



**REQUEST FOR QUOTATION**

**PURCHASE REQUEST NO. 22-0019**

**CANVASS PERIOD: 17 to 20 May 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 **SERVICE PROVIDER FOR GENERAL OFFICE REPAIR OF GCG MAIN OFFICE WORK AREA.**

Attached is Purchase Request No. 22-0019 with an Approved Budget for the Contract (ABC) of One Million Pesos Only (PHP 1,000,000.00) and the Terms of Reference (TOR)/Technical specifications for the project.

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><i>SERVICE PROVIDER FOR GENERAL OFFICE REPAIR OF GCG MAIN OFFICE WORK AREA.</i></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 1702; and

5.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Securities and Exchange Commission (SEC) Certificate and, 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; and, 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; and; 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 20 May 2022, 10:00am** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or email us at: [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:**

<b>SERVICE PROVIDER FOR GENERAL OFFICE REPAIR OF GCG MAIN OFFICE WORK AREA            (PERIOD OF CANVASS: 17 to 20 May 2022)</b>			
<b>Technical Specifications</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<b>CONTRACT DURATION</b>			
The contract duration for the General Office Repairs of the Governance Commission for GOCCs (GCG) shall be within twenty-one (21) calendar days upon the commencement of work.			
<b>GENERAL REQUIREMENTS</b>			
The winning bidder shall provide the carpentry, electrical and masonry works, and any other works prescribed in the scope of work, required by the Governance Commission for GOCCs (GCG).			
<b>SPECIFICATIONS</b>			
Dismantling of glass office enclosures and partitions			
Dismantling of wood office dividers;			
Restoration of original structures of walls and floorings			
Restoration of electrical outlets			
Replacements of all light assembly (inclusive of defective lights)			
Replacements of ceiling boards (all boards).			

**SERVICE PROVIDER FOR GENERAL OFFICE REPAIR OF GCG MAIN OFFICE WORK AREA  
(PERIOD OF CANVASS: 17 to 20 May 2022)**

Technical Specifications	Yes	No	Comments
<b>SCOPE OF WORK</b>			
<b>GENERAL SCOPE</b>			
Dismantle and re-install/ relocate glass office enclosures and partitions			
Dismantling of wood office dividers			
Restoration of original structures of walls and floorings			
Restoration of applicable electrical wirings and outlets			
Replacements of all light assembly (inclusive of defective lights);			
Replacements of ceiling acoustic boards (all boards) and T-runners.			
Restore and paint affected and damaged office working area			
<b>SPECIFIC WORK AREA</b>			
<b><u>Reception/Front Desk Area</u></b>			
Replacement of all drop/pin light assembly and bulbs			
<b><u>Strategy Management Division Area</u></b>			
Dismantling of door and side glass panels.			
Relocate/reinstall of new glass panel and glass door.			
<b><u>Former AFO Office, Lactation Room, Library</u></b>			
Dismantling of wooden and glass panel enclosures and partitions between old AFO Office, Lactation Room and Library.			
Installation of glass door and side panel inside – for Director's Office			
<b><u>Former HCMD Office</u></b>			
Dismantling of door and side glass panels.			
<b><u>Docket Room</u></b>			
Dismantling of wood door and side glass panels.			
Installation of glass door and glass side panel.			
Restore small room for lactation room with own outside door.			

**SERVICE PROVIDER FOR GENERAL OFFICE REPAIR OF GCG MAIN OFFICE WORK AREA  
(PERIOD OF CANVASS: 17 to 20 May 2022)**

Technical Specifications	Yes	No	Comments
<b>TERMS AND CONDITIONS</b>			
Service provider shall commence work within seven (7) working days upon receipt of the Notice to Proceed (NTP).			
Service provider shall secure all necessary permits, if any, and shoulder whatever fees required for the office repairs.			
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.			
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.			
Service provider must immediately clean the work area before leaving. No materials and equipment must be left after work.			
Completion of office repairs is within twenty-one (21) calendar days upon the commencement of work.			
All waste materials must be inspected and not for pull-out without the consent of GCG Admin Division.			
GCG Admin Division officers may inspect the scope of work and materials anytime within the duration of work.			
All materials and work done must have a warranty period of one (1) year without additional cost to GCG.			
The service provider shall be subjected to the evaluation by the end-user after services have been rendered.			
Noncompliance with any of the above mentioned may cause termination of contract.			

**SERVICE PROVIDER FOR GENERAL OFFICE REPAIR OF GCG MAIN OFFICE WORK AREA  
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Technical Specifications	Yes	No	Comments
<b>TERMS OF PAYMENT</b>			
Advance payment is not allowed.			
The service provider shall submit billing statement or Statement of Account at the end upon completion of the project.			
All works must be subject to issuance of Inspection and Acceptance Report and/or Certificate of Acceptance.			
GCG shall be given twenty (20) working days after completion of service to process the payment for the said billing, provided the billing statement or Statement of Account has been received by GCG. The twenty (20) working days shall commence on the date of receipt of the Statement of Account including all attachments, i.e. Service Invoice, Bill of Materials and Certificate of Completion.			
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 and other Fees/Charges).

<b>TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<b>TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT AND OTHER FEES/CHARGES]</b>
One Million Pesos Only <b>(P 1,000,000.00)</b>	

**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. This project is procured through Shopping under 52.1(b) of the 2016 Revised IRR of R.A. No. 9184. The GCG may extend the deadline of submission if none or less than the required three (3) price quotations are received.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The GCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. 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.

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Signature over Printed Name

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Position/Designation

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Office Telephone /Fax/Mobile Nos

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Email address/es