



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE VIII
VILLA RUIZ, BARANGAY 77, MARASBARAS, TACLOBAN CITY

REQUEST FOR QUOTATION (RFQ)
Tileworks Renovation of DBM Conference Hall

December 13, 2023

The Manager

Dear Sir/Madam:

Please quote your price for the item specified below, taking into consideration the following:

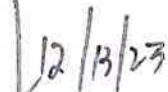
PROCUREMENT TERMS & CONDITIONS

1. The Total Approved Budget for the Contract (ABC) is **Two Hundred Fifty Thousand Four Hundred Twenty-Five Pesos only (P250,425.00).**
2. Price quotation should be inclusive of tax obligations.
3. **Evaluation of bids will be conducted on a "per lot" basis.**
4. Delivery/completion period is eight (8) calendar days upon receipt of the Notice of Award (NOA) and Purchase Order (PO) at the DBM-Regional Office VIII, Marasbaras, Tacloban City.
5. If awarded the contract, processing and payment shall be made within five (5) working days upon receipt of Statement of Account.
6. Refusal to accept an award maybe ground for imposition of administrative sanctions under Rule XXIII of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.
7. Failure of the supplier to deliver goods and render services under the contract within the specified delivery schedule shall be liable for damages for the delay pursuant to Sec. 3 Annex D of the 2016 Revised IRR of RA 9184.
8. The BAC upon consultation with the end-user unit, may cancel or terminate the conduct of procurement activities pursuant to Sec. 35.6 of the 2016 Revised IRR of RA 9184. Moreover, the Head of the Agency reserves the right to reject any and all bids, declare a failure of bidding or not award the contract in accordance with Section 41 of the same IRR.
9. **This RFQ must be duly filled out supported with the following documents, and the same must be sealed and submitted manually/on-site or through courier not later than December 19, 2023 @ 9:30 AM, DBM Bundy Clock Time:**
 - a) 2023 Mayor's/Business Permit. However, if you have already submitted the said eligibility document from the previous procurement, you may no longer be required to submit the same;
 - b) Philippine Contractor Accreditation Board License; and
 - c) Omnibus Sworn Statement (OSS) using the attached format. Unnotarized OSS will be accepted subject to submission of a notarized OSS after award of contract but before payment.
10. **The supplier's PhilGEPS Registration Number must be indicated at the 4th page of this RFQ.**

Address of bid submission

FLORITA M. LACDO-O, BAC Chairperson
DBM-Regional Office No. VIII
Villa Ruiz, Marasbaras, Tacloban City


ENERIZA A. REALINO
Canvasser


FLORITA M. LACDO-O
BAC Chairperson

I have read and understood the Procurement Terms & Conditions. By signing this quote, I hereby agree and bind myself to the Terms & Conditions indicated in this RFQ.

Tileworks Renovation of DBM Conference Hall

| Lot | Qty | Unit | ABC | BID PRICE | |
|--|-----|------|---------|-----------|--------------|
| | | | | U/P | Total Amount |
| 1 | | | 250,425 | | |
| <p>Tileworks Renovation of DBM Conference Hall</p> <p>Scope of work: Demolition Works: - Net Area: 160.91 sqm - Removal of the existing tiles - No. of Days: 4 Days</p> <p>Labor: - Skilled Laborer: 4 - Unskilled Laborer: 8</p> <p>Equipment: - Use of Pneumatic Drilling Machine - Chipping Hammer & Truck Rental (for materials disposal) - Minor tools (10% of Labor Cost)</p> <p>Materials: - Old/Used News Paper (40 Kgs) - Masking Tape, 1" (15 Rolls)</p> <p>Tile Works: - Net Area: 160.91 sqm - Install tiles with color similar or near similar to existing tiles of DBM Conference Hall - All tiles must be grade AAA with Tile Adhesive, and Tile Trim. - No. of Days: 4 Days</p> <p>Labor: - Skilled Laborer: 4 - Unskilled Laborer: 8"</p> <p>Equipment: - Angle Grinder - Minor tools (10% of Labor Cost)</p> <p>Materials: - 60cm x 60cm Ceramic Tiles (450 pcs) - Tile Adhesive, 25kgs (110 bags) - Tile Grout (to match tile color), 2kgs (11 bags) - Portland Cement (1 Bag) - Coarse Sand (2 Bags) - 2" Concrete Nails (.25 Kgs.)</p> <p>Conditions: - Onsite visit before quotation (Mondays-Fridays, excluding weekend and holidays, 9:00 AM-4:00 PM)</p> | | | | | |

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|--|--|--|--|--|--|
| | | <ul style="list-style-type: none"> - Provision of all needed materials, tools, equipment, manpower, and supervision for the project - Cleaning, clearing and hauling of any debris, construction wastes, junk, etc. - Hauling of debris and waste materials for proper disposal outside the DBM compound. Wheeled equipment/tools shall be used for hauling to prevent damages to the existing floor tiles. Clearances for the proper disposal, if any, shall be secured by the Supplier at no additional cost to the DBM. - Transfer of the removed floor tiles to the area located at the back-Procurement Service Tacloban City. - Tiles appear to be in condition shall be handle with care; - 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 all its tolls, and surplus materials. - Protection of all adjoining property from any damage. - Protection of the construction site from any untoward incident within its control. - The Supplier is required to submit samples or swatches to the end-user/technical working group before implementation of the same to eliminate the need for change order and site errors. - Correction of work before final payment. The Supplier shall promptly replace and re-execute all works/determined by the end-user/technical working group as failing to conform to the Contract without expense to the DBM. - Damages caused in the dismantling and installation of tiles due to the Supplier's fault shall be repaired/restored by the Supplier at no additional cost to the DBM. - Correction of work after final payment: Neither the issuance of the certificate of acceptance nor payment nor any provision in the bidding documents | | | |
|--|--|--|--|--|--|

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|--|--|---|---------|--|--|
| | | <p>shall relive 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.</p> <ul style="list-style-type: none"> - The supplier shall be fully responsible for the safety, protection, security and convenience of his personnel during implementation of the project. - The schedule shall be in two (2) shifts: morning and afternoon to start at 7:00 AM or a total of sixteen (16) hours per day. <p>Please see attached Floor Plan for reference.</p> <p>Delivery Period:</p> <ul style="list-style-type: none"> - Eight (8) calendar days upon receipt of NOA and PO. | | | |
| | | | 250,425 | | |

Please fill-out this portion LEGIBLY and COMPLETELY:

Signature over Printed Name of Authorized Representative: _____ Date: _____

Position in Firm: _____

Business Address: _____

Contact No.: _____

PhilGEPS Registration No. _____

FORMAT OF THE OMNIBUS SWORN STATEMENT (FOR SOLE PROPRIETORSHIP)**Omnibus Sworn Statement (Revised)***[shall be submitted with the Bid]*

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. I am the sole proprietor or authorized representative of *[Name of Bidder]* _____ with office address at *[address of Bidder]* _____;
2. 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 DBM-Regional Office No. VIII, as shown in the attached duly notarized Special Power of Attorney;
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. The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;

- c. Making 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 deliver 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.

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]

FORMAT OF THE OMNIBUS SWORN STATEMENT (FOR PARTNERSHIP/CORPORATION OR JOINT VENTURE)

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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. I am the duly authorized and designated representative of *[Name of Bidder]* _____ with office address at *[address of Bidder]* _____;
2. 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 DBM Regional Office No. VIII, 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. *[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* _____ is related to the Head of the Procuring Entity, Procurement Agent if engaged, 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;

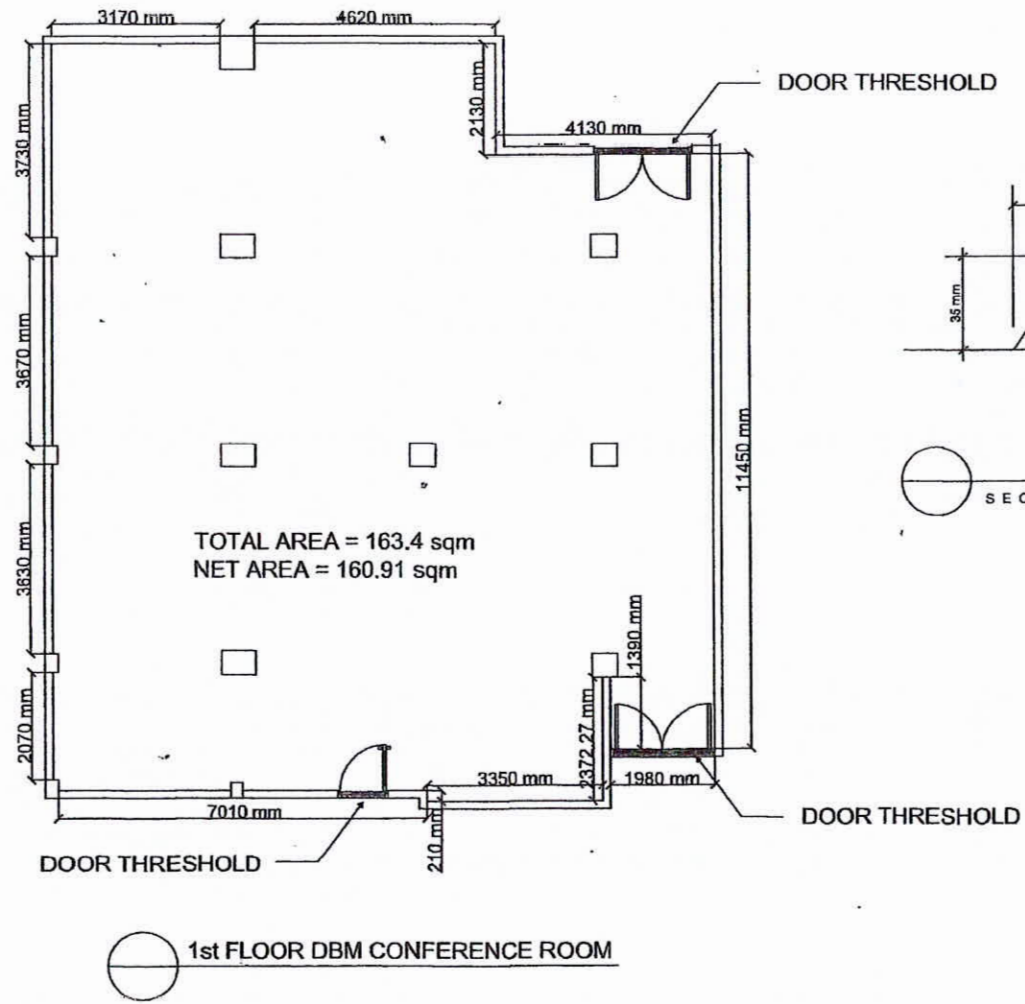
[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* _____ is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, 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;


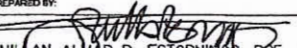
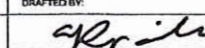
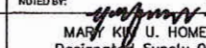
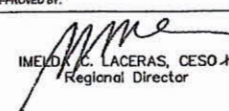

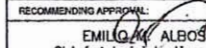
7. *[Name of Bidder]* _____ complies with existing labor laws and standards; and
8. *[Name of Bidder]* _____ is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making 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 deliver 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.**

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|  | PREPARED BY:  MILAN ALMAR D. ESTORNINOS, RCE, JD Head, EVSU PMEAO | DRAFTED BY:  ELLINE CLAUDETTE F. RIPALDA, RCE Engineering Assistant, EVSU PMEAO | PROJECT TITLE: FLOOR PLAN OF DEPARTMENT OF BUDGET AND MANAGEMENT CONFERENCE ROOM | NOTED BY:  MARY KAY U. HOMERES Designated Supply Officer | APPROVED BY:  IMELDA C. LACERAS, CESO III Regional Director | SHEET CONTENT: FLOOR PLAN | SHEET NO.  | |
| | PRC NO.: VALID UNIT: TRZ: | PRR NO.: PLACE ISSUED: DATE ISSUED: | LOCATION: Barangay 77, Villamor Subdivision Marabara, Tacloban City, 6503 Leyte | RECOMMENDING APPROVAL:  EMILIO M. ALBOS III Chief Administrative Officer | | | | |
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