

## REQUEST FOR QUOTATION

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

RFQ No.: \_\_\_\_\_

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

Address : \_\_\_\_\_

Name of Store/Shop : \_\_\_\_\_

Address : \_\_\_\_\_

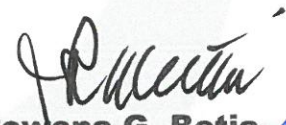

TIN : \_\_\_\_\_

PhilGEPS Registration Number (required prior to award): \_\_\_\_\_

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Repair of SB Corp Pampanga Desk Office and Muntinlupa Warehouse** 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 **November 7, 2024, 10:00 am**. A copy of your **latest Business/Mayor's Permit, PhilGEPS Registration, Omnibus Sworn Statement(notarized), latest Business/Income Tax Return and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734 or email address at [jbperez@sbcorp.gov.ph](mailto:jbperez@sbcorp.gov.ph); [bac@sbcorp.gov.ph](mailto:bac@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.

Small Business Corporation is an Attached Agency of the Department of Trade and Industry

 17th & 18th Floors, 139 Corporate Center, Valero St., Salcedo Village, Makati City 1227, Philippines  
 [sbcorporation@sbcorp.gov.ph](mailto:sbcorporation@sbcorp.gov.ph)

 5328-1100 -1110 and 1112-1116  
 [www.sbcorp.gov.ph](http://www.sbcorp.gov.ph)

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

<b>Procurement of (Name of Item/s to be procured)</b>	
<b>TECHNICAL SPECIFICATIONS (detailed)</b>	<b>REMARKS</b>
<p style="text-align: center;"><b>TERMS OF REFERENCE</b> <b>Repair of SB Corp Pampanga Desk Office and Muntinlupa Warehouse</b></p> <p><b>I. LOCATION</b></p> <ol style="list-style-type: none"> <li>SB Corporation Pampanga Desk Office – 215 V. Cuyugan Road, Brgy. Del Pilar, San Fernando City, Pampanga.</li> <li>SB Corporation Muntinlupa Warehouse – 15 South Ave., Embassy Village, Brgy. Cupang, Muntinlupa City.</li> </ol> <p><b>II. PURPOSE</b></p> <p>This project is intended to repair the Pampanga Desk Office and Warehouse due to leaks, damages and wear and tear. It needs to remedy the properties which have chipping of paints, worn-out ceiling, various water leakage and corroded/stock up door accessories and comfort room fixtures. (see attached pictures)</p> <p><b>III. SCOPE OF WORK FOR PAMPANGA DESK OFFICE</b></p> <ol style="list-style-type: none"> <li>Supply, delivery and installation of all needed materials for repair</li> <li>Dismantling of existing defective floor mounted aircon and re-installation of split type wall mounted aircon previously turn-over by NLG</li> <li>Replacement of all dilapidated ceiling</li> <li>Painting of interior and exterior walls and ceilings</li> <li>Waterproofing and concrete topping of rooftop</li> <li>Installation of Zocallo at the door of the rooftop</li> <li>Installation of acrylic clear panel in replacement of broken glass window</li> <li>Checking of electrical line &amp; out, replacement of damaged electrical wirings and all busted lights</li> <li>Replacement of new water pump motor (1HP) and re-installation / testing</li> <li>Converting the wooden dry wall at the back of the building into concrete wall</li> </ol>	

11. Repair of steel gate and additional steel reinforcement for added protect and security
12. Clearing/Cleaning and Hauling
13. Mobilization/Demobilization.

**IV. SCOPE OF WORK FOR WAREHOUSE**

1. Supply, delivery and installation of all needed materials for repair
2. Replacement of all dilapidated ceiling
3. Chipping of concrete flooring, concrete topping and waterproofing of 2<sup>nd</sup> floor terrace to prevent water leakage
4. Installation of roof at 2<sup>nd</sup> floor to enclose the open area for water leakage
5. Plastering of concrete walls and CHB laying at the ground floor
6. Installation of aluminum screen gutter to prevent the accumulation of dry leaves at the rain gutter
7. Resealing of roof and gutter
8. Painting of interior and exterior walls and ceilings
9. Replace/Repair damaged door accessories
10. Installation of the existing window type aircon at room no. 1
11. Installation Zocallo for the 2 rooms at 2<sup>nd</sup> floor to prevent water from entering the room
12. Clearing/Cleaning and Hauling
13. Mobilization/Demobilization

Note: For continuity of work and convenience of the personnel of the winning contractor, they may be allowed to use the properties as quarters all throughout the project. Any loss or damages to properties incurred during their stay will be charged against the contractor.

**VI. PROPOSAL/QUOTATION**

For purposes of determining the percentage of accomplishment and payment of billing, the bidder must submit his proposal with the corresponding amount for each type of work for both the Pampanga Desk Office and Muntinlupa Warehouse. In cases where there are sub-items in a particular type of work, the cost for each sub-item must also be indicated in the proposal.

**VII. SCHEDULE OF PAYMENT**

1. Down Payment/Mobilization – 15%  
 - Down payment will be released within 15 days after issuance of performance security by the contractor.

2. Progress Billing – 85%  
 First Billing (20%) – The first progress payment may be paid to the contractor provided that the water proofing and leak testing works for both Pampanga Desk Office and Muntinlupa Warehouse have been completed, please indicate the specific works that need to be completed (ex. Item 1 to 5 of scope of works) as certified by CSARG;  
 Second Billing (20%) – The second progress payment may be paid to the contractor provided that the replacement of all dilapidated ceilings and electrical works for both Pampanga Desk Office and Muntinlupa Warehouse have been finished, please indicate the specific works that need to be completed (ex. Item 1 to 5 of scope of works) as certified by CSARG;  
 Balance (45%) – Remaining balance will be paid upon completion and issuance of Final Certificate of Acceptance issued by HRASG and Certificate of Completion as certified by CSARG. An amount equivalent to five percent (5%) of the contract price representing warranty security will be deducted from the remaining balance and shall be released only after expiration of one (1) year subject to the conditions provided under the Warranty Security. However, if the contractor will issue either a Letter of Credit, Bank Guarantee or Surety Bond in lieu of cash the same should be submitted to SB Corporation within five (5) working days after the issuance of Final Certificate of Acceptance.

**VIII. BOND/SECURITY**

1. Performance Security – To guarantee the faithful performance by the winning bidder of its obligations under the contract in accordance with the Terms of Reference, he shall post a performance security prior to the issuance of Notice to Proceed based on the following schedule:

Form of Performance Security	Amount of Performance Security
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank	Ten percent (10%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank	

c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security	Thirty percent (30%)
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2. Warranty Security – To ensure that the contractor shall perform his responsibilities in undertaking the repair works, at his own expense, or any damage to the infrastructure on account of the use of materials of inferior quality, violation of contract plans and specifications, and other similar cases, occurred within one (1) year after the turnover of the this project, a warranty security must be posted within five (5) working days after issuance of Final Certificate of Acceptance in accordance with the following schedule:

Form of Warranty Security	Amount of Warranty Security
a) Cash or Letter of Credit issued by a Universal or Commercial Bank	Five percent (5%)
b) Bank guarantee confirmed by a Universal or Commercial Bank	Ten percent (10%)
c) Surety bond callable upon demand issued by GSIS or a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security	Thirty percent (30%)

#### IX. APPROVED BUDGET

The approved budget for the above-mentioned project is **Php 800,000.00** inclusive of labor, materials, taxes, and other charges.

#### X. DELIVERY

The Contractor is given **Sixty (60) days** to complete the project commencing on date of receipt of Notice to Proceed. Every day of delay shall be subject to penalty charge equivalent to 1/10 of 1% of the total value of incomplete portion of the project.

<p>Actual inspection of the project will be conducted immediately upon its completion to determine their compliance with the TOR. The SB Corp has the right to reject or deny the acceptance of the project and cancel the corresponding Notice of Award and Purchase Order (PO) if the items delivered or works performed are found to be defective, incomplete, non-compliant with the TOR.</p> <p><b>XI. ELIGIBILITY OF BIDDERS</b></p> <ol style="list-style-type: none"> <li>1. Must be in the business of general contractor building, house and offices for not less than two (2) years;</li> <li>2. With at least three (3) completed and/or on-going projects; and</li> <li>3. Lead Foreman must supervise all their personnel throughout the actual work</li> </ol> <p><b>XII. DOCUMENTARY REQUIREMENTS</b></p> <p>Interested contractors must submit the following documents which will be used in the evaluation of proposals:</p> <ol style="list-style-type: none"> <li>1. SEC Registration/DTI Permit</li> <li>2. PhilGEPS Registration</li> <li>3. Mayor's or Business Permit (Latest)</li> <li>4. BIR Form 2303</li> <li>5. Sworn Statement</li> <li>6. List of ongoing and completed projects</li> <li>7. PCAB License</li> <li>8. Business/Income Tax Return</li> </ol>	
<b>DELIVERY REQUIREMENT</b>	
a) 1 lot	
b) 60 days upon receipt of NTP	

**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.

PROCUREMENT OF (name of item/s to be procured)			
Quantity (A)	Description/Brand/ Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
ABC (Php 800,000.00) Tax Inclusive			In words _____  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.
- The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 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: \_\_\_\_\_