



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

## **REQUEST FOR QUOTATION**

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "Replacement of Floor Tiles and Repainting/Re-varnishing of All Interiors at the Office of the Assistant Secretary Achilles Gerard C. Bravo," in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

**Name of Project** : "Replacement of Floor Tiles and Repainting/Re-varnishing of All Interiors at the Office of the Assistant Secretary Achilles Gerard C. Bravo"

**Approved Budget for the Contract** : "Four Hundred Thirty Four Thousand Two Hundred Pesos (P 434,200.00)

**Specifications** : See the attached Annex "A" for specifications

**Location** : G/F DBM Building III, General Solano Street, San Miguel, Manila

**Delivery Term** : Please see Schedule of Requirements, start date will be upon the receipt of Notice to Proceed (NTP)

Interested suppliers are required to submit their valid and current or latest Mayor's or Business Permit, Income/Business Tax Return for ABC's above 500,000, PhilGEPS Registration Number, Omnibus Sworn Statement for ABC's above 50,000, and Price Quotation Form (Annex "A") during submission of offer/quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 3:00 PM. of **September 3, 2019** at the Administrative Service, Ground Floor, DBM Building III, General Solano Street, San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957.

For inquiry, you may contact us at tel. no. 657-3300 local 3115, fax no. 735-4979 and email [mdavid@dbm.gov.ph](mailto:mdavid@dbm.gov.ph)

Very truly yours,

  
**THEA MARIE CORINNE F. PALARCA**  
*Director IV, Administrative Service* M&D



# Annex "A"

## PRICE QUOTATION FORM

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

The Administrative Service  
Department of Budget and Management  
Ground Floor, DBM Building III, General Solano Street,  
San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
<b>Replacement of Floor Tiles and Repainting/Re-varnishing of All Interiors at the Office of the Assistant Secretary Achilles Gerard C. Bravo</b>	<i>Please see Technical Specifications and Schedule of Requirements;</i>	1 Lot		
Total (inclusive of VAT)				

(Amount in Words) \_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact No.

# **SECTION I. TECHNICAL SPECIFICATIONS**

Bidders/Suppliers must state "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification." Please do not just place check in the bidder's "Statement of Compliance."

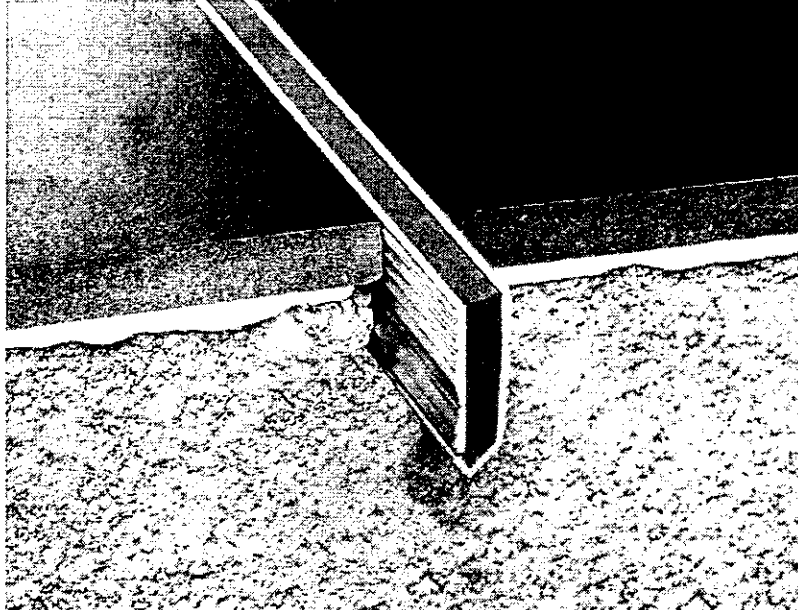
Item	Technical Specifications	STATEMENT OF COMPLIANCE
	<b>Replacement of Floor Tiles and Repainting/Re-varnishing of All Interiors at the Office of the Assistant Secretary Achilles Gerard C. Bravo</b>	
I.	<p><b><u>General Conditions / Specifications:</u></b></p> <ul style="list-style-type: none"> <li>➤ <u>Conditions:</u> <ul style="list-style-type: none"> <li>a) Survey of actual site conditions affecting normal working procedure and submitting the same in writing for determination and approval of the Administrative Service-General Services Division (AS-GSD).</li> <li>b) Confinement of all works within areas designated by AS-GSD; following strictly the local and National Building Code, national laws for public safety, Workmen's compensation act, and proper working conditions.</li> <li>c) Maintain an adequate number of workers and appropriate equipment at all times to ensure realistic program of work.</li> <li>d) Provide temporary barricades, railings, fencing, warning signs and lights, as construction includes protection for the duration of the construction.</li> <li>e) Cleaning from time to time during construction; removing rubbish, dirt, etc., caused by or results from the work.</li> <li>f) Protect all adjoining property from any damage.</li> <li>g) Protect construction from any untoward incident within its control.</li> <li>h) Execute all the works indicated or shown in the plans and property described in the accompanying specifications to complete the whole project to its details for all purposes intended.</li> <li>i) Cleaning and clearing of any debris, construction wastes, refuse, junk, etc.</li> </ul> </li> <li>➤ <u>General Conditions of the Contract:</u> <ul style="list-style-type: none"> <li>a) The plans and specifications shall be interpreted only by the AS-GSD. No excuses shall be entertained for misinterpretation on the plans and specifications after the award of the contract. All work as deemed provided by the AS-GSD user shall be carried out properly by the contractor.</li> <li>b) The plans and specifications are complementary with each other. Whatever is not mentioned in one but mentioned in the other shall be considered as if mentioned in both and</li> </ul> </li> </ul>	

- shall be carried out properly by the contractor.
- c) Any inconsistency or discrepancy existing between the Plans and Specifications shall be brought immediately to the attention of AS-GSD who shall decide the correct version of the two.
  - d) The Contractor is required to make mock-up of details in doubt before implementation of the same to eliminate the need for change order and site errors. Furthermore, the contractor is required to re-verify with the AS-GSD all details, may it be for architectural, electrical and plumbing, before implementation of works.
  - e) Correction of work before final payment: The contractor shall promptly remove from the premises all work condemned by the AS-GSD as failing to conform to the contract and the contract shall promptly replace and re-execute his own work in accordance with the contract and without expense to the DBM.
  - f) Correction of work after Final Payment: Neither the final certificate nor payment nor any provision in the bidding documents shall relieve the contractor of responsibility for faulty materials or workmanship and he shall remedy any defects due thereto and pay for any damage to other work resulting therefrom, which shall appear within a period of one (1) year from the date of acceptance of work by the owner.
  - g) The contractor shall at all times keep the premises free from accumulation of waste materials or rubbish caused by the works. At the completion of the work, he shall remove all his rubbish from and about the building and all his tools, scaffolding and surplus materials.
  - h) The contractor shall verify all grades, lines, levels and dimensions as indicated on the drawings. He shall report any error or inconsistency to AS-GSD before commencing work.
  - i) DBM shall not be responsible for (a) death or injury to the contractor or any of his employees or laborers; and (b) any damage to the contractor's equipment or materials.
  - j) One set of clean plans and specifications shall always be kept at the job site to be available to AS-GSD upon request during the repair period.
- Homogeneous Tiles:
- a) Floor Tiles shall be glazed granite finish 600mm x 600mm (24"x24") homogeneous tiles. Color and design shall be the same as the existing. In case the tiles are already obsolete, the replacement design shall be for prior approval of AS-GSD.
  - b) Lay tile to pattern as indicated on the plans.
  - c) Standard spacers shall be installed in between tiles.
  - d) Place tile joints uniform in width, subject to variance in tolerance allowed in tile size. Make joints watertight, without voids, cracks, excess mortar or excess grout.
  - e) Sounding of tile after setting. Replace hollow sounding units.
  - f) Keep expansion control joints free of mortar or grout.
  - g) Allow tiles to set for a minimum of 48 hours prior to grouting.
  - h) Grouts shall be made of colored elastic tile joint sealant.

*d*

Color is for approval of AS-GSD.

- i) Aluminum movement strips shall be installed every 3.00 meters on both ways.
- j) Aluminum movement strips shall be of the same depth/thickness as the floor tile (See sample image)



- k) Expansion joints shall be installed on all corners such as walls, partitions, columns, etc.
- l) Tiles shall be installed using mortar bed method.
- > Additions and Repairs:
  - a) In case of additions not shown in the plans and not specified herein, the Contractor shall be paid as additional amount corresponding to the work added.
  - b) Demolitions and repairs due to Contractor's fault shall be done by the Contractor without extra compensation to the Owner.

II.

**Scope of Works:**

- a) Mobilization
- b) Clearing and Cleaning of Site
- c) Removal of existing floor tiles including grouts and mortars using power tools
- d) Hauling of debris, usable tiles shall be retained. The contractor shall be responsible for the hauling site not within the DBM compound
- e) Wheeled equipment/tools shall be used for hauling to prevent damage to the existing floor tiles.
- f) Elevators can be used to haul the debris during Sundays only
- g) Floor preparations prior to installation of tiles and mortars.
- h) Dismantling and reassembling of office cubicles shall only be done by the supplier - Design and Function Inc. Hence, prospective bidders should coordinate with the mentioned cubicle supplier for schedules, costing, etc.
- i) Installation of floor tiles
- j) Movement strips shall be of the same depth of the floor tiles
- k) Movement strips shall be installed every 3 meters both ways
- l) Movement strips shall be installed on all corners such as

2

	walls, columns, partitions m) Grouts shall be of colored elastic tile joint sealant. n) Mortar shall be of cement based material o) Finish floor line shall be of the same level as the existing. p) Testing and Commissioning q) Demobilization r) All other works necessary to finish the project; s) All work shall be done on standard engineering procedures and workmanship. t) The contractor shall pay Design and Function Inc. (supplier of work stations) for the following work:	
III.	<b><u>Additional Requirements:</u></b> a) No drilling shall be made on the floors; and b) Post tensioned slab shall not be damaged in any way. In case of damage, the contractor shall be held liable for all damages incurred as a result thereof	
IV.	<b><u>Warranty:</u></b> a) Warranty: one (1) year	

I hereby certify to comply with all the above Technical Specifications.

\_\_\_\_\_  
Name of Company/Bidder

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

\_\_\_\_\_  
Date

*2*

## ***SECTION II. SCHEDULE OF REQUIREMENTS***

<b>Item</b>	<b>SCHEDULE OF REQUIREMENTS</b>	<b>Quantity</b>	<b>Contract Duration</b>
	The Bidder/Supplier shall provide the following needed for the project:		
	Replacement of Floor Tiles and Repainting/Re-varnishing of All Interiors at the Office of the Assistant Secretary Achilles Gerard C. Bravo		
I	Dismantling of existing work stations	1 Lot	Two (2) calendar days upon receipt of NTP (Saturday and Sunday only)
II	Removal of existing floor tiles and hauling of debris		20 calendar days after relocation of workstation
III	Installation of new floor tiles *Estimated floor area: 117 sqm.		
IV	Repainting/Re-varnishing of All interior finishes (Walls, doors, door jambs, ceilings, wood cladding, etc.) the same color as existing		
V	Re-installation of work stations		Two (2) calendar days after completion of item 4 , (Saturday and Sunday only)
VI	Supply of all necessary materials to complete the project		
VII	Warranty		

I hereby certify to comply and deliver all the above requirements.

\_\_\_\_\_  
Name of Company/Bidder

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

\_\_\_\_\_  
Date

*2*

## Omnibus Sworn Statement

---

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 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 of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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;

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]*s 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:* I am 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) Inquire or secure 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.

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

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government*

*identification card used*], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her \_\_\_\_\_ No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_, *[date issued]*, *[place issued]*

IBP No. \_\_\_, *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_