



## ***Request for Quotation (RFQ)***

Date: August 27, 2021  
 Quotation No. RFQ2021-08-096 GAA

REQUISITIONING OFFICE/END USER	CHED-AFMS
APPROVED BUDGET FOR THE CONTRACT (ABC)	<b>Nine Hundred Thousand Pesos (P900,000.00)</b>
FUNDING SOURCE	GAA FUNDED
<b>COMPANY NAME:</b> <b>ADDRESS:</b> <b>TEL NO. / FAX NO:</b> <b>CONTACT PERSON:</b>	
<p>Please quote your lowest government price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your <b>SEALED</b> quotation duly signed by your representative not later than <b>September 6, 2021 at 3:00 PM</b> at the Bids and Awards Committee, G/F Higher Education Development Center (HEDC) Bldg., C.P. Garcia Avenue, U.P. Diliman, Quezon City. For more information please call the BAC Secretariat at telephone no: 8441-1171/8441-8910.</p>	

**TERMS AND CONDITIONS:**

1. All Entries must be typewritten or legibly written.
2. Delivery Period within **45 calendar days** upon receipt of the approved funded Catering Agreement/Purchase Order/Job Order Contract/Contract whichever is applicable.
3. Statement of Compliance (RFQ Form) must be accomplished and duly signed by the bidder.
4. Price validity shall be for a period of sixty (60) calendar days.
5. **Supplier must have a Bank Account for the payment**
6. **Supplier shall submit together with the RFQ the following:**
  - 6.1 PhilGEPS Registration No./Organization No.
  - 6.2 Mayor's/Business Permit (Complete Set)
  - 6.3 Omnibus Sworn Statement (Amended per GPPB Resolution No. 16-2020, dated 16 September 2020)
  - 6.4 Income/Business Tax Returns (2020) duly acknowledged/machine validated by Bureau of Internal Revenue (BIR)
  - 6.5 Valid/Current PCAB License:
    - Classification: General Building
    - Category: C & D
    - Registration Particulars:
    - Kind of Project: Building
    - Respective Size Range (Minimum Requirement): Small B

Unit	ITEMS AND DESCRIPTION	QTY	Statement of Compliance (State "Comply" or "Not Comply")	UNIT PRICE	TOTAL AMOUNT
Lot	<b>Refurbishment of Legal Education Board (LEB) Office</b>	1			
	Location: 2 <sup>nd</sup> Floor of the Philippine Red Cross Building				
	Scope of Work:				
	1. Dismantling/disposal of all specified old wall partitions, ceiling board in toilet areas and old doors to the designated areas				
	2. Removal/disposal of all old vinyl floor tiles and carpet tiles to the designated area				
	3. Removal/repair/repainting/reinstallation of all specified old windows				
	4. Removal/repair/repainting/reinstallation of				

	all specified old doors				
	5. Repair/patching of blackout hole in concrete masonry wall				
	6. Fabrication/installation of full board wall partition with timber framing				
	7. Placing/setting of new 40cm x 40cm floor vinyl tiles				
	8. Sanding/repainting of all second floor walls, walls in stairs area, toilet walls, ceilings in all areas and old wall partitions				
	9. General painting (white) on all second floor walls, walls in stairs area, toilet walls, ceilings in all areas, old wall partitions and other specified old window steel frames				
	10. Clearing/cleaning of work area and others specified by Owner and Disposal to the designated area				
	11. Date of completion: 45 calendar days from receipt of contract				
	12. Prices should be inclusive of VAT and other government charges				
	Attached and should form part of the bid:				
	a. DUDA				
	b. Detailed Breakdown of Estimates				
	<b>PLEASE DOWNLOAD THE ATTACHED ASSOCIATED COMPONENT (REQUEST FOR QUOTATION FORM)</b>				
	<b>Mode of Payment: Send Bill</b>				

Request for Quotation No. **RFQ2021-08-096 GAA**

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices note above.

\_\_\_\_\_  
Signature over Printed Name / Date

Quotations shall be compared and evaluated on the basis of the following criteria:

1. Completeness of submission
2. Compliance with Technical Specifications
3. Price

The supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order (P.O.) after evaluation by the Bids and Awards Committee (BAC).

**PhilGEPS INFORMATION:**

PhilGEPS Solicitation No. **RFQ2021-08-096 GAA**

Reference No.

Published Date: **August 27, 2021**

Closing Date: **September 6, 2021 – 3:00 PM**

## Omnibus Sworn Statement

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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; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made 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 delivery 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.

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

[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]

Project Title : REFURBISHMENT OF LEGAL EDUCATION BOARD (LEB) OFFICE  
 Location : Red Cross Bldg., Carlos P. Garcia Avenue, UP Diliman, Quezon City  
 Subject : DETAILED BREAKDOWN OF ESTIMATES  
 Date :

Item No.	Description	Quantity	Unit	Unit Cost				Total Cost
				Material	Eqpt	Labor	Mat.+Eqpt+ Labor	
<b>1.0</b>	<b>GENERAL REQUIREMENTS</b>							
	1. Bonds and Insurance	1.00	lot					
	2. Hauling / Delivery of Materials	1.00	lot					
	3. Temporary Facilities and Field Office	1.00	lot					
	4. Power, Water Consumption and Security Services	1.00	lot					
	5. As-Built Plans/ Drawings	1.00	lot					
<b>Sub-Total for Item No. 1.0 &gt;&gt;&gt;</b>								
<b>2.0</b>	<b>DEMOLITION &amp; REPAIR WORKS</b>							
	1. Demolished portion of (E) walls and remove (E) doors; Protect adjoining walls, beams columns & floor. Prepare for new layout; See proposed floor plan	139.95	m <sup>2</sup>					
	2. Remove (E) ceiling if any and (E) ceiling mounted fixtures. Returned dismantled / unused materials to the owner. Prepare for (N) installation;	280.00	m <sup>2</sup>					
	3. Remove (E) floor tiles and floor finishes. Prepare existing surfaces to receive new finish.	280.00	m <sup>2</sup>					
	4. Removed/Refurbished (E) Doors and (E)Windows. Coordinate to the owner for the final locations. See drawing for reference.	1.00	lot					
	5. Board ups (E) openings with materials & finishes to match existing	2.00	m <sup>2</sup>					
<b>Sub-Total for Item No. 2.0 &gt;&gt;&gt;</b>								
<b>3.0</b>	<b>ARCHITECTURAL WORKS</b>							
	ENSURE all materials & quantities are as per drawings & specs							
	1. Walls & Wall Finishes							
	a. Construct (N) 150mm thk. Gypsum board drywall partition(to extend to the underside of the slab / beam). Securely fasten to (E) slab/beam; Latex painted finished	198.00	m <sup>2</sup>					
	b. Install (N) 300x300mm homogeneous wall tiles (polished) at toilet. Match to exiting	20.00	m <sup>2</sup>					
	2. Doors and Windows							
	Fabricate & install the following doors / windows as complete assemblies including finish hardware							
	a. D-1: 1.00 X 2.10m 50mm thk. Refurbished/ Spray Painted finish, with accessories.	1.00	set/s					
	b. D-2: 1.00 X 2.10m 50mm thk Flush door. Refurbished/ Spray Painted finish, with accessories.	4.00	set/s					
	c. D-3: 0.90 X 2.10m Refurbish/repaint ( E ) door and Jamb. Coordinate to the owner for the final finished	1.00	set/s					
	d. D-4: 1.80 x 2.10m Analok double acting swing door with 10mm Thk tempered frosted/clear glass for door panels.Submit samples for approval	1.00	set/s					

Item No.	Description	Quantity	Unit	Unit Cost				Total Cost
				Material	Eqpt	Labor	Mat.+Eqpt+ Labor	
	e. D-5: Refurbish/repaint ( E ) door and Jambs. Coordinate to the owner for the final finished	1.00	set/s					
	f. (N) Roll-up window shades and valance for Exterior and interior windows	35.00	m <sup>2</sup>					
	<b>3. Floor Finishes</b>							
	a. (N) 3mm thk Vinyl tiles 400x400(simulated carpet design) by Armstrong or approved equal; submit samples for selections/approval	280.00	m <sup>2</sup>					
	b. (N) 300 x 300 mm Homogeneous floor tiles and wall base tiles at toilet; submit samples for selections/approval	3.00	m <sup>2</sup>					
	<b>4. Painting/ Varnishing/ Waxing Works (Including Prep &amp; Patching Works)</b>							
	a. Masonry Surfaces	210.00	m <sup>2</sup>					
	b. Wooden Surfaces	76.00	m <sup>2</sup>					
	c. Gypsum Board Surfaces	150.00	m <sup>2</sup>					
	<b>Sub-Total for Item No. 3.0 &gt;&gt;&gt;</b>							

<b>a) Total Direct Cost</b> (Item No. 1+2+3+4)		
<b>b) Total Indirect Cost</b>		
Mobilization/Demobilization		
OCM		
Profit		
<b>c) VAT</b>		12.00%
<b>Grand Total Cost (a + b + c)</b>		

Submitted by:

Name of the Representative of the Bidders : \_\_\_\_\_

Signature over Printed Name

Position : \_\_\_\_\_

Company Name of Bidder : \_\_\_\_\_

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

Project Title : REFURBISHMENT OF LEGAL EDUCATION BOARD (LEB) OFFICE  
 Location : Red Cross Bldg., Carlos P. Garcia Avenue, UP Diliman, Quezon City  
 Subject : BILL OF QUANTITIES (BOQ)  
 Date :

Item No.	Description	Quantity	Unit	Unit Cost	Total Cost
<b>1.0</b>	<b>GENERAL REQUIREMENTS</b>				
	1. Bonds and Insurance	1.00	lot		
	2. Hauling / Delivery of Materials	1.00	lot		
	3. Temporary Facilities and Field Office	1.00	lot		
	4. Power, Water Consumption and Security Services	1.00	lot		
	5. As-Built Plans/ Drawings	1.00	lot		
<b>Sub-Total for Item No. 1.0 &gt;&gt;&gt;</b>					
<b>2.0</b>	<b>DEMOLITION &amp; REPAIR WORKS</b>				
	1. Demolished portion of (E) walls and remove (E) doors; Protect adjoining walls, beams columns & floor. Prepare for new layout; See proposed floor plan	139.95	m <sup>2</sup>		
	2. Remove (E) ceiling if any and (E) ceiling mounted fixtures. Returned dismantled / unused materials to the owner. Prepare for (N) installation;	280.00	m <sup>2</sup>		
	3. Remove (E) floor tiles and floor finishes. Prepare existing surfaces to receive new finish.	280.00	m <sup>2</sup>		
	4. Removed/Refurbished (E) Doors and (E)Windows. Coordinate to the owner for the final locations. See drawing for reference.	1.00	lot		
	5. Board ups (E) openings with materials & finishes to match existing	2.00	m <sup>2</sup>		
<b>Sub-Total for Item No. 2.0 &gt;&gt;&gt;</b>					
<b>3.0</b>	<b>ARCHITECTURAL WORKS</b>				
	ENSURE all materials & quantities are as per drawings & specs				
	1. Walls & Wall Finishes				
	a. Construct (N) 150mm thk. Gypsum board drywall partition(to extend to the underside of the slab / beam). Securely fasten to (E) slab/beam; Latex painted finished	198.00	m <sup>2</sup>		
	b. Install (N) 300x300mm homogeneous wall tiles (polished) at toilet. Match to exiting	20.00	m <sup>2</sup>		
	2. Doors and Windows				
	Fabricate & install the following doors / windows as complete assemblies including finish hardware				
	a. D-1: 1.00 X 2.10m 50mm thk. Refurbished/ Spray Painted finish, with accessories.	1.00	set/s		
	b. D-2: 1.00 X 2.10m 50mm thk Flush door. Refurbished/ Spray Painted finish, with accessories.	4.00	set/s		
	c. D-3: 0.90 X 2.10m Refurbish/repaint ( E ) door and Jamb. Coordinate to the owner for the final finished	1.00	set/s		
	d. D-4: 1.80 x 2.10m Analok double acting swing door with 10mm Thk tempered frosted/clear glass for door panels.Submit samples for approval	1.00	set/s		



Item No.	Description	Quantity	Unit	Unit Cost	Total Cost
	e. D-5: Refurbish/repaint ( E ) door and Jambs. Coordinate to the owner for the final finished	1.00	set/s		
	f. (N) Roll-up window shades and valance for Exterior and interior windows	35.00	m <sup>2</sup>		
	<b>3. Floor Finishes</b>				
	a. (N) 3mm thk Vinyl tiles 400x400(simulated carpet design) by Armstrong or approved equal; submit samples for selections/approval	280.00	m <sup>2</sup>		
	b. (N) 300 x 300 mm Homogeneous floor tiles and wall base tiles at toilet; submit samples for selections/approval	3.00	m <sup>2</sup>		
	<b>4. Painting/ Varnishing/ Waxing Works (Including Prep &amp; Patching Works)</b>				
	a. Masonry Surfaces	210.00	m <sup>2</sup>		
	b. Wooden Surfaces	76.00	m <sup>2</sup>		
	c. Gypsum Board Surfaces	150.00	m <sup>2</sup>		
	<b>Sub-Total for Item No. 3.0 &gt;&gt;&gt;</b>				

<b>a) Total Direct Cost</b>	
<b>b) Total Indirect Cost</b>	
Mob/Demob	
OCM	
Profit	
<b>c) VAT</b>	12.00%
<b>Grand Total Cost (a+b+c)</b>	

Submitted by:

Name of the Representative of the Bidders : \_\_\_\_\_

Signature over Printed Name

Position : \_\_\_\_\_

Company Name of Bidder : \_\_\_\_\_

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

## DETAILED UNIT PRICE ANALYSIS (DUPA)

Date : _____					
Project : REFURBISHMENT OF LEGAL EDUCATION BOARD (LEB) OFFICE					
Location : Red Cross Bldg., Carlos P. Garcia Avenue, UP Diliman, Quezon City					
Item No.	Description	Unit	Quantity	Unit Cost (Pesos)	Amount (Pesos)
DUPA-1	<b>General Requirements</b> 1. Bonds and Insurance	lot	1.00		
<b>A</b>	<b>MATERIALS</b>				
				SUB-TOTAL	0.00
				<b>UNIT COST/ ITEM</b>	<b>0.00</b>
<b>B</b>	<b>LABOR COST</b>	<b>Number</b>	<b>Rate/day</b>	<b>Number of Days</b>	
				SUB-TOTAL	0.00
				<b>UNIT COST/ ITEM</b>	<b>0.00</b>
<b>C</b>	<b>EQUIPMENT RENTAL</b>	<b>Number</b>	<b>Rate/day</b>	<b>Number of Days</b>	
				SUB-TOTAL	0.00
				<b>UNIT COST/ ITEM</b>	<b>0.00</b>
<b>D</b>	<b>Total Direct Cost (TDC)</b>	(A+B+C)			0.00
<b>E</b>	<b>Unit Cost (UC) = TDC/Quantity</b>	(D/ Quantity)			-

Submitted by: \_\_\_\_\_

Name of the Representative of the Bidders : \_\_\_\_\_

Signature over Printed Name

Position : \_\_\_\_\_

Company Name of Bidder : \_\_\_\_\_

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

## DETAILED UNIT PRICE ANALYSIS (DUPA)

Date : _____					
Project : REFURBISHMENT OF LEGAL EDUCATION BOARD (LEB) OFFICE					
Location : Red Cross Bldg., Carlos P. Garcia Avenue, UP Diliman, Quezon City					
Item No.	Description	Unit	Quantity	Unit Cost (Pesos)	Amount (Pesos)
DUPA-2	<b>General Requirements</b> 2. Hauling / Delivery of Materials	lot	1.00		
<b>A</b>	<b>MATERIALS</b>				
				SUB-TOTAL	0.00
				<b>UNIT COST/ ITEM</b>	<b>0.00</b>
<b>B</b>	<b>LABOR COST</b>	<b>Number</b>	<b>Rate/day</b>	<b>Number of Days</b>	
				SUB-TOTAL	0.00
				<b>UNIT COST/ ITEM</b>	<b>0.00</b>
<b>C</b>	<b>EQUIPMENT RENTAL</b>	<b>Number</b>	<b>Rate/day</b>	<b>Number of Days</b>	
				SUB-TOTAL	0.00
				<b>UNIT COST/ ITEM</b>	<b>0.00</b>
<b>D</b>	<b>Total Direct Cost (TDC)</b>	(A+B+C)			0.00
<b>E</b>	<b>Unit Cost (UC) = TDC/Quantity</b>	(D/ Quantity)			-

Submitted by: \_\_\_\_\_

Name of the Representative of the Bidders : \_\_\_\_\_  
Signature over Printed Name

Position : \_\_\_\_\_

Company Name of Bidder : \_\_\_\_\_

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