



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

**REQUEST FOR QUOTATION (RFQ)  
LANDSCAPING**

October 13, 2021

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 **Five Hundred Thousand Pesos only (P500,000.00)**.
2. Price quotation should be inclusive of tax obligations.
3. Evaluation of bids will be conducted on a "per lot" basis.
4. Delivery period is within thirty (30) 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, payment of 50% of the contract amount after delivery and billing and 50% payment shall be made after one (1) month of landscaping maintenance.
6. Refusal to accept an award maybe ground for imposition of administrative sanctions under Rule XXIII of the 2016 Revised IRR of 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 Head of the Agency reserves the right to reject any and all bids, declare a failure of bidding or not award the contract per Sec. 41 of the of the 2016 Revised IRR of RA 9184.
9. **A Pre-bid Conference** will be conducted on **October 19, 2021 @ 1:30 PM** at the DBM-Regional Office VIII and through video conferencing or webcasting, which shall be open to prospective bidders. Prospective bidders are advised to register prior to the activity date and attend virtually via Google Meet using the following links:

**Registration link:** <https://forms.gle/f8YbtPKBYD9fbBCJ8>

**Meeting link:** <https://meet.google.com/svm-gase-ivo>

10. **This RFQ must be duly filled out supported with the following documents, and the same must submitted sealed not later than October 22, 2021 @ 1:00 PM, DBM Bundy Clock Time:**
  - a) 2021 Mayor's/Business Permit indicating line of business related to landscaping. If not yet available, the recently expired Mayor's/Business Permit with official receipt of renewal application, subject however, to submission of 2021 Mayor's/Business Permit after award of contract but before payment
  - b) Professional License (Professional Regulation Commission issued license or TESDA certificate)
  - c) Curriculum Vitae
  - d) Omnibus Sworn Statement using the attached prescribed format. Unnotarized OSS will be accepted subject to submission of a notarized OSS after award of contract but before payment.

The supplier's PhilGEPS Registration Number must also be indicated at the last page of this RFQ.

10/17/21

Address of bid submission

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

  
 ENERIZA A. REALINO  
 Canvasser

10/17/21  
 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 foregoing Terms & Conditions.

## LANDSCAPING

Lot	Qty	Unit	Particulars	ABC	BID PRICE	
					U/P	Total Amount
1	1	lot	<b>LANDSCAPING</b> <b>Supply, Delivery, and artistic arrangement of the following:</b> <ul style="list-style-type: none"> <li>- 3 m<sup>3</sup> Landscape Boulders/Rocks</li> <li>- 75 sqm Frog Grass</li> <li>- 18 m<sup>3</sup> Garden Soil</li> <li>- 45 bags Robbles #2 (at least 25kgs per bag)</li> <li>- 10 pcs Pots (ivory stone cast/fiber resin) (at least 14in diameter and 12in height)</li> </ul> <b>Plants</b> <ul style="list-style-type: none"> <li>- 300 pcs Picarra (Small - Medium) (at least 100mm)</li> <li>- 200 pcs Golden Miagos (Small - Medium) (at least 150mm)</li> <li>- 200 pcs Eugenia (Small - Medium) (at least 180mm)</li> <li>- 10 pcs Eugenia (Large) (1000mm - 2500mm)</li> <li>- 100 pcs Pandakaki (Medium) (at least 980mm)</li> <li>- 150 pcs Spathiphyllum (Small - Medium) (at least 120mm)</li> <li>- 30 pcs Podo Maki (Small - Medium) (at least 980mm)</li> <li>- 5 pcs Philodendton Tricolor (Small - Medium) (at least 240mm)</li> <li>- 10 pcs McArthur Palm (at least 950mm)</li> <li>- 20 pcs Sensation with Pots (ivory stone cast/fiber resin) (at least 500mm)</li> <li>- 30 pcs Calathea with Pots (ivory stone cast/fiber resin) (100-250mm) (lush)</li> <li>- 30 pcs Pothos with Pots (ivory stone cast/fiber resin) (100-600mm) (lush)</li> <li>- 30 pcs Boston Fern (Small to Medium) (at least 150mm) (lush)</li> </ul>	500,000		

		<p><b>Scope of Works:</b></p> <ul style="list-style-type: none"> <li>- Landscaping inside perimeter fence front gate to PS gate, and plant boxes in covered walks.</li> <li>- Potted Plants inside the DBM main building (Flag pole, stairs, RD and ARDs office)</li> <li>- Masonry Works (Widening of left side planters box from the center gate to main gate from 0.67meters to 1.69 meters) (See attached layout.)</li> <li>- Placement/Arrangement of displaced existing plants in:             <ol style="list-style-type: none"> <li>1. DBM ROVIII grounds,</li> <li>2. Back of Procurement Service building (5.68m x 4m), and</li> <li>3. Outside of perimeter fence from gate near COA to PS gate: PS Gate to Center Gate (0.90m x 51.57m) Center Gate to Main Gate (1m x 24.47m) Main Gate to COA gate (9.43m)</li> </ol> </li> <li>- Training of DBM Utility Workers for the maintenance of plants and landscape for two (2) months at least one (1) hour every Monday, Wednesday, and Friday starting 10:00am.</li> </ul> <p><b>OTHER TERMS AND CONDITIONS:</b></p> <ul style="list-style-type: none"> <li>- <b>Site inspection before quotation</b> (Schedule of Inspection: From October 15 - 21, 2021 excluding weekends and holidays from 9am to 10am or 4pm to 5pm only)</li> </ul> <p><b>Note:</b> Suppliers are encouraged to conduct site inspection before the scheduled pre-bid conference.</p> <ul style="list-style-type: none"> <li>- <b>Delivery Period:</b> Thirty (30) days from the receipt of P.O. and NOA.</li> <li>- <b>Payment</b> of 50% of the contract amount after delivery and billing and 50% payment shall be made after one (1) month of landscaping maintenance</li> <li>- <b>Warranty on Masonry Works:</b> One (1) year</li> <li>- <b>Two (2) months warranty on landscaping maintenance</b> from the date of delivery and acceptance to include watering of plants, trimming and replacement of wilted plants every Monday, Wednesday, and</li> </ul>			
		<p><i>Please indicate here the date of actual site inspection:</i></p> <p>_____</p>			

10/17/21



		<p>Friday with hour/s synchronous with the training of DBM utility. Garden tools be provided by the Supplier during the maintenance training/warranty.</p> <p>- <b>Warranty on Plants Four (4) months</b></p> <p>- <b>Inspection</b>                  DBM RO8 Inspection Committee shall at all reasonable times during construction of the Masonry Work, and landscaping of the project be entitled to examine, inspect, measure and test the materials and workmanship, and to check the progress of the landscape project.</p>			
				500,000	

Please fill-out this portion LEGIBLY and COMPLETELY:

Signature over Printed Name of Authorized Representative: \_\_\_\_\_  
 Position in Firm: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
**PhilGEPS Registration No.** \_\_\_\_\_

Date: \_\_\_\_\_ *10/19/21*

**FORMAT OF THE OMNIBUS SWORN STATEMENT****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. *[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; and8. *[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.

*[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]*



### MASONRY WORKS LAYOUT

