



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
General Solano Street, San Miguel, Manila

REQUEST FOR QUOTATION
No. 23-048

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Supply, Delivery, Fabrication, and Installation of Glass Wall Partitions for ICTSS Command Center**" for FY 2023 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A and B (Terms and Conditions)**, provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **no later than** JUL 19 2023 **2:00 p.m.** at the Administrative Service – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through the email address indicated below.

A copy of your 2023 **Business/Mayor's Permit¹** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A **valid and updated** PhilGEPS Registration Certificate (Platinum Membership) (**all pages**) may be submitted in lieu of the Mayor's/Business Permit.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement² (GPPB-prescribed forms), Income/ Business Tax Return³ (for ABC's above Php 500k)** within a non-extendible period of five (5) calendar days from receipt of the notice from the Administrative Service that it submitted the Single/Lowest Calculated Quotation.⁴

For any clarification, please contact us at telephone no. **(02) 8657-3300 local 3115** or email address at mdavid@dbm.gov.ph.


AARON ALBERTO A. ESCALONA
Chief Administrative Officer

¹In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

²In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

³Manually filed tax returns or filed through the EFPS

⁴Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

INSTRUCTIONS:

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.

If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

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

TECHNICAL SPECIFICATION

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

Item	Description	Total Quantity	Bidder's Statement of Compliance - State "Comply"	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
I.	Supply, Delivery, Fabrication, and Installation of Glass Wall Partitions of ICTSS Command Center - Please see Annex "C" for the Detailed Specifications	1 lot			

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

<u>SCHEDULE OF REQUIREMENTS</u>		<u>Bidder's Statement of Compliance - State "Comply"</u>
A.	Supply, Delivery, Fabrication, and Installation of Glass Wall Partitions of ICTSS Command Center <ul style="list-style-type: none"> - Within Seventy-Five (75) Calendar Days from the receipt of the Notice to Proceed (NTP). - Mondays to Fridays (6:00 P.M. to 5:00 A.M. only) * subject to change upon notice from the Administrative Service (AS) - Saturdays, Sundays, and Holidays (allowed up to twenty-four (24) hours per day) - The period for the performance of the obligations under the Contract shall not be beyond the validity of the appropriation for the Project. 	
B	Provision of Materials, Tools, Equipment, Manpower, and Supervision needed for the contract <ul style="list-style-type: none"> - In accordance with Annex "C" (Detailed Technical Specifications) 	

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
Four Hundred Seventy-One Thousand Pesos only (Php 471,000.00)	<p style="text-align: center;">In words: _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">In figures: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Payment Details:

<i>Payment Terms:</i>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
Banking Institution	
Account Number	
Account Name	
Branch	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

TERMS AND CONDITIONS

1. Bidders shall provide the correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *sixty (60) calendar days* from the date of submission of quotation.
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 the contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum 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 DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
12. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM **may** rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

13. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. of 2020, the DBM shall publish in its official website and social media platform the following post-award information:

- a) Project name;
- b) Approved budget for the contract;
- c) Contract period;
- d) Name of the winning bidder and its official business address;
- e) Amount of contract awarded;
- f) Date of Award and Acceptance;
- g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

CONFORME:

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

Detailed Technical Specifications

1.0 Project Title

Supply, Delivery, Fabrication, and Installation of Glass Wall Partitions for the ICTSS Command Center.

2.0 Objective

To provide a Command Center (War room) for the ICTSS.

3.0 General Conditions/Specifications

3.1 Conditions

During contract implementation, the Supplier shall deliver the obligations arising from this contract with the following conditions:

- 3.1.1 Conduct a survey of the actual site condition prior to implementation of the contract.
- 3.1.2 Confinement of all works within the areas designated by the AS while strictly following the Local and National Building Code, national laws for public safety, Workmen's Compensation Act 1906, and proper working conditions.
- 3.1.3 Provision of all needed materials, tools, equipment, manpower, and supervision for the contract.
- 3.1.4 Cleaning, clearing, and hauling of any debris, construction wastes, refuse, junk, etc.
- 3.1.5 Provision and placement of temporary barricades, railings, fencing, warning signs, and lights for the duration of the contract.
- 3.1.6 Keep the premises free from accumulation of waste materials or rubbish caused by the works, at all times. At the completion of the work, the Supplier shall remove all its rubbish from and about the building and all its tools, scaffoldings, and surplus materials.
- 3.1.7 Protection of all adjoining property from any damage.
- 3.1.8 Protection of the construction site from any untoward incident within its control.

3.2 General Conditions of the Contract

- 3.2.1 The specifications shall be interpreted solely by the AS. No excuses shall be entertained for misinterpretation on the specifications after the award of the contract. All work, as

- deemed included in the Contract by the AS, shall be carried out properly by the Supplier.
- 3.2.2 The Supplier is required to submit samples or swatches before implementation of the same to eliminate the need for change orders and site errors. Furthermore, the Supplier is required to verify with the AS all details, may it be for architectural, electrical, and plumbing, before implementation of works.
- 3.2.3 Correction of work before final payment: The Supplier shall promptly replace and re-execute all work/s determined by the AS as failing to conform to the Contract, without expense to the DBM.
- 3.2.4 Damages caused in the installation of glass wall partitions due to the Supplier's fault shall be repaired/restored by the Supplier, at no additional cost to the DBM.
- 3.2.5 Correction of work after final payment: Neither the issuance of the certificate of acceptance nor payment nor any provision in the bidding documents shall relieve the Supplier of its responsibility for defects and damages resulting from faulty materials or poor workmanship which shall appear within a period of one (1) year from the date of acceptance of work by the DBM. The Supplier shall remedy any and all defects arising from faulty materials or poor workmanship and pay for any damage to other works resulting therefrom.
- 3.2.6 DBM shall not be responsible for (a) death or injury of the Supplier's employees; and (b) any damage to the Supplier's equipment or materials.
- 3.2.7 The plans and specification shall be considered as cooperatives and all labor materials in one and not mentioned or indicated in other or vice versa and shall not be done by the Supplier as if these are duly mentioned in both.
- If so, numerical indications appear on the plans, all drawings shall be carefully followed according to the scale of the drawing, but if they are not indicated the numerical rotations must be followed and not the scale of the drawing and specifications, specification shall be governed. In case of discrepancies in figures or drawings or site condition, the matter shall immediately be submitted to the Administrative Service before any adjustment shall be made and without extra compensation to DBM.
- 3.2.8 No change in drawing and/or specification shall be made without prior agreement or approval from the AS.
- 3.2.9 Once the project is completed, there will be a joint inspection for workmanship prior to acceptance wherein both parties shall send their representative. The Supplier shall immediately rectify and complete any deficiencies found.

3.3 Glass Wall Partition

- 3.3.1 The glass partition shall have a 1 ¾" dark brown tubular with a 6mm clear glass transom snap on the cover base.
- 3.3.2 The glass partition shall be 12mm tempered glass.

- 3.3.3 The glass doors shall be a double swing and frameless, made with 12mm tempered glass, and with complete stainless accessories such as door handles and fittings.
- 3.3.4 See "Annex D" (for the construction plan).

4.0 Scope of Work

- 4.1 Mobilization
- 4.2 Clearing and cleaning of the site
- 4.3 Supply, delivery, fabrication, and installation of glass wall partitions such as indicated on the plan.
- 4.4 Fabrication and installation of Suppliers' hoisting equipment for approval of DBM, if necessary.
- 4.5 Provide protection at all times in the affected working area.
- 4.6 Demobilization;

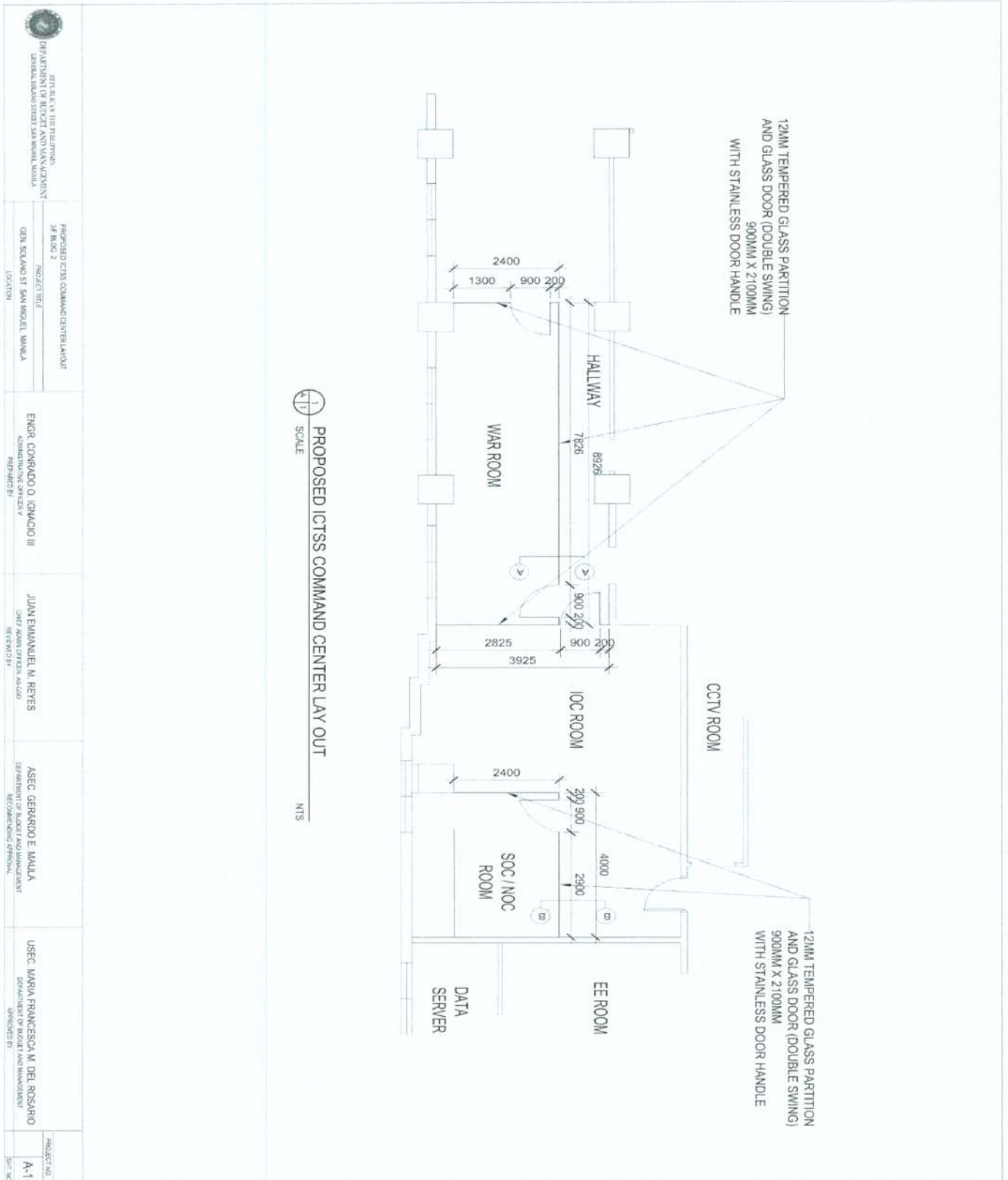
All works shall be done on standard engineering procedures and workmanship.

All workers shall follow the health and safety protocol to be implemented on site e.g. wearing of PPE (Personal Protective Equipment).

5.0 Warranty of the Supplier

One (1) Year Warranty shall commence on the day the AS issues the Certificate of Completion and Acceptance.





 DEPARTMENT OF BUDGET AND MANAGEMENT CENTRAL BUDGET STREET SAN MARCEL WORLD	PROPOSED ICTSS COMMAND CENTER LAYOUT SF BLOCK 2	ENGR. CONRADO O. IGNACIO III ADMINISTRATIVE OFFICER IV	JUAN EMANUEL M. REYES CHIEF ADMIN OFFICER AS/CSO	ASEC GERARDO E. MALLA DEPARTMENT OF BUDGET AND MANAGEMENT RECOMMENDING APPROVAL	ASEC MARIA FRANCESCA M. DEL ROSARIO DEPARTMENT OF BUDGET AND MANAGEMENT APPROVED BY	PROJECT NO. A-1
	PROJECT TITLE GEN. SOLANO ST SAN MARCEL WORLD	LOCATION	APPROVED BY	APPROVED BY	APPROVED BY	SHEET NO.