



**Republic of the Philippines
SOCIAL SECURITY SYSTEM
East Avenue, Diliman, Quezon City**

REQUEST FOR QUOTATION

2020-0020

January 27, 2020 PHILGEP'S REF. NO.: 0822992
Date DATE POSTED : 01-28-20
POSTED BY : ERIKA

Sir / Madam:

Please furnish us with your quotation on or before **February 3, 2020 @ 5:00PM** for the following items:

No.	Quantity	PARTICULARS	Unit Cost	Total Cost
1	1 Lot	Replacement of carpet tiles at ITMG SVP Office, G/F SSS Main Office, East Avenue, Diliman, Quezon City ABC = P 71,627.59 / Lot <i>(Please see attached Scope Of Work & Bill Of Quantities)</i> EFMD – Memo; PR # 1008-20 received by PPMD dated 1-27-2020 with Request # 2020-0065 [FY APP 2020 – M/R Building–Repairs & Others – Standard Repairs & Renovations – APP # 356, Original]	P _____ /Lot	P _____

Delivery Terms : Seven (7) Calendar Days upon receipt of approved J.O. / P.O.
Payment Terms : Government Terms (Payment is upon delivery of items / services and submission of billing documents.)
Price Validity : Three (3) Months.

- NOTE/S:**
- 1.) For canvass with an ABC of P 100,000.00 and above, the winning bidder is required to post a Performance Bond from receipt of Notice of Award equivalent to 5% Cash (Goods & Consulting Services) & 10% Cash (Infrastructure), Cashier's / Manager's Check, Bank Guarantee / Draft or 30% Surety Bond callable upon demand, of the contract price.
 - 2.) **Supplier is required to indicate his PhilGeps Registration Number on the canvass form.**
 - 3.) SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.
 - 4.) **Alternative offer is not allowed.**
 - 5.) **Quantity is subject to change but not to exceed of the approved P.O.**
 - 6.) **Award shall be on a "Per Lot" Basis.**
 - 7.) **For clarification of details, please call Engr. Ryan Reyes / EFMD @ 920-6401 local 5528 / 5539.**

This is to certify that my Company is updated in the payment of contributions and loans to SSS, and conformed with the above terms & conditions, and the data / quotation indicated are valid.

Owner/Company Representative
(Sign over Printed Name)

Reminder : Price quotation should be made with extra care taking into account the specification and unit of quantity to avoid errors. The offeror binds himself to this quotation.

Please indicate below your Business Name, Address and Telephone Number and Date Received.

Your Business SSS No. _____
 PhilGeps Registration No. _____
 TIN no. _____
 Date Received : _____

(Business Name)

(Address & Telephone No.)

(E-mail Address)

Very Truly Yours,

HYDEE R. RAQUID

Department Manager III

Procurement, Planning & Management Department

Tel No. 920-6401 loc 5504-5507

Fax No. 435-9861

E-mail Address: bansilea@sss.gov.ph, pmd@sss.gov.ph



SOCIAL SECURITY SYSTEM
Engineering and Facilities Management Department

PROJECT : **Replacement of Carpet Tiles at SVP ITMG Office**
Ground Floor, SSS Main Building, East Avenue, Quezon City

I. SCOPE OF WORK

A. Scope of Work

The work contemplated under this contract shall consist of the furnishing of all materials, labor, plant, tools and equipment, permits including the satisfactory performance of all work necessary for the complete execution of all the work as shown on the plans, specifications and other contract documents.

Materials deemed necessary to complete the work but not specifically mentioned in the specifications, working drawings or in the other contract documents are inferred, and shall be supplied and installed by the contractor without extra cost to the owner. Such material shall be of the highest quality available, installed and applied in workmanlike manner at prescribed or appropriate locations.

1. REPLACEMENT OF CARPET TILES

- a. Dismantling of existing carpet tiles.
- b. Surface preparation and restoration for installation of new carpet tiles.
- c. Installation of new carpet tiles.
- d. Turn-over of waste materials to Building and Equipment Team, Engineering and Facilities Management Department.

B. Workmanship

1. All required phases of work shall be done by skilled and competent men who regularly engage or specialize in the type of work specified. Workmanship shall be the very best trade practice.

C. Site Examination

1. Examine the site premises and all conditions apparent and visible therein. Consider all such conditions that may affect work.
2. Measure every existing work/structure at site. Verify all given dimensions and deviations. It shall be understood that the work covers all exposed external surfaces regardless of measurements made.

D. Protection of Work and Property

1. Provide adequate protection for existing structures and other areas not affected by the work specified and the ground below. Place warning signs where work is being undertaken.
2. Remove work materials damaged by failure to provide protection. Replace with new work materials at no extra cost to the **OWNER**.

E. Cleaning

1. Leave premises clean, neat and orderly. Remove all stains, spots, blemishes, soil dirt from all finished work.
2. Remove all excess materials, used containers, tools, equipment and supplies out of the SSS premises during the progress of work and upon completion of work.


F. Submittals

1. Samples of finishes, furnished materials and equivalent materials for approval by the Engineering and Facilities Management Department prior to installation / application.

G. Quality of Materials

1. All replacement materials shall be new, free from defects, passed and conformed to International Standard and Philippine Standard set forth by Bureau of Product Standards – Department of Trade and Industry.

Prepared by:


Ryan Charles G. Reyes
JO – Jr. Engineer, EFMD

Republic of the Philippines
SOCIAL SECURITY SYSTEM
 East Avenue, Diliman, Quezon City
ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT

PROJECT : **Replacement of Carpet Tiles at ITMG SVP Office**
 LOCATION : **GROUND FLOOR, SSS MAIN BUILDING, EAST AVENUE, DILIMAN, QUEZON CITY**

BILL OF QUANTITIES

ITEM NO.	DESCRIPTION	QTY	UNIT	MATERIALS		LABOR & EQPT		TOTAL MAT'L, LABOR AND EQPT COST	MARK-UP	VAT	TOTAL COST
				UNIT COST	AMOUNT	UNIT COST	AMOUNT				
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
I SITE PREPARATION											
1.1	Dismantling of Existing Carpet Tiles and Restoration in Preparation for Installation of New Carpet Tiles	26.41	sqm		C x E		C x G	F + H	% x I	% x (I + J)	1 + J + K
TOTAL COST - SITE PREPARATION					-		-	-	-	-	-
II ARCHITECTURAL FINISHES											
2.1	Installation of Carpet Tiles for the Vice President Office	26.41	sqm								
2.1.1	Carpet Tiles, 500mm x 500mm x 6.2mm	117.00	pcs								
2.1.2	Contact Cement Vinyl Tile Adhesive	7.00	gal								
TOTAL COST - ARCHITECTURAL FINISHES					-		-	-	-	-	-
TOTAL PROJECT COST											

GENERAL INSTRUCTIONS:

- For uniformity and evaluation purposes, a bidder shall adhere to the herein prescribed format of BOQ, specifically in the formula for computation, given quantity and inclusive pay items. Any deviation from the format shall be a ground for disqualification of bid.
- Fill out all required items/field in the BOQ. **(Shaded cells)**. Failure to indicate any of the following shall mean outright disqualification since bid is considered Non-responsive per Section II Instruction to * If item is given for free, indicate dash (-), zero (0) or free * If item is not applicable, indicate N/A
- Each bidder shall be provided with hard copy of the BOQ Form (attached in the PBD) and a soft copy for faster and easier encoding. The hard copy shall serve as the bidder's reference as to completeness of work items, quantity, formula, format, etc. In the BOQ Form. Any discrepancy on the quantity and inclusive pay items) between the hard copy and electronic copy, the contents of written query to the Bids and Awards Committee so that the same shall be addressed in the Bid Bulletin which will be issued to all participating bidders.
- Bidders are not allowed to include any pay items that were not indicated in the hard copy of BOQ. In instances where necessary work items are inadvertently left out in BOQ Form, a bidder should make a written query to the Bids and Awards Committee so that the same shall be addressed in the Bid Bulletin which will be issued to all participating bidders.
- Mark-up / Indirect Cost as indicated in the Summary of Estimates shall include the following:
 - 5.1. Overhead Expenses such as office expenses, supervision, transportation allowances, and financing costs (premium on CARL Bid Security, Performance Security, Surety for Advance payment, Warranty Bond)
 - 5.2. Contingencies, Miscellaneous Expenses and Contractor's Profit Margin
- Each and every page of the Bid Proposal (Legal, Technical, Financial) shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be ground for the rejection of the bid.
- Bid proposal must be inclusive of all applicable taxes per Section II Instruction to Bidders, Item 27.6
- Warranty requirement is at no cost to SSS

SUBMITTED BY:

 (Name of Bidder)

PREPARED BY:

 Company Representative

 Address

 Telephone Number

 Date

NC