

REQUEST FOR QUOTATION

Date : _____

RFQ No.: _____

Name of Company : _____

Address : _____

Name of Store/Shop : _____

Address : _____

TIN : _____

PhilGEPS Registration Number (required prior to award): _____

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Renovation of Office Space Unit 410 and Unit 45 (Labor and Materials)** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **September 10, 2024**. A copy of your **latest Business/Mayor's Permit, PhilGEPS Registration, Sworn Statement(notarized) and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (082) 221-0858 / 0962-240-2126 or email address at ghangad@sbcorp.gov.ph and lacibron@sbcorp.gov.ph


Rowena G. Betia
BAC Chairperson

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
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.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement of Renovation of Office Space Unit 410 and Unit 45 (Labor and Materials) TECHNICAL SPECIFICATIONS (detailed)	REMARKS
<p>Unit 410 (Existing Office)</p> <ol style="list-style-type: none"> Secure all necessary permits, if necessary. Building Plan for the Layout (with actual inspection of the unit and with reference to the proposed layout of SBC) which covers the records room, receiving area and working stations; with electrical, and LAN layout. Dismantling, transfer, hauling and installation of records placed in boxes, existing slotted racks, steel cabinets and sofa located in Unit 410 to Unit 45 Dismantling of half of the entrance wall of existing record's room for the new CO area Installing of L-Shaped fixed tables/modular partitions in CO's area Installation of shelves between the CO and additional Supervisor Installation of door, overhead cabinet and counter for Cashier's cubicle. Dismantling of modular partition between Sarabillo and Sumagot cubicle. Installation of fixed table for the accountant's cubicle and partition Transfer of steel cabinets from existing to new cashier's location Installation of fixed L-Shaped table in the nook area Installation of bulletin/cork board with glass sliding cover to be placed at the reception area, transfer of the existing painting at the existing cashier's area 	

<ol style="list-style-type: none"> 13. Installation of Modular Partition at the existing cashier's area 14. Installation of glass door in the conference room with entrance at the reception area 15. Installation of smoked film in the glass partition at the reception area 16. Transfer the location of the existing CCTV to CO's area which is currently located at the front of the records room 17. Repainting of wall in CO's area (use odorless paint) 18. Installation of electrical wirings for the lights/fluorescent lamps and pin lights and supply of electrical materials in CO's area 19. Installation of electrical/LAN outlets in CO's area including supply of materials, if any. 20. Structure cabling for LAN – 35 structure nodes to be terminated to server rack using UTP-CAT 6 Cable with PVC piping and cable management 21. Structure cabling for Telephone Line - 3 structure nodes to be terminated to server rack using UTP-CAT 6 Cable with PVC piping and cable management 22. Fixing the electrical outlets of the existing cubicles 23. Transfer of the air-conditioning unit near server to reception area and fixing the hole in the ceiling from the dismantled air-conditioning unit. 24. Supply and installation of additional legs/brackets/support for the existing modular partitions 25. Installation of Magnetic Door Lock 26. Cleaning and disposal of junk/unused materials in unit 410 	
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<p><u>Unit 45 (New Office)</u></p>	<ol style="list-style-type: none"> 1. Secure all necessary permits for the transfer including DLPC requirements and occupancy permit after renovation. 2. Building Plan for the Layout (with actual inspection of the unit and with reference to the proposed layout of SBC) which covers the records room, receiving area and working stations. 3. installation of records placed in boxes, existing slotted racks, steel cabinets and sofa located in Unit 410 to Unit 45 4. Repainting (use odorless paint) 5. Pull out of table/chairs from conference room 6. Installation of electrical wirings for the lights/fluorescent lamps and pin lights and supply of electrical materials 7. Installation of electrical/LAN/telephone outlets and supply of materials 8. Structure cabling for LAN- 10 structure nodes to be terminated to server rack located in unit 410 using UTP-CAT 10 Cable with PVC piping and cable management 9. Installation of Magnetic Door Lock 10. Installation of blinds to cover the glass window 11. Cleaning and disposal of junk/unused materials in unit 45 	

DELIVERY REQUIREMENT

- a) Unit 410 and unit 45 is located at 4th floor, Landco bldg., Bajada, J.P. Laurel, Davao City
- b)

FINANCIAL OFFER:

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

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PROCUREMENT OF Office Space Unit 410 and Unit 45 (Labor and Materials)			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
ABC = Php500,000 Tax Inclusive	<u>Unit 410 (Existing Office)</u>		In words _____
	<u>Unit 45 (New Office)</u>		_____
			In figures: _____

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all the items.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- Award of contract shall be made to the lowest 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.
- 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.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.

9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp 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.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the contractor’s identified bank account not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor’s account.
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 SBCorp shall 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.

Office Telephone No. _____

Signature over Printed Name

Mobile No. _____

Position/Designation

Email address: _____