



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 **Supply, Delivery and Installation of Modular Partitions at SBCorp's Unit 1804** 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 22, 2023 at 10:00am.** A copy of your **latest Business/Mayor's Permit, Philgeps Registration, Omnibus Sworn Statement(notarized), Income Tax Return (ITR) 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; jparpan@sbcorp.gov.ph


Rowena G. Betia
BAC Chairperson *h*

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 (Name of Item/s to be procured)	
TECHNICAL SPECIFICATIONS (detailed)	REMARKS
<p>TERMS OF REFERENCE</p> <p>I. NAME OF PROJECT: Replacement of Modular Partitions at SB Corp's Unit 1804</p> <p>II. LOCATION: SB Corporation Head Office, Unit 1804, 18th Floor, 139 Corporate Center, 139 Valero St., Salcedo Village, Makati City</p> <p>III. SCOPE OF WORKS</p> <p>A. Dismantling of Existing Partitions</p> <p>B. Replacement of Modular Partitions</p> <ol style="list-style-type: none"> 1. The new worktop should have the size of 140cm x 60cm while the modular partitions should be compatible with the said size and with the height of 120cm (same with existing tables and partitions); 2. New partitions should have similar fabric design, color and glass combination with that of the existing partitions of SB Corp located at Units 1702, 1703 and 1704; 3. Aluminum (durable style) frames and capping must be the same as with the existing (17th floor); 4. Table top and side top should be made up of high pressured laminated board with off-white finished; 5. The glass of the partitions should have frosted sticker and its design must be subject to the approval of SB Corp; 6. Modular partitions should have provisions/outlets for telephone and internet cables for each table/cubicle. 7. Layout should be based on the attached floor layout (Annex A) <p>C. Electrical Works</p> <ol style="list-style-type: none"> 1. Each cubicle/table should be provided with electrical outlet and wirings connected with SB Corp's active electrical system; 2. Electrical outlets should have 2 gang and its electrical wires must have conduit and compliant with Philippine Electrical Code for the size. 	

Criteria	Weight (%)	
A. Technical Aspect		60%
1. Number of years in modular partition business <ul style="list-style-type: none"> ➤ Above 5 years - 20% ➤ 3-4 years - 10% ➤ Below 3 year- 5% 	20%	
2. Number of completed and ongoing projects with the government and private/individual entities (may be validated thru phone) <ul style="list-style-type: none"> ➤ 10 projects or more - 20% ➤ 5 to 9 projects - 10% ➤ Less Than 5 projects - 5% 	20%	
3. Financial capability <ul style="list-style-type: none"> ➤ w/ positive net income based on Audited Financial Statement - 20% ➤ w/ negative net income based on Audited Financial Statement- 0% 	20%	
B. Financial Aspect <p>Formula:</p> $\left[\left(\frac{\text{Quoted Price of Lowest Bidder}}{\text{Quoted Price of Bidder Being Rated}} \right) \times 40\% \right] \times 100$ <p>(source: RA 9184)</p>		40%

Note: Lowest bidder shall automatically get 40%

TOTAL

100%

IV. APPROVED BUDGET

The approved budget for the above-mentioned project is Php 900,000.00 inclusive of labor, materials, taxes, and other charges.

V. DURATION OF PROJECT

The Contractor is given **thirty (30) working 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.

(see attached TOR)

DELIVERY REQUIREMENT

a) 1 lot

b) **Thirty (30) calendar days upon receive 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)
Php900,000.00 Tax Inclusive			In words _____ _____ In figures: _____

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. 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.
7. 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.
8. 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: _____

TERMS OF REFERENCE

- I. **NAME OF PROJECT:** Replacement of Modular Partitions at SB Corp's Unit 1804
- II. **LOCATION:** SB Corporation Head Office, Unit 1804, 18th Floor, 139 Corporate Center, 139 Valero St., Salcedo Village, Makati City
- III. **SCOPE OF WORKS**

A. Dismantling of Existing Partitions

B. Replacement of Modular Partitions

1. The new worktop should have the size of 140cm x 60cm while the modular partitions should be compatible with the said size and with the height of 120cm (same with existing tables and partitions);
2. New partitions should have similar fabric design, color and glass combination with that of the existing partitions of SB Corp located at Units 1702, 1703 and 1704;
3. Aluminum (durable style) frames and capping must be the same as with the existing (17th floor);
4. Table top and side top should be made up of high pressured laminated board with off-white finished;
5. The glass of the partitions should have frosted sticker and its design must be subject to the approval of SB Corp;
6. Modular partitions should have provisions/outlets for telephone and internet cables for each table/cubicle.
7. Layout should be based on the attached floor layout (Annex A)

C. Electrical Works

1. Each cubicle/table should be provided with electrical outlet and wirings connected with SB Corp's active electrical system;
2. Electrical outlets should have 2 gang and its electrical wires must have conduit and compliant with Philippine Electrical Code for the size.

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The approved budget for the above-mentioned project is Php 900,000.00 inclusive of labor, materials, taxes, and other charges.

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The Contractor is given **thirty (30) working 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.

VI. CRITERIA FOR EVALUATION

Participating bidders will be evaluated using the following criteria:

Criteria	Weight (%)	
A. Technical Aspect		60%
1. Number of years in modular partition business <ul style="list-style-type: none"> ➤ Above 5 years - 20% ➤ 3-4 years - 10% ➤ Below 3 year- 5% 	20%	
2. Number of completed and ongoing projects with the government and private/individual entities (may be validated thru phone) <ul style="list-style-type: none"> ➤ 10 projects or more - 20% ➤ 5 to 9 projects - 10% ➤ Less Than 5 projects - 5% 	20%	
3. Financial capability <ul style="list-style-type: none"> ➤ w/ positive net income based on Audited Financial Statement - 20% ➤ w/ negative net income based on Audited Financial Statement- 0% 	20%	
B. Financial Aspect		40%
Formula: $\left[\left(\frac{\text{Quoted Price of Lowest Bidder}}{\text{Quoted Price of Bidder Being Rated}} \right) \times 40\% \right] \times 100$ (source: RA 9184)		
Note: Lowest bidder shall automatically get 40%		
TOTAL		100%

Bidder with the highest score will be considered as the winner subject to eligibility requirements and submission of the required documents.

VII. ELIGIBILITY OF BIDDERS

1. Must be in the business of modular partition for not less than two (2) years;

2. With at least four (4) completed and/or on-going projects;
3. Financially capable;
4. Can supply similar fabric, worktop and frames with the existing modular partitions.

VIII. DOCUMENTARY REQUIREMENTS

Interested contractors must submit the following documents which will be used in the evaluation of proposals:

1. SEC Registration/DTI Permit
2. PhilGEPS Registration (Platinum or Red)
3. Business Permit
4. BIR Form 2303
5. Omnibus Sworn Statement
6. Income/Business Tax Return
7. Company Profile with list of ongoing and completed projects
8. Latest Audited Financial Statement