

REQUEST FOR QUOTATION

 Company Name

 Address

Please quote your lowest price on the item/s listed below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____.


 ANSON M. TASING
 Chairperson, Bids and Awards Committee

- NOTES: 1. ALL ENTRIES MUST BE TYPEWRITTEN OR PRINTED LEGIBLY.
 2. CONTRACT DURATION IS WITHIN **30 Days**.
 3. WARRANTY SHALL BE FOR A PERIOD OF **SIX (6) MONTHS** FOR SUPPLIES & MATERIALS/**ONE (1) YEAR** FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
 4. PRICE VALIDITY SHALL BE VALID FOR A PERIOD OF **30** CALENDAR DAYS.
 5. PHIL-GEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION.
 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.

Title of Procurement:
 Supply and Installation of Customized Roll up and Combi Blinds in Bulwagan Ninoy and BMB Training Center
Purpose:
 For official use of the BMB for the maintenance of buildings and other structures
Approved Budget for the Contract (ABC):
 P999,900.44

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	Roller Blinds <i>Technical Specifications:</i> Composition: 30% PET, 0.70% PVC Warp: 48 Thickness: 0.55 - 0.6 Openness Factor: 5% Total Area = 1,920.17 square ft. Total No. of Panels = 76 Area of Installation: 1. Training Center 2. Tamaraw Hall 3. Aguila Hall 4. Second Floor Hallway			
		1053.9 sq	P _____	P _____
		180.41 sq	P _____	P _____
		579.38 sq	P _____	P _____
		106.48 sq	P _____	P _____

Continue to next page

Brand : _____
 Delivery Period : _____
 Warranty : _____
 Price Validity : _____

After having carefully read and accepted your Request for Quotation, I/We quote you on the item at prices noted above.

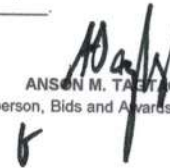
 Printed Name/Signature Tel. No./Cellphone No. _____
 Email Address _____

 Date

REQUEST FOR QUOTATION

Company Name _____
 Address _____

Please quote your lowest price on the item/s listed below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____.


 ANSON M. TASING
 Chairperson, Bids and Awards Committee

- NOTES: 1. ALL ENTRIES MUST BE TYPEWRITTEN OR PRINTED LEGIBLY.
 2. CONTRACT DURATION IS WITHIN **30 Days**.
 3. WARRANTY SHALL BE FOR A PERIOD OF **SIX (6) MONTHS** FOR SUPPLIES & MATERIALS/**ONE (1) YEAR** FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
 4. PRICE VALIDITY SHALL BE VALID FOR A PERIOD OF **30** CALENDAR DAYS.
 5. PHIL-GEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION.
 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.

Title of Procurement:
 Supply and Installation of Customized Roll up and Combi Blinds in Bulwagan Ninoy and BMB Training Center

Purpose:
 For official use of the BMB for the maintenance of buildings and other structures

Approved Budget for the Contract (ABC):
 P999,900.44

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
2	<p>Combi Blinds</p> <p><i>Technical Specifications:</i></p> <p>Composition: polyester 100%</p> <p>Thickness: 0.41mm ± 5%</p> <p>Weight: 115.64g/m2 ± 5%</p> <p>Width: 280cm</p> <p>Tensile Strength: warp 100 dan/ weft 1400 dan</p> <p>Elongation: warp 10.3%/ weft 22.4%</p> <p>Fastness to light above 4 grade</p> <p>Total Area = 629.75 square ft</p> <p>Total No. Panels = 24</p> <p>Area of Installation:</p> <p>1. Katala Hall</p> <p>2. Waling-waling Hall</p> <p>3. Kalaw Hall</p> <p>Other Requirement: Certificate of Site Inspection</p> <p>Note: Please see attached Scope of Works and Technical specifications (TOR)</p> <p>Additional Requests from Procuring Entity: <input type="checkbox"/> Please provide sample upon request of end-user <input type="checkbox"/> Please see full specifications/attached sample design for reference. <input checked="" type="checkbox"/> Other conditions to this request, please state: For more info, please contact the end-user at 8924-6031 loc. 219 Kindly address all proposals to the Chairperson, Bids and Awards Committee</p> <p>Contract shall be awarded to the bidder per: <input type="checkbox"/> Item basis <input checked="" type="checkbox"/> Lot basis</p> <p>Bidders must submit the following requirements upon submission of proposal. Non-submission of these requirements shall be grounds for disqualification from the bidding process:</p> <ol style="list-style-type: none"> DT/SEC Registration Certificate Valid Mayor's Permit PHILGEPS Certificate of Registration BIR Certificate of Registration Sign Omnibus Sworn Statement Income Tax Return (ITR) <p><small>Important Note: -For goods, conforme of the winning bidder must be done within seven (7) calendar days upon serving of the PO. -For services, conforme of the winning bidder must be done within fourteen (14) calendar days upon serving of the JO. -Notarization of the OSS should be complied with after the award of the contract but before payment pursuant to Item 6.3 of GPPB 09-2020</small></p>	<p>50.42 sq</p> <p>256.84 sq</p> <p>322.49 sq</p>	<p>P _____</p> <p>P _____</p> <p>P _____</p>	<p>P _____</p> <p>P _____</p> <p>P _____</p> <p>GRAND TOTAL P _____</p>

Brand : _____
 Delivery Period : _____
 Warranty : _____
 Price Validity : _____

After having carefully read and accepted your Request for Quotation, I/We quote you on the item at prices noted above.

SCOPE OF WORKS AND TECHNICAL SPECIFICATIONS

Supply and Installation of Customized Roll Up Blinds in Bulwagan Ninoy and BMB Training Center

I. ABSTRACT

- Project Title** : Supply and Installation of Customized Roll Up Blinds in Bulwagan Ninoy and BMB Training Center
- Project Location** : Biodiversity Management Bureau, Ninoy Aquino Parks and Wildlife Center
Quezon Avenue, Diliman, Q.C.
- Approved Budget for the Contract (ABC)** : Php 999,900.44
- Project Period** : 30 working days upon receipt of Job Order

II. SCOPE OF WORKS

- 1. The Contractor, at their own expense, shall supply the necessary Documents, Labor, Materials, Transportation, Tools, Supplies, Equipment, and Appurtenances;**
- 2. The Contractor shall manage and supervise the Project to its satisfactory completion in accordance with the scope of works and technical specifications, approved by the Head of the Procuring Entity (HoPE) or any duly authorized representative;**
- 3. The Contractor shall conduct site inspection to determine the specific needs of the project; and**
- 4. The Contractor shall perform the following tasks:**

4.1 CLEARANCES AND PERMITS

Secure the following:

- 4.1.1 Notice to Proceed (NTP): notice issued by the HoPE to initiate and authorize the mobilization and implementation of the project; and**
- 4.1.2 Work Permit: permit issued by the Head of the General Services Unit (GSU), including the rules and regulations to be observed by the Contractor for the duration of the project.**

4.2 MOBILIZATION AND DEMOBILIZATION

- 4.2.1** Upon receipt of Notice of Award (NOA), Contractor may process the documentary requirements necessary for issuance of Work Permit by the General Services Unit;
- 4.2.2** Mobilize and transport equipment, materials, and employees to the site upon receipt of Notice to Proceed (NTP) and Work Permit to the project site; and
- 4.2.3** Demobilize or remove the same upon receipt of clearance from GSU after the completion of the project.

5. STORAGE

- 5.1** Deliver all supplies and materials at a location designated by the Director or any duly authorized representative;
- 5.2** Ensure that all supplies and materials are properly turned over and delivered on the designated location in good quality and condition;
- 5.3** Provide a record of delivery indicating its time; and
- 5.4** Store materials to ensure the preservation of their quality and fitness for their work and to facilitate prompt inspection;

6. DEMOLITION AND REMOVAL WORKS

- 6.1** Conduct removal as necessary to implement renovation;
- 6.2** Perform removal of all existing window fixtures and kind of obstructions as incorporated in the list within the limit of the project while preventing damage to other facilities in accordance with all applicable laws and ordinances;
- 6.3** Remove all debris from the project site as often as necessary, but not less than once at the end of each work day;
- 6.4** Coordinate the concerned office for segregation of remaining materials after the construction;
- 6.5** Identify and turn over all salvaged materials to the GSU; and
- 6.6** Dispose the material on the basis of segregation.

7. DAMAGE PREVENTION

- 7.1 Secure the construction site to prevent illegal entry or work damage during the entire duration of the contract;**
- 7.2 Comply with pertinent regulations and adopt safety measures, such as but not limited to enclosures, shielding, coverings, warning devices, off limits signs, and safety barricades surrounding the work area;**
- 7.3 Undertake all necessary precautions to prevent damages to all existing structures, which are to remain and do not require any modification; and**
- 7.4 Assume full responsibility for all incurred damages to all existing structures resulting from the actual construction.**

9. CLEANING

- 9.1 Remove and dispose of all dirt and debris and keep work area clean, neat, and orderly at all times during the progress of the work to prevent accidents; and**
- 9.2 Collect and remove all debris from the site daily.**

10. ADDITIONAL WORKS

- 10.1 Perform other works not stated above but necessary to the completion of the Project; and**
- 10.2 Provide additional works as necessary with the approval of the Director or any duly authorized representative.**

11. SPECIFICATIONS OF WORKS

- 11.1 The Contractor shall perform the above works at par with the following specifications:**

11.1.1 INSTALLATION

- 11.1.1.1 Any material to be used must conform the required technical specifications prescribed under this this TOR; (please see below table for reference)**

REQUIRED SPECIFICATIONS AND AREA OF INSTALLATION FOR ROLLER BLINDS:

Technical Specifications	Area	Quantity (sq. ft.)	No. of Panels	Unit Cost	Total Cost
ROLLER BLINDS Composition: 30% PET 0.70% PVC Warp: 48 Thickness: 0.55 - 0.6 Openness Factor: 5%	Training Center	1,053.90	38		
	Tamaraw Hall	180.41	8		
	Agulla Hall	579.38	24		
	Second Floor Hallway	106.48	6		
	Total =	1,920.17	76		

REQUIRED SPECIFICATIONS AND AREA OF INSTALLATION FOR COMBI BLINDS:

Technical Specifications	Area	Quantity (sq. ft.)	No. of Panels	Unit Cost	Total Cost
COMBI BLINDS Composition: polyester 100% Thickness: 0.41mm ±5% Weight: 115.64g/m ² ±5% Width: 280cm Tensile Strength: Warp 100 dan/ Weft 1400 dan Elongation: Warp 10.3%/Weft 22.4% Fastness to light above 4 grade	Katala Hall	50.42	2		
	Waling-Waling Hall	256.84	10		
	Kalaw Hall	322.49	14		
	Total =	629.75	24		

11.1.1.2 Bidder must submit product design for approval.

11.1.1.3 Materials must conform the required technical specifications.

11.1.1.4 Sun Screen Fabric must conform the Oeko-Tex Standard 100 Certification and must be able to provide a copy of the latest certification.

11.1.1.5 Minimum of Fifteen (15) working days delivery and minimum of Fifteen (15) working days installation upon receipt of Notice of Award and Notice to Proceed.

11.1.1.6 As per sample submitted.

11.1.1.7 Minimum of Six (6) months warranty.

11.1.1.8 The Contractor prior to commencement of the work shall examine the surfaces necessary for the installation in order not to jeopardize the quality and appearance of painting or finishing work;

11.1.1.9 All obstruction materials shall be removed prior to installation;

11.1.1.10 Upon completion of the work, all waste materials shall be removed and surrendered to GSU from proper disposal.

12. GENERAL REQUIREMENT

12.1 The Contractor shall follow guidelines related to the fight against COVID-19 Issued by the Inter-Agency Task Force, DPWH, Quezon City Government, and other offices, agencies, and departments of the Philippines.

12.2 The Contractor shall have visited the site and thoroughly inspected existing facilities and properly considered, in the preparation of the supply and installation, how such conditions will affect the work required by the scope of work and technical specifications. Failure to do so will in no way relieve the Contractor of the responsibility for furnishing labor, materials, and equipment required;

12.3 The Contractor shall supply and submit a list of manpower, materials, and equipment necessary for the project in accordance with the approved Scope of Work and Technical Specifications;

12.4 The Contractor shall submit pictures taken before, on-going, and after the construction;

12.5 The Contractor shall finish with first class workmanship to the satisfaction of the Director or any duly authorized representative;

12.6 The Contractor shall adopt a procedure to mitigate the effects to the environment of demolition, repair, installation, and other activities.

12.7 List of completed or on-going contracts of similar in nature.

12.8 The Contractor shall have no history of overdue deliveries or unperformed services intended for the BMB.

III. MODE OF PAYMENT

- a. The ABC of this construction, which is not necessarily the contract amount, is Nine Hundred Ninety-Nine Thousand Nine Hundred Pesos and Forty-Four Centavos (Php 999,900.44), inclusive of all applicable government taxes and charges;**
- b. The Contractor shall not claim additional payments or damages for any delay or extra expense caused by encountering construction or materials other than anticipated or different from those indicated;**
- c. In consideration of the services to be performed under this TOR, the BMB shall pay the Contractor the contract amount, inclusive of all applicable taxes;**
- d. Payment is given in full only after completion and acceptance of the project.**

IV. MISCELLANEOUS PROVISIONS

- a. The Contractor shall ensure that all staff must wear their proper working apparels with IDs and provided with necessary safety gears;**
- b. The Contractor shall comply with all existing laws, decrees, ordinances, acts and regulations of the Philippines that may affect the contract in any way, including the express and implied warranties and liabilities which may be found therein; and**
- c. The Contractor shall comply with all existing laws and pertinent local legislation, executive and administrative orders, together with all implementing rules and regulations issued by the Department of Labor and Employment and other relevant governmental authorities.**

V. VIOLATION OF THE TERMS AND CONDITIONS

- a. The Contractor shall hold the BMB free from any and all claims, liabilities, losses and suits arising from the Contractor's services, or the acts, omissions, or conduct of all persons employed or allowed by the Contractor or participate or assist in the performance of its obligations under this TOR;**
- b. The BMB shall have the right to declare this Agreement rescinded and terminated after due notice upon failure of the Contractor to comply with any terms and conditions of this Agreement without prejudice to such other rights of the BMB to proceed against the Contractor as may be warranted by the circumstances, including forfeiture of performance bond and/or the filing of appropriate administrative, civil, or criminal charges against the responsible persons; and**

- c. If the Contractor shall violate any of the terms and conditions of this TOR, or shall neglect to perform any of their work, duties, functions, responsibilities or obligations stipulated herein, or for any other causes shall not carry the tasks in acceptable manner, and by the reason thereof, the BMB suffers damages or losses, the Contractor shall be assessed a penalty in the form of liquidated damages in the amount of at least equal to 1/10 of 1% of the cost of the unperformed portion for everyday of delay.

VI. Documentary Requirements for Submission:

1. DTI/SEC Certificate
2. BIR Form 2303 Certificate of Registration
3. Latest valid Mayor's Permit
4. Valid PhilGEPs Certificate
5. Certificate of Site Inspection

Prepared by:



RODNEY E. M. ANSELMO
Head, GSU

Recommended by:



RANDY C. MABANA
Action Officer, Administrative
and Finance

Approved by:

MARCIAL C. AMARO, JR.
Assistant Secretary for International Affairs
and concurrent Director, BMB