



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

PROCUREMENT PLANNING & MANAGEMENT DEPARTMENT
Tel. No. 8709-7198 loc 5504-5507/6391

August 08, 2023

Sir/Madam:



Please furnish us with your quotation on or before **AUGUST 11, 2023 @ 10:00 AM** for the items listed in the attached **Request for Quotation (RFQ)**.

Kindly accomplish the **RFQ Form** together with the **Bidder's Information** and indicate your confirmation on the **Terms and Conditions** by signing the **Certification**.

Refer to the Instruction to Suppliers for the procedure on the submission of quotation.

Thank you.

Very truly yours,


BILLY V. DIBDIB
Acting Head, PPMD 

PHILGEPS REF. NO.: 10013288
PUBLISHED DATE : 08/08/23
POSTED BY : AMY

REQUEST FOR QUOTATION (RFQ) FORM

RFQ Number 2023-0166	RFQ Date August 08, 2023	ABC ₱ 866,450.01 (Part of P 1,500,000.00)	APP NO. 2023-0072
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Lot No.	QTY	PARTICULARS	Unit Cost	Total Cost
1	1 Lot	Refurbishing of Boardroom, Mini Boardroom, and Pantry at 12/F, SSS Makati Building, Ayala Avenue, cor. V.A. Rufino St., Makati City Project ABC: ₱ 866,450.01 / Lot	₱ ____/Lot	₱ ____

Total Offered Quotation (Inclusive of VAT) in words:

Please completely fill-out and submit the following form/s:
Annex A – Technical Specification / Statement of Compliance
Annex B – Bill Of Quantities

Price Validity	Three (3) Months
Delivery Terms and Place	<ul style="list-style-type: none">• Thirty (30) Calendar Days from receipt of the approved Purchase Order / Job Order• To be delivered at 12/F, SSS Makati Building, Ayala Ave., cor. V.A. Rufino St., Makati City
Payment Terms	<ul style="list-style-type: none">• Government Terms• SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.• Partial payment for partial delivery: Two (2) payments: 1st partial payment upon reaching 50% or more work accomplishment; and 2nd/final billing upon 100% completion of the project and upon issuance of Certificate of Completion, as certified by the Engineering and Facilities Management Department• Payment is upon delivery of items/services and submission of billing documents; and shall be directly credited to the Supplier's bank account.

BIDDER'S INFORMATION		
Business Name	Address	
Name of Company Representative	Email Address	Telephone/Mobile Number
PhilGEPS Registration No.	SS Number	BIR TIN

NOTE: The Supplier must ensure to fill-out the details of its business and of the owner/company representative, with signature over printed name on the CERTIFICATION page. Incompletely filled-out RFQ Form is a ground for disqualification of submitted quotation.

TERMS AND CONDITIONS

1. **For contract price amounting to P100,000.00 and above**, the winning Supplier shall be required to post a Performance Security from receipt of Notice of Award equivalent to % of Contract Price as follows:
 - 5% (Goods & Consulting Services) or 10% (Infrastructure) Cash, Cashier's/Manager's Check, Bank Draft/Guarantee, or
 - 30% Surety Bond callable upon demand.
2. If two (2) or more Suppliers submitted the same price quotation and have been post-qualified as the suppliers with Lowest Calculated and Responsive Quotations, the procuring unit shall use "draw lots" or similar method of chance to break the tie.
3. Alternative offer shall not be allowed. Any bid exceeding the ABC shall be a ground for disqualification.
4. Incompletely filled out Bid Breakdown shall be considered non-responsive and automatically disqualified but specifying a zero (0), dash (-), or the word "free" for the said item would mean that it is being offered for FREE to the SSS.
5. In case of discrepancy between the submitted quotation and the quotation after arithmetical correction, the supplier shall be informed of such discrepancy for confirmation of the new amount. **If the bidder fails to confirm the arithmetical corrections within three (3) calendar days from receipt of notification, the quotation as calculated shall be deemed confirmed.**
6. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered provided that the terms and conditions stated therein is in conformity with the requirements of the RFQ. **In case of discrepancies, the submitted quotation shall be considered ineligible or not compliant.**
7. Quantity is subject to change but not to exceed the quantity in the approved PO/JO/LO.
8. Award shall be on a per **"LOT BASIS"** and the date of conduct/start of the project is subject to change.

INSTRUCTIONS TO SUPPLIERS

1. For clarification of details, please contact **Mr. Michael Saiyo / EFMD** at **8709-7198 local 5534** or via e-mail **saiyoma@sss.gov.ph**.
2. Supplier should indicate "COMPLY" or "NOT COMPLY" in the STATEMENT OF COMPLIANCE COLUMN, if applicable. Failure to indicate compliance and non-compliance will mean automatic disqualification.
3. Sealed Quotations may be submitted through the following:
 - a. DROP BOX located at Procurement Planning & Management Dept. (PPMD), 2nd Floor, SSS Main Bldg., East Ave., Diliman, Quezon City. It shall be addressed to Ms. BILLY V. DIBDIB – Acting Head of the PPMD. Indicate in the sealed envelope the RFQ Number, company name, name of company representative, business address, and contact details.
 - b. ELECTRONIC MAIL at **bacsealedquotations@sss.gov.ph** with the following requirements:
 - i. Quotations and attachments should be in portable document format (pdf), compressed/zipped and protected by a password. (See attached Guide in Creating password protected zip file folder.)
 - ii. File name of the zip file folder shall be by **RFQ number and Project Title**.
 - iii. The Supplier who timely submitted its Sealed Quotation but who fails to provide its password on the date and time of opening shall be disqualified.
 - iv. Passwords shall be made available only through email (**bacsealedquotations@sss.gov.ph**) or **SMS (09062603807)** during opening of bids which is scheduled on:

DATE: AUGUST 11, 2023

TIME: 1:30 PM – 2:00 PM

GENERAL CONDITIONS OF THE CONTRACT

1. The SUPPLIER shall deliver the goods in accordance with the description and quantity specifications of the Purchase Order/Job Order.
2. The SUPPLIER shall deliver the goods within the period indicated in the Purchase Order. A penalty of 1/10 of 1% of the total amount of the items shall be imposed for every day of delay in delivery.
3. The SUPPLIER shall deliver Goods/Services which must all be fresh stock, brand-new, unused, properly sealed, and which are not set to expire within two (2) years from date of delivery to the SSS, if applicable.
4. The SUPPLIER warrants that all the Goods/Services have no defects arising from design, materials, or workmanship or from any act or omission of the Supplier or the manufacturer that may develop under normal use of consumables, if applicable.
5. For Goods, the SUPPLIER shall replace any defective item within twenty-four (24) hours from the time that it was notified by the SSS of the defect. Defects detected only after the item is installed and used are covered by the replacement warranty which will be in effect for every item until its expiry date. Replacement of defective item shall have no cost on the SSS, if applicable.
6. To assure that manufacturing defects shall be corrected by the SUPPLIER, a warranty security shall be required from the SUPPLIER for a minimum of three (3) months in the case of expendable items, or a minimum period of one (1) year in the case of non-expendable items, after the acceptance of the delivered items. The obligation for the warranty shall be covered, at the Supplier's option, by either retention money in an amount equivalent to five percent (5%) of total purchase price, or a special bank guarantee equivalent to five percent (5%) of the total purchase price with validity period starting from the date of acceptance. The said amounts shall only be released after the lapse of the warranty period
7. If the SUPPLIER, having been notified, fails to remedy the defect(s) within the specified period, the SSS may proceed to take such remedial action as may be necessary, at the SUPPLIER's risk and expense and without prejudice to any other rights which the SSS may have against the SUPPLIER under these Terms and Conditions and under the applicable law.
8. The pricing of the Goods/Services shall be in Peso and inclusive of Twelve Percent (12%) Value-Added Tax (VAT).

MISCELLANEOUS PROVISIONS

1. **Confidentiality.** Neither Party shall, without the prior written consent of the other, disclose or make available to any person, make public, or use directly or indirectly, except for the performance and implementation of the works, any confidential information acquired from an information holder in connection with the performance of this Agreement, unless: (i) the information is known to the disclosing Party, as evidenced by its written records, prior to obtaining the same from the information holder and is not otherwise subject to disclosure restrictions on the disclosing Party, (ii) the information is disclosed to the disclosing Party by a third party who did not receive the same, directly or indirectly, from an information holder, and who has no obligation of secrecy with respect thereto, or (iii) required to be disclosed by law.

The obligation of confidentiality by both Parties, as provided herein, shall survive the termination of this Agreement.

2. **Merger and Consolidation.** In case of merger, consolidation or change of ownership of the SUPPLIER with another company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform the SSS of the change in corporate structure/ownership. Failure to do so shall translate in such company assuming all liabilities of the acquired/merged company under this Agreement.
3. **Force Majeure.** The SUPPLIER shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the

SUPPLIER's delay in performance or other failure to perform its obligations under this Agreement is the result of a force majeure.

For purposes of this Agreement the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which the SUPPLIER could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the SUPPLIER. Such events may include, but not limited to, acts of the SSS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

4. **Non-Assignment.** Neither Party may assign the Contract in whole or in part without the consent of the other Party.
5. **Waiver.** Failure by either Party to insist upon the other the strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of the terms and conditions hereof, which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as modification of any of the provisions of this Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.
6. **Cumulative Remedies.** Any and all remedies granted to the Parties under the applicable laws and this Agreement shall be deemed cumulative and may, therefore, at the sole option and discretion, be availed of by the aggrieved Party simultaneously, successively, or independently.
7. **No Employer-Employee Relationship.** It is expressly and manifestly understood and agreed that the employees of the SUPPLIER assigned to perform the PROJECT are not employees of the SSS. Neither is there an employer-employee relationship between the SSS and the SUPPLIER.

This Agreement does not create an employer-employee relationship between the SSS and the SUPPLIER including its personnel; that the PROJECT rendered by the personnel assigned by the SUPPLIER to the SSS in the performance of its obligation under this Agreement do not represent government service and will not be credited as such; that its personnel assigned to the SSS are not entitled to benefits enjoyed by SSS' officials and employees such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), ACA, etc.; that these personnel are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of the SSS; that they have not been previously dismissed from the government service by reason of an administrative case; that they have not reached the compulsory retirement age of sixty-five (65); and that they possess the education, experience and skills required to perform the job. The SUPPLIER hereby acknowledges that no authority has been given by the SSS to hire any person as an employee of the latter. Any instruction given by the SSS or any of its personnel to the SUPPLIER's employees is to be construed merely as a measure taken by the former to ensure and enhance the quality of PROJECT performed hereunder. The SUPPLIER shall, at all times, exercise supervision and control over its employees in the performance of its obligations under this Agreement.

8. **Partnership.** Nothing in this Agreement shall constitute a partnership between the parties. No Party or its agents or employees shall be deemed to be the agent, employee or representative of any other Party.
9. **Compliance with SS Law.** The SUPPLIER shall report all its employees to the SSS for coverage and their contributions, as well as all amortizations for salary/education/calamity and other SSS loans shall be updated. Should the SUPPLIER fail to comply with its obligation under the provisions of the SS Law and Employees' Compensation Act, the SSS shall have the authority to deduct any unpaid SS and EC contributions, salary, educational, emergency and/or calamity loan amortizations, employer's liability for damages, including interests and penalties from the SUPPLIER's receivables under this Agreement.

Further, prescription does not run against the SSS for its failure to demand SS contributions or payments from the SUPPLIER. Moreover, the SUPPLIER shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to the SSS.

10. **Compliance with Labor Laws.** The SUPPLIER, as employer of the personnel assigned to undertake the PROJECT, shall comply with all its obligations under existing laws and their implementing rules and regulations on the payment of minimum wage, overtime pay, and other labor-related benefits as well as remittances or payment of the appropriate amount or contributions/payment (SSS, EC, Pag-IBIG, PhilHealth and taxes) with concerned government agencies/offices.

It is agreed further, that prior to the release of any payment by the SSS to the SUPPLIER, its President or its duly authorized representative, shall submit a sworn statement that all moneys due to all the employees assigned to the PROJECT as well as benefits by law and other related labor legislation have been paid by the SUPPLIER and that he/she assumed full responsibility thereof.

11. **Compliance with Tax Laws.** The SUPPLIER shall, in compliance with tax laws, pay the applicable taxes in full and on time and shall regularly present to the SSS within the duration of this Agreement, tax clearance from the Bureau of Internal Revenue (BIR) as well as copy of its income and business tax returns duly stamped by the BIR and duly validated with the tax payments made thereon, if applicable. Failure by the SUPPLIER to comply with the foregoing shall entitle the SSS to suspend payment of the Contract Price.

12. **Liquidated Damages.** If the SUPPLIER fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the PBD inclusive of duly granted time extensions if any, the SSS shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), the SSS may rescind or terminate this Agreement, without prejudice to other courses of action and remedies open to it.

13. **Hold Free and Harmless.** The SUPPLIER agrees to defend, indemnify, and hold the SSS free and harmless from any and all claims, damages, expenses, fines, penalties and/or liabilities of whatever nature and kind, whether in law or equity, that may arise by reason of the implementation of the Agreement. In addition, the SUPPLIER agrees to indemnify the SSS for any damage as a result of said implementation.

14. **Settlement of Disputes.** All actions and controversies that may arise from the Contract involving but not limited to demands for specific performance of the obligations as specified herein and/or in the interpretation of any provisions or clauses contained herein, shall, in the first instance, be settled within thirty (30) calendar days through amicable means, such as, but not limited to mutual discussion. Should the dispute remain unresolved by the end of the aforementioned period, the dispute shall be settled in accordance with applicable provisions of Republic Act No. 9285, otherwise known as the Alternative Dispute Resolution Act of 2004.

15. **Venue of Actions.** Any suit or proceeding arising out of or relating to the contract shall be instituted in the appropriate court in Quezon City, the Parties hereto waiving any other venue.

16. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the Republic of the Philippines.

17. **Amendments.** This Agreement may be amended only in writing and executed by the Parties or their duly authorized representatives.

18. **Separability.** If any one or more of the provisions contained in this Agreement or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: (i) the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the parties

immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid, illegal or unenforceable term or provision.

- 19. **Binding Effect.** This Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.
- 20. **Non-Publicity.** No press release in oral, written or electronic form shall be issued covering this transaction without prior written approval of the SSS. Inclusion in any reference lit shall also be undertaken only upon prior written approval of the SSS.

CERTIFICATION

This is to certify that my company conforms with the above Terms and Conditions, and that the data/quotation indicated is true, correct, and valid.

Owner/Company Representative
(Signature over Printed Name)

Date

ANNEX A. TECHNICAL SPECIFICATIONS

Suppliers/Bidders should indicate "**COMPLY**" or "**NOT COMPLY**" to each specification below. Please do not leave any portion blank as it will result to disqualification of quotation/bid.

REFURBISHING OF BOARDROOM, MINI BOARDROOM, AND PANTRY AT 12/F, SSS MAKATI BUILDING, AYALA AVENUE, COR. V.A. RUFINO ST., MAKATI CITY

Lot No.	Specification	Statement of Compliance
1	I. SCOPE OF WORKS	
	A. General Requirements 1. The work contemplated under this contract shall consist of the furnishing of all materials, labor, plant, tools and equipment 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. 2. 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.	
	B. Site Preparation 1. Demolition/Dismantling/Removal of existing ceiling, floor/wall finishes and other structures affected by the renovation works 2. Site clearing, cleaning, hauling and disposal of debris and waste materials	
	C. Carpentry Works 1. Repair of existing ceiling, cornices and skirtings 2. Repair, re-polishing and crystallization of existing marble countertop 3. Repair of existing overhead and undercounter cabinets including replacement of cabinet pulls and concealed hinges	
	D. Door Schedule 1. Supply and installation of wooden hollow core flush door and jamb with bottom louver and vision glass in complete hardwares and accessories	
	E. Painting Works 1. Painting of walls, ceiling, wooden doors, overhead and undercounter cabinets and existing masonry walls	
	F. Specialty Works 1. Supply and installation of vinyl floor tiles, carpet floor tiles 2. Supply and installation of sunscreen roller shade 3. Supply and installation of vinyl wallpaper	

	<p>G. Plumbing Works and Accessories</p> <ol style="list-style-type: none"> 1. Waterline roughing-ins including tapping to existing water supply line, pressure & leak testing 2. Sewerline roughing-ins including tapping to existing water supply line, pressure & leak testing 3. Supply and Installation of kitchen sink with faucet 	
	<p>H. Electrical Works</p> <ol style="list-style-type: none"> 1. Demolition/Dismantling/Removal of existing lighting fixtures at Pantry 2. Supply and installation of new LED tubelights and recessed downlight fixtures at Pantry 3. Supply and installation of Acrylic Diffuser for the concealed lighting under the two overhead cabinets 4. Supply and installation of new duplex convenience outlets and 2-gang 2-way switches at Pantry 5. Supply and installation of new ceiling-mounted exhaust fan at Board Room Male CR 	
	<p>I. Workmanship</p> <p>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.</p>	
	<p>J. Site Examination</p> <ol style="list-style-type: none"> 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. 	
	<p>K. Protection of Work and Property</p> <ol style="list-style-type: none"> 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. 	
	<p>L. Cleaning</p> <ol style="list-style-type: none"> 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. 	
	<p>M. Submittals</p> <p>Submit sample or brochure for finishes, fixtures/accessories and other furnished materials for approval of the Engineering and Facilities Management Department prior to installation/application.</p>	

	<p>II. MATERIALS SPECIFICATIONS</p> <p>A. FLOOR FINISHES</p> <p>1. Pantry</p> <ul style="list-style-type: none"> - 300mm x 300 mm x 3mm thick vinyl floor tiles, homogeneous (bone ivory, light beige) - vinyl tile adhesive - Locally made or imported vinyl tiles 	
	<p>B.CARPENTRY WORKS</p> <p>1. Overhead & Undercounter Cabinets (Pantry)</p> <ul style="list-style-type: none"> - 20mm thk, Marine plywood - 50mm x 50mm, 75mm x 75mm, 25mm x 25mm s4s Lumber, tanguile KD - Stainless Steel Cabinet Pull - Concealed Hinges 	
	<p>2. Doors / Jambs</p> <ul style="list-style-type: none"> - 50mm thk Flush Hollow Core frame with Marine Plywood facing with (see door schedule as indicated in the plan) - KD Tanguile Wood Solid Door Jambs / Louvers / Vision Glass - Stainless Steel lever type Knob Lockset - Door Closer, heavy duty 	
	<p>C.PLUMBING WORKS</p> <p>1.PIPES AND FITTINGS</p> <ul style="list-style-type: none"> - Drain, Waste & Vent Piping (uPVC, Series 1000 (Orange), Size Depends on the Design/Plan) - Water Piping (PPR Pipe PN20, Size Depends on the Design/Plan) 	
	<p>2.Sanitary Fixtures and Accessories</p> <ul style="list-style-type: none"> - Lavatory (Kitchen Sink) – (Stainless Steel Tub kitchen sink w/ sink gooseneck faucet, including complete fittings and accessories) - Tissue Roll Dispenser (Jumbo Tissue Roll Dispenser) - Soap Dispenser (Automatic Soap Dispenser) - Hand Dryer (Automatic Hand Dryer) 	
	<p>D.PAINTING WORKS</p> <p>1.Ceiling, Cornices & Skirtings</p> <ul style="list-style-type: none"> - 2 Coats Flat Latex Paint - 2 Coats Semi-gloss Latex Paint 	
	<p>2.Doors, Jambs, Cabinets, Wooden Frames, Others</p> <ul style="list-style-type: none"> -3 Coats Gloss Lacquer Enamel Paint -Ducco / Varnish Finish 	
	<p>E. SPECIALTY WORKS</p> <p>1. Sunscreen Roller Shade</p> <p>Hardwares and Mechanism:</p> <ul style="list-style-type: none"> -Roll-up Polyester/Polymer Shade -Chain Operated roller system with #10 plastic bead chain operating loop - Universal mounting brackets (includes hardwares and accessories). - Provide headrail where applicable. 	

	<ul style="list-style-type: none">- Extruded aluminum roller tube made with alloy 6063-T5 Standard Roll- (White Color – Series 5000) <p>Sunscreen Fabric Specifications:</p> <ul style="list-style-type: none">- Composition: 30% Polyester, 70% PVC- Openness Factor: 1%- Width: 200cm / 250cm- Length: Approx. 30m/roll- Thickness: 1.08mm- Weight: 810g/m2 ±5%- Tensile Strength: warp 291.5kg/weft 100.3kg- Tearing Strength: warp 10.9kg /weft 5.8kg- UV Blockage: 98%- Fire Rating: U.S.A. NFPA 701- Color Fastness (AATCC16-2003): Class 4.5- Environmental Certifications: OEKO-TEX ® Standard 100 <p>(NOTE: Supplier is required to submit an OEKO-TEX ® Standard 100 certification for the fabric to be used prior to fabrication/ assembly of roller shades.)</p>	
	<p>2.Vinyl Wall Paper (Boardroom & Toilets)</p> <ul style="list-style-type: none">- paper-backed vinyl wallpaper with appropriate adhesive, easy to clean and abrasion-resistant	
	<p>F. ELECTRICAL WORKS</p> <p>1. Down Lighting Fixture</p> <ul style="list-style-type: none">- 9W- E27 base- Recessed- Spun Aluminum- 6” diameter- Clear Glass Concave Cover With white mounting ring complete with standard accessories	
	<p>2.LED Tubelight</p> <ul style="list-style-type: none">- T8, 18W, Daylight, Single Ended- Input Voltage: AC90-265V, 50-60Hz- Luminous Flux: 1900 lm or Higher- Color Temperature: 6000K, CRI>80- Beam Angle: 120 Degree or higher- Life Time Hours: 25,000 hours or higher, 1.2m x 26mm dia. in size	
	<p>3.Receptacle complete w/ duplex Convenience Outlet</p> <ul style="list-style-type: none">- Receptacle complete with duplex convenience outlet with ground 3 prong, 20A, 230V, 60z	
	<p>4.Light Switch</p> <ul style="list-style-type: none">- 2-Gang, 2-Way switch, Single Pole, 15A, 250V, Flush Type, metallic white	

	<p>5.Ceiling-Mounted Exhaust Fan -30W minimum, 200CFM minimum, 230VAC, 60Hz, with grill Shutter Louver or its approved equivalent complete with essential wirings, conduits, fittings, supports and other necessary works to make system operational</p>	
	<p>6. Acrylic Diffusers -1' x 4' acrylic diffuser sheets or any size that is approved equivalent complete with essential fittings, supports and other necessary works to conceal the lighting fixture under the two overhead cabinets and make the system operational.</p>	
	<p>III.WARRANTY The defect liability period of the Project shall be one (1) year from the Contract Completion up to Final Acceptance by the SSS. During this period, the Contractor shall undertake the repair works, at his own expense, of any damage to the Works on account of the use of materials of inferior quality within ninety (90) days from the time the SSS has issued an order to undertake repair.</p>	

ITEM NO.	DOCUMENTARY REQUIREMENTS	Statement of Compliance
1	<p>Submission of Documentary Requirements together with the sealed quotation:</p> <p>a. Valid Mayor's/Business Permit¹</p> <p>b. PhilGEPS Registration Number (Red Membership) or PhilGEPS Certificate (Platinum Membership)</p> <p>c. Latest Annual Income / Business Tax Return (for ABCs above P500,000.00)</p> <p>d. Notarized Omnibus Sworn Statement with attached Notarized Special Power of Attorney (SPA) for Sole Proprietorship or Secretary's Certificate for Partnership/ Corporation, authorizing the representative, if any, to sign on behalf of the owner/company. (for ABCs above P50,000.00)</p>	

NOTE: Incomplete submission of required documentary requirements is a ground for disqualification of submitted quotation.

¹ For individuals engaged under Sec. 53.6, 53.7 and 53.9 of the IRR of RA No. 9184, only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.

ANNEX B. BILL OF QUANTITIES

PROJECT: REFURBISHING OF BOARDROOM, MINI BOARDROOM, & PANTRY
 LOCATION: 12/F, SSS Makati Building, Ayala Ave., cor. V.A. Rufino St., Makati City

ITEM	DESCRIPTION	Qty	Unit	MATERIAL		LABOR / EQUIPMENT		TOTAL DIRECT COST	MOB. / DEMOB. COST	MARK UP COST	VAT COST	TOTAL PROJECT COST
				UNIT COST	TOTAL COST	UNIT COST	TOTAL COST					
(A)	(B)	(C)	(D)	(E)	(F) = (C x E)	(G)	(H) = (C x G)	(I) = (F + H)	(J) = (1% x I)	(K) = 25% x (I + J)	(L) = 12% (I + J + K)	(M) = (I + J + K + L)
I	CIVIL-ARCHITECTURAL WORKS											
A.	SITE PREPARATION											
	1	Demolition/Dismantling of existing Ceiling, Floor/Wall Finishes and other structures affected by the renovation works.	1.00	Lot								
	2	Hauling & Disposal of Debris & Waste Materials	1.00	Lot								
	3	Provision of temporary facilities	1.00	Lot								
	TOTAL COST – SITE PREPARATION											
B.	CARPENTRY WORKS											
	1	Repair of existing ceiling, cornices & skirtings	1.00	Lot								
	2	Repair, Re-Polishing and Crystallization of existing Marble Countertop (including all necessary supplies and materials for polishing)	4.60	sq.m.								
	3	Repair of existing overhead and undercounter cabinets	1.00	Lot								
	3.1	Stainless Steel Cabinet Pull										
	3.2	Concealed Hinges										
TOTAL COST – CARPENTRY WORKS												
C.	DOORS											
	1	Wooden flush door with bottom louver and vision glass (WD-01)										

ITEM	DESCRIPTION		Qty	Unit	MATERIAL		LABOR / EQUIPTMENT		TOTAL DIRECT COST	MOB. / DEMOB. COST	MARK UP COST	VAT COST	TOTAL PROJECT COST	
					UNIT COST	TOTAL COST	UNIT COST	TOTAL COST						
(A)	(B)		(C)	(D)	(E)	(F) = (C x E)	(G)	(H) = (C x G)	(I) = (F + H)	(J) = (1% x I)	(K) = 25% x (I + J)	(L) = 12% (I + J + K)	(M) = (I + J + K + L)	
	1.1	0.90m. x 2.15m x 50mm thk hollow core flush door & 2" x 4" solid wood jamb	2.00	set										
	1.2	Lever type lock set (heavy duty)												
	1.3	3 ½" Loose Pin Hinges (heavy Duty)												
	1.4	Door Closer, heavy duty												
	2	Wooden flush door with bottom louver and vision glass (WD-02)												
	2.1	0.80m. x 2.15m x 50mm thk hollow core flush door & 2" x 4" solid wood jamb	1.00	set										
	2.2	Lever type lock set (heavy duty)												
	2.3	3 ½" Loose Pin Hinges (heavy Duty)												
	2.4	Door Closer, heavy duty												
	TOTAL COST – DOORS													
D.	ARCHITECTURAL / SPECIALTY WORKS													
1	Floor finishes													
	1.1	300mm x 300mm x 3mm thk. vinyl floor tiles, A= ± 8.4sq.m.	1.00	Lot										
	1.2	Contact Cement Vinyl Tile Adhesive												
	2	Supply and installation of Sunscreen Roller Shade												
	2.1	Sunscreen Roller Shades, 0.81 x 1.80 (Perimeter Glass Window)	2.00	set										
2.2	Sunscreen Roller Shades, 1.06 x 1.80 (Perimeter Glass Window)	8.00	set											

ITEM	DESCRIPTION		Qty	Unit	MATERIAL		LABOR / EQUIPMENT		TOTAL DIRECT COST	MOB. / DEMOB. COST	MARK UP COST	VAT COST	TOTAL PROJECT COST
					UNIT COST	TOTAL COST	UNIT COST	TOTAL COST					
(A)	(B)		(C)	(D)	(E)	(F) = (C x E)	(G)	(H) = (C x G)	(I) = (F + H)	(J) = (1% x I)	(K) = 25% x (I + J)	(L) = 12% (I + J + K)	(M) = (I + J + K + L)
	2.3	Sunscreen Roller Shades, 0.86 x 1.80 (Perimeter Glass Window)	1.00	set									
	2.4	Sunscreen Roller Shades, 0.78 x 1.80 (Perimeter Glass Window)	1.00	set									
	2.5	Sunscreen Roller Shades, 0.82 x 1.80 (Perimeter Glass Window)	1.00	set									
	3	Supply, delivery and installation of vinyl wallpaper	205.00	sq.m.									
	TOTAL COST – ARCHITECTURAL / SPECIALTY WORKS												
E.	PLUMBING WORKS												
	1	Waterline roughing-ins including tapping to existing water supply line, pressure & leak test with other miscellaneous materials needed such as teflon tape, solvent cement etc.	1.00	lot									
	2	Sewerline roughing-ins including tapping to existing sewer line, flow & leak testing with other miscellaneous materials needed such as teflon tape, solvent cement etc.	1.00	lot									
	3	Supply & Installation of 1000mm x 500mm Kitchen Sink with Faucet in complete fittings and accessories	1.00	set									
	4	Automatic Hand Dryer	2.00	set									
	5	Automatic Hand Soap Dispenser	2.00	set									
	6	Jumbo Tissue Dispenser	2.00	set									
	TOTAL COST – PLUMBING WORKS												
F.	PAINTING WORKS (with surface preparation)												
	1	Painting of existing ceiling, cornices and skirtings (3 coat), Area = ± 102.5 sq. m.											

ITEM	DESCRIPTION		Qty	Unit	MATERIAL		LABOR / EQUIPTMENT		TOTAL DIRECT COST	MOB. / DEMOB. COST	MARK UP COST	VAT COST	TOTAL PROJECT COST
					UNIT COST	TOTAL COST	UNIT COST	TOTAL COST					
(A)	(B)		(C)	(D)	(E)	(F) = (C x E)	(G)	(H) = (C x G)	(I) = (F + H)	(J) = (1% x I)	(K) = 25% x (I + J)	(L) = 12% (I + J + K)	(M) = (I + J + K + L)
	1.1	Permacoat Flat Latex paint (2 coats)	1.00	Lot									
	1.2	Permacoat Semi Gloss Latex paint (2 coats)											
	1.3	Tinting Color, Assorted, 1/4 li / can											
	1.4	Gypsum Putty											
	1.5	Fiber Glass Mesh Tape: 2" x 250 ft / roll											
	1.6	Sand Paper # 100 /#120											
	1.7	7" Paint Roller											
	1.8	Roller Tray											
	1.9	Paint Cloth											
	2 Painting of wooden doors, jambs (ducco finish), A= ± 60.96 sq.m.												
	2.1	Lacquer Primer Surfacer (2 coats)	1.00	Lot									
	2.2	Lacquer Sanding Sealer (2 coats)											
	2.3	Clear Gloss Lacquer Enamel Paint (2 coats)											
	2.4	Lacquer Spot Putty											
	2.5	Lacquer Flo											
	2.6	Lacquer Thinner											
	2.7	Tinting Color, Assorted, 1/4 li / can											
	2.8	Sand Paper #100											
	2.9	2" Paint Brush											
	2.10	Paint Cloth											
3 Painting of overhead and undercounter cabinets (ducco finish), A= ± 35.80 sq.m.													
	3.1	Lacquer Primer Surfacer (2 coats)	1.00	Lot									

ITEM	DESCRIPTION		Qty	Unit	MATERIAL		LABOR / EQUIPMENT		TOTAL DIRECT COST	MOB. / DEMOB. COST	MARK UP COST	VAT COST	TOTAL PROJECT COST	
					UNIT COST	TOTAL COST	UNIT COST	TOTAL COST						
(A)	(B)		(C)	(D)	(E)	(F) = (C x E)	(G)	(H) = (C x G)	(I) = (F + H)	(J) = (1% x I)	(K) = 25% x (I + J)	(L) = 12% (I + J + K)	(M) = (I + J + K + L)	
	3.2	Lacquer Sanding Sealer (2 coats)												
	3.3	Clear Gloss Lacquer Enamel Paint (2 coats)												
	3.4	Lacquer Spot Putty												
	3.5	Lacquer Flo												
	3.6	Lacquer Thinner												
	3.7	Tinting Color, Assorted, 1/4 li / can												
	3.8	Sand Paper #100 / #120												
	3.10	2" Paint Brush												
	3.11	Paint Cloth												
	4	Painting of existing masonry walls, A= ± 23.46 sq.m.												
	3.1	Permacoat Flat Latex paint (2 coats)	1.00	Lot										
	3.2	Permacoat Semi Gloss Latex paint (2 coats)												
	3.3	Masonry Putty												
	3.5	Sand Paper # 120												
	3.6	7" Paint Roller												
	3.7	Roller Tray												
	3.8	Paint Cloth												
	TOTAL COST – PAINTING WORKS													
	TOTAL COST – CIVIL-ARCHITECTURAL WORKS													
II.	ELECTRICAL WORKS													
1	Wiring Devices													
	1.1	Down Lighting Fixture, Recessed, E27 base, Spun	2.00	set										

ITEM	DESCRIPTION	Qty	Unit	MATERIAL		LABOR / EQUIPMENT		TOTAL DIRECT COST	MOB. / DEMOB. COST	MARK UP COST	VAT COST	TOTAL PROJECT COST
				UNIT COST	TOTAL COST	UNIT COST	TOTAL COST					
(A)	(B)	(C)	(D)	(E)	(F) = (C x E)	(G)	(H) = (C x G)	(I) = (F + H)	(J) = (1% x I)	(K) = 25% x (I + J)	(L) = 12% (I + J + K)	(M) = (I + J + K + L)
	Aluminum with 9watts LED Lamp, 6" dia. Clear	3.00	pcs.									
	Glass Concave Cover with white mounting ring complete with standard accessories											
	1.2 LED Tubelight, T8, 18W, Daylight Technical Characteristics:											
	Input Voltage: AC90-265V, 50-60Hz Connection: Single Ended											
	Luminous Flux: 1900 lm or Higher											
	Color Temperature: 6000K Daylight; CRI: >80											
	Beam Angle: 120 Degree or higher; Life Time Hrs: 25,000 hours(min) or Higher											
	Size: 1.2m x 26mm dia											
	1.3 Receptacle complete w/ duplex C.O w/ Grd, 3 Prong, 20A, 230V, 60Hz	2.00	pcs									
	1.4 Two gang-two way switch, single pole, 15A, 250V, flush type, metallic white	2.00	pcs									
	1.5 Replacement of Existing Ceiling Mounted Exhaust Fan, 30 watts (min.), 200cfm (min.), 230VAC, 60Hz, with grill shutter louver or its approved equivalent complete with essential wirings, conduits,	1.00	set									

ITEM	DESCRIPTION	Qty	Unit	MATERIAL		LABOR / EQUIPMENT		TOTAL DIRECT COST	MOB. / DEMOB. COST	MARK UP COST	VAT COST	TOTAL PROJECT COST
				UNIT COST	TOTAL COST	UNIT COST	TOTAL COST					
(A)	(B)	(C)	(D)	(E)	(F) = (C x E)	(G)	(H) = (C x G)	(I) = (F + H)	(J) = (1% x I)	(K) = 25% x (I + J)	(L) = 12% (I + J + K)	(M) = (I + J + K + L)
	fittings operational louver or its approved equivalent											
	2 Supply and Installation of New Acrylic Diffusers for the concealed lighting under the two overhead cabinets other related works and activities to complete the installation.	1.00	lot									
	3 Other incidental miscellaneous items, consumable materials, necessary adjustments to complete the installation including dismantling of all electrical / mechanical materials not necessary for the project	1.00	Lot									
TOTAL COST – ELECTRICAL WORKS												
GRAND TOTAL PROJECT COST: PhP												