



**REQUEST FOR QUOTATION**

**PURCHASE REQUEST NO. 22-0057**

**CANVASS PERIOD: 22 to 26 December 2022**

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

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Tax ID Number (TIN):** \_\_\_\_\_

**PhilGEPS Registration Number:** \_\_\_\_\_

The Governance Commission for GOCCs (GCG) formally requests a corporate proposal/quotation for the procurement of **ONE (1) LOT GENERAL REPAIR OF GCG TRAINING ROOM, PANTRY AREA AND COMFORT ROOM.**

Attached is Purchase Request No. 22-0057 with an Approved Budget for the Contract (ABC) of Seventy-Five Thousand Pesos Only (PHP 1,000,000.00).

All submissions must be labeled and addressed:

<b>ATTENTION:</b>	<b>The Bids and Awards Committee, GCG</b>
<b>RE:</b>	Submission for the Procurement of <b>ONE (1) LOT GENERAL REPAIR OF GCG TRAINING ROOM, PANTRY AND COMFORT ROOM.</b>

**THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:**

1. Supplier's/Service Provider's 2022 Mayor's/Business Permit;
2. PhilGEPS Certificate of Registration or Registration Number;
3. Notarized Omnibus Sworn Statement (See attached Template);
4. Annual Income Business Tax Return (year-ended 2021) or Updated BIR Form 1782;  
**and**

5.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Securities and Exchange Commission (SEC) Certificate <b>and,</b> a.2.) Notarized Secretary's Certificate granting full power and authority for the designated person to do, execute and perform any and all acts necessary <b><u>to participate, submit the bid, and to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider;
b.) A Sole Proprietorship	b.1.) Department of Trade and Industry (DTI) Certificate; <b>and,</b> b.2.) <b><u>if the authorized representative is not the proprietor himself/herself,</u></b> Notarized Special Power of Attorney (SPA), granting full power and authority for the same to do, execute and perform any and all acts necessary <b><u>to participate, submit the bid, and to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider,
c.) A Partnership	c.1.) SEC Registration of partnership; <b>and;</b> c.2.) Notarized partnership resolution granting full power and authority for the designated person to do, execute and perform any and all acts necessary <b><u>to participate, submit the bid, and to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider

6. **If applicable**, documentation **from prospective foreign service providers/suppliers** as required in accordance with item 4.0, Appendix 9 of the 2016 Revised Implementing Rules and Regulations of Republic Act no. 9184.

Failure to submit **ALL** of the required documents with the **Signed Quotation Form before the deadline on 26 December 2022, 2:00pm** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or send an email to: [procurement@gcg.gov.ph](mailto:procurement@gcg.gov.ph).

Thank you



## QUOTATION FORM

### INSTRUCTIONS

- 1.) Accomplish this Quotation Form Correctly and Accurately
- 2.) Do not alter the contents of this form in any way.
- 3.) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will render the quotation, non-compliant.
- 4.) In cases involving a tie among bidders, the procuring entity will bring the concerned service providers/suppliers to agree on a method to break the tie which shall be non-discretionary/non-discriminatory and is similarly based on sheer luck or chance.
- 5.) Failure to follow these instructions will disqualify your entire quotation.

**AFTER HAVING CAREFULLY READ AND ACCEPTED THE TERMS AND CONDITIONS, I/WE SUBMIT OUR QUOTATION/S FOR THE ITEMS AS FOLLOWS:**

ONE (1) LOT GENERAL REPAIR OF GCG TRAINING ROOM, PANTRY AREA AND COMFORT ROOM (PERIOD OF CANVASS: 22 TO 26 DECEMBER 2022)			
Specifications	Yes	No	Comments
SCOPE OF WORK			
TRAINING ROOM			
1. General repair of all structural defects or damages, including worn-out materials that need to be fixed/replaced.			
2. Dismantling of installed Formica walls and repair of dry wall.			
3. Replacement of damaged sliding doors, door roller, door railings, door, doorknob, door jamb, base boards, cabinets, and windowpane. Laminated wood is not allowed. Marine plywood ¾" is prescribed.			
4. Repair and repainting of walls and ceiling.			
5. Repair and replacement of lightings, cables, and outlets.			
DEFECTIVE ITEMS SUBJECT FOR REPLACEMENT			
	FOR REPLACEMENTS	MEASUREMENT/SIZE	NO. OF ITEMS
1.	CABINET SLIDING DOORS	90" x 37.5"	8 pcs.
2.	CABINET SLIDING DOORS	89 -3/4" x 33-1/2"	2 pcs.
3.	CABINET SLIDING DOORS	89-3/4" x 35.5"	6 pcs.

**ONE (1) LOT GENERAL REPAIR OF GCG TRAINING ROOM, PANTRY AREA AND COMFORT ROOM  
(PERIOD OF CANVASS: 22 TO 26 DECEMBER 2022)**

Specifications				Yes	No	Comments
<b>SCOPE OF WORK</b>						
<b>DEFECTIVE ITEMS SUBJECT FOR REPLACEMENT</b>						
	<b>FOR REPLACEMENTS</b>	<b>MEASUREMENT/SIZE</b>	<b>NO. OF ITEMS</b>			
4.	DOOR CABINET (with DOOR KNOB)	88-1/4" x 21.5"	1 pc.			
5.	DOOR CABINET (with DOOR KNOB)	81.5" x 33"	1 pc.			
6..	DOOR - EMERGENCY EXIT (with DOOR KNOB)	82.5" X 35"	1 pc			
7.	TRAINING ROOM-PANTRY DOOR (w/ DOOR KNOB)	81" x 37-1/2"	1 pc.			
8.	LED PIN LIGHT (YELLOW)	SMALL	16 pcs.			
9.	LED PIN LIGHT (YELLOW)	BIG	9 pcs.			
10.	LED PIN LIGHT (WHITE)	BIG	3 pcs.			
11.	LED PANEL LIGHT (WHITE-SQUARE)	Standard	1 pc.			
12.	ELECTRICAL SOCKET - 2 OUTLET (NO GROUND)	Standard	4pcs.			
13.	DOOR JAMB - PANTRY/TRAINING	Hard wood	1 pc.			
14.	BASE BOARD	4"	ALL			
<b>PANTRY AREA</b>						
	1. Unclogging of drainage system.					
	2. Repair or replacement of water pipes, and grease trap.					
	3. Repair of walls and posts covering for the drainage or pipes.					

**ONE (1) LOT GENERAL REPAIR OF GCG TRAINING ROOM, PANTRY AREA AND COMFORT ROOM**  
**(PERIOD OF CANVASS: 22 TO 26 DECEMBER 2022)**

Specifications	Yes	No	Comments
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**SCOPE OF WORK**

**PANTRY AREA**

4. Replacement of switch, outlet, wooden cabinets, and base boards. Laminated wood is not allowed. Marine plywood (3/4") is prescribed.

5. Replacement of thirty-two (32) acoustic boards.

6. Replacement of twelve (12) light assemblies.

7. Repainting of walls.

**DEFECTIVE ITEMS SUBJECT FOR REPLACEMENT**

	FOR REPLACEMENTS	MEASUREMENT/SIZE	NO. OF ITEMS
1.	CABINET DOOR	28" x 14-1/2"	4 pcs.
2.	CABINET DOOR	28" x 13"	1 pc.
3.	ELECTRICAL SOCKET - 2 OUTLET (NO GROUND)	Standard	1 pc.
4.	ELECTRICAL SOCKET - 2 OUTLET WITH GROUND	Standard	1 pc.
5.	SWITCH	Standard	3 pcs.
6.	ACOUSTIC BOARDS	Standard	32 pcs.
7.	LIGHTING ASSEMBLY (Double LED Lights)	Standard florescent size	12 sets

**COMFORT ROOM**

1. Unclogging of drainage system.

2. Replacement of wash basin/sink, p-trap, urinal, exhaust fan and storage cabinet. Fabricated cabinet for wash basin is prescribed. Laminated wood is not allowed.

3. Installation of water pipe with faucet and bidet.

4. Repair or replacement of damage tiles.

5. Repair of lightings and electrical cables.

6. Replacement of acoustic boards.

7. Repainting of walls.

**ONE (1) LOT GENERAL REPAIR OF GCG TRAINING ROOM, PANTRY AREA AND COMFORT ROOM**  
**(PERIOD OF CANVASS: 22 TO 26 DECEMBER 2022)**

Specifications	Yes	No	Comments
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**SCOPE OF WORK**

DEFECTIVE ITEMS SUBJECT FOR REPLACEMENT			
	FOR REPLACEMENTS	MEASUREMENT/SIZE	NO. OF ITEMS
1.	DOOR (with DOOR KNOB)	77" x 28"	1 pc.
2.	WASH BASIN - WHITE	17-1/2"x 18-1/2"	1 pc.
3.	WASH BASIN STORAGE CABINET	Fabricated	1 pc.
4.	EXHAUST FAN	Ceiling Type	1 pc.
5.	URINAL WITH FLUSH - white	Standard	1 pc.
6.	P-Trap and other pipings	Standard	1 set

**TERMS AND CONDITIONS**

1. Service provider shall commence work within seven (7) working days upon receipt of the Notice to Proceed (NTP).			
2. Service provider shall secure all necessary permits, if any, and shoulder whatever fees required for the office repairs.			
3. List of workers introduced by the service provider to work inside the GCG office shall be furnished to GCG Admin Division. All workers must have an ID and wear a uniform for easy identification.			
4. All works shall be done outside office hours to avoid work disruptions in the GCG and other tenants of the building. Weekday's work schedule is after 6:00 pm onwards, while weekend work schedule may start 8:00 am. Saturday and Sunday works are allowed.			
5. Service provider must immediately clean the work area before leaving. No materials and equipment must be left after work.			
6. Completion of repairs is within thirty (30) calendar days upon the commencement of work.			
7. All waste materials must be inspected and not for pull-out without the consent of GCG Admin Division.			
8. GCG Admin Division officers may inspect the scope of work and materials anytime within the duration of work.			
9. All materials and work done must have a warranty period of six (6) months without additional cost to GCG.			
10. The service provider shall be subjected to the evaluation by the end-user after services have been rendered.			

**ONE (1) LOT GENERAL REPAIR OF GCG TRAINING ROOM, PANTRY AREA AND COMFORT ROOM**  
**(PERIOD OF CANVASS: 22 TO 26 DECEMBER 2022)**

Specifications	Yes	No	Comments
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**TERMS AND CONDITIONS**

11. Delays in the work schedule after the thirty (30) day completion date shall be liable for liquidated damages, an amount of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall automatically rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.			
12. Non-compliance to any of the above mentioned may cause termination of contract.			
13. Sub-contracting is not allowed.			

**PAYMENT TERMS**

1. The service provider shall submit Billing Statement or Statement of Account upon the completion of the project.			
2. No advance payments will be allowed as provided in Section 88 of Presidential Decree 1445.			
3. GCG shall be given twenty (20) working days after the completion of the project to process the payment for the said billing, provided the submission of service provider of complete documentary requirements.			
4. Payment shall be made upon issuance of Certificate of Acceptance of the GCG.			
5. Payment shall be made using the Direct Payment Scheme (DPS) via bank debit system through issuance of List of Due and Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA). However, should the payments be credited to a bank other than Landbank, any bank fees and charges shall be for the account of the service provider.			

**Terms of Payment:**

Pursuant to DBM Circular No. 2013-16 dated 23 Dec. 2013, the Procuring Entity (GCG) has adopted the Direct Payment Scheme (DPS) via bank debit system through the issuance of the List of Due payables due to creditors/payees.

Section 5.9.2 of the DBM Circular states, "bank charges shall be borne/paid by the creditor/payee concerned if their account is not maintained at Landbank"

**Supplier's/Service Provider's Bank Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Branch: \_\_\_\_\_

**FINANCIAL OFFER:**

Please indicate your best offer for the item below. Please do not leave any item, blank. Quotation should be inclusive of Value Added Tax (VAT, if applicable).

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
One Million Pesos Only <b>(₱ 1,000,000.00)</b>	<p><b>In Words:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>In Figures:</b></p> <p>_____</p>



**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the specified technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The GCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.

\_\_\_\_\_  
Signature over Printed Name of Authorized  
Representative

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone /Fax/Mobile Nos

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Email address/es