted along with the Technical Specifications Form.									
Price Validity: Thirty (30) Calendar Days from the date of submission of quotation.									
Delivery Requirements: Within Twenty-Five (25) Calendar Days upon receipt of Notice to Proceed									
Terms of Payment: Fifteen (15) working days upon completion of the requirement or full delivery of report on the completion of project									

Attached in this quotation are copies of the following documentary requirements:

1. Valid Mayor's or Business Permit;
2. PhilGEPS Registration Number;
3. Original Notarized Omnibus Sworn Statement (for ABCs above PhP50,000.00)

In lieu of items 1 and 2, a valid Certificate of PhilGEPS Registration (*Platinum Membership*) with updated class "A" eligibility documents is herein attached. (If PhilGEPS Platinum is submitted)

Prepared by: _____
 Authorized Representative
 (signature over printed name)

TERMS OF REFERENCE

Procurement for the Repair of Third Floor – Secretary Area (Materials and Labor i.e. Dismantling, Installation, and Painting) in Privatization and Management Office Located at 104 Gamboa St., Legaspi Village, Makati City

A. Qualification of the Contractor

The Contractor must have an experience of at least five (5) years in the construction business and has completed a contract similar to the Project equivalent to at least 50% of the Approved Budget for the Contract (ABC).

B. Scope of Services

The Contractor undertakes to Repair the Third Floor – Secretary Area by providing the labor (i.e. dismantling, installation, and painting), materials, and tools and equipment for the following:

1. Dismantling

- a. Dismantling of Existing Flooring (approximately 36 sqm.)
- b. Dismantling of Existing Portion of Wall to Check Aircon Leak (approximately 4.6 to 5 sqm.)

2. Architecture/Civil Works

- a. Flooring
 - i. Supply & Installation of 20 cm x 120 cm Vinyl Floor Tiles (approximately 40 sqm.)
 - ii. Supply & Installation for Termination of Flooring Wood Prof Gapping (2 pcs.)
- b. Wall
 - i. Repair of Wall Board from Aircon Leak (One Side Only) (approximately 4.6 to 5 sqm.)
 - ii. Metal Stud Framing (approximately 4.6 to 5 sqm.)
- c. Painting of Wall (approximately 20 sqm.)
Same color as the one existing

C. Performance Period and Terms

The contractor undertakes to perform the repair works within twenty-five (25) calendar days from receipt of Notice to Proceed.

The repair work is preferably to be conducted after office hours starting:

- a. Monday to Friday – anytime within 4:00 P.M. but not later than 10 P.M.;
- b. Saturday, Sunday, and Holidays – anytime within 7:00 AM but not later than 10:00 P.M.

In case of failure of the contractor to satisfactorily deliver the results under the contract within the specified period of delivery, inclusive of duly granted time extensions, if any, the contractor shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the contract price for every day of delay until such is finally delivered and accepted by the procuring entity concerned.

The PMO need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to the contractor.

D. Approved Budget for the Contract

The Approved Budget for the Contract is Two Hundred Thousand Pesos (P200,000.00), inclusive of all taxes.

E. Site Inspection

The Contractor may conduct due diligence/site inspection within the seven (7)-day posting period of the Request for Quotation. Kindly coordinate with the Administrative Division – General Office Services (GOS) for the viewing schedule.

F. Documentary Requirements

Prospective contractors must submit the following:

- i. Latest Mayor's Business Permit;
- ii. PhilGEPS Registration Certificate Number;
(Certificate of Platinum Membership may be submitted in lieu of documents i and ii)
- iii. Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within the last three (3) years from the submission of the Request for Quotation;
- iv. Certificate of at least Satisfactory Performance issued by the Project Owner of the Single Largest Completed Contract;
- v. Proof of Contractor's Date of Registration/Establishment; and
- vi. Original Notarized Omnibus Sworn Statement

G. Warranty

The Contractor shall warrant that all installation works shall be free from defect for a period of six (6) months from the date of issuance of Certificate of Completion.

The Contractor will repair issues or defects that may arise during the warranty period.

H. Waste Materials

All items that were dismantled including purchased materials that were not used in the repair shall remain a PMO property after completion of the repair works.

I. Sanitation of Area

The Contractor shall leave the area after operation of project free and clear of all construction liens arising out of the Work.

J. Terms of Payment

The Contractor may request advance payment up to a maximum of fifteen percent (15%) of the contract price for the service and/or materials furnished by contractor during repair works upon receipt of the invoice for the project.

Full payment on the remaining amount of the contract price for the service and materials furnished by contractor will be processed within fifteen (15) working days upon completion of the requirement or full delivery of report on the completion of project.

K. Permits and Other Necessary Licenses

The Contractor shall apply and secure permits and other necessary licenses as may be required by the Local Government.

L. Performance Security

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 required percentage of the Total Contract Price)
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
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.	Five percent (5%)
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.	Thirty percent (30%)

M. Non-compliance

The PMO shall have the right to terminate the contract when the supplier fails to perform any other obligation under the contract pursuant to Annex "I" (III) (A)(c) of the 2016 Implementing Rules and Regulations (IRR) of Republic Act No. 9184 otherwise known as the "Government Procurement Reform Act".

Authorized Signature
Name & Title of Authorized Signatory
Name of Supplier – Agency
Supplier's Address