Republic of the Philippines SOCIAL SECURITY SYSTEM



East Avenue, Diliman Quezon City * Trunkline Number: (+632) 8709 7198 Email: usssaptayo@sss.gov.ph * Website: www.sss.gov.ph

28 January 2025

Dear Sir/Madam,

Please furnish us with your quotation on or before <u>JANUARY 31, 2025 @ 10:00 AM</u> 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.

Respectfully yours,

JUNJIE M. LABANGCO

Department Manager III, PPMD

PHILGEPS REF. NO.: 11698197 DATE PUBLISHED : 01/28/25 POSTED BY : AMY

RFQ Preparation Date: 24 January 2025 RFQ Approval Date : 27 January 2025

REQUEST FOR QUOTATION (RFQ) FORM

RFQ Number	RFQ Date	ABC	APP NO.
25-01-005	January 28, 2025	₱ 952,000.00 (Part of ₱ 1,500,000.00)	2025-0175

Stan	Standard Repairs and Renovations for Main Building, Bagbag Records Center and Motorpool						
Lot	Qty.	PARTICULARS			Bid/Cost Breakdown		
No.	٦٠,٠	-			Total Cost		
1	1 Lot	Services Divisi	Former Office of the Gen on Head (for the Executi porate Services Sector) 0.00 / Lot		₽		
Total C	Offered (Quotation (Inclu	sive of VAT) in words:				
Annex Annex	A - Tec	chnical Specifical of Quantities	submit this form togetheation / Statement of Com				
Validity Quotat	y of ion/Offe	` '	onths from deadline of submaward	nission of	quotation up to		
Deliver	y Terms	Order/Purcha	5) Calendar Days from rece ase Order including the per of 1-5 working days.				
Deliver	y Place	To be render Quezon City	ed at 6 th Floor, SSS Main E	Building, E	ast Avenue, Diliman,		
• Governm • SSS sha in accord • Partial P		SSS shat in according a partial P SSS shat In according to the partial P SSS shat	nent Terms Il withhold the applicable taxes from the amount payable lance with the BIR regulations. ayment for Partial Delivery (2 Progress Billings) Billing - At least 50% accomplishment/completion of the ject I /Final Billing - 100% completion of the project and upon uance of Certificate of Completion as certified by the MD I is upon delivery of items/services and submission of cuments; and shall be directly credited to the Supplier's count.		ess Billings) ent/completion of the the project and upon s certified by the nd submission of		
			IDDER'S INFORMATION				
Business Name Address							
	of Comp sentativ	•	Email Address	Telepho	ne/Mobile Number		
PhilGE	PhilGEPS Registration No. SS Number BIR TIN						

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. All prices must be rounded off to two decimal places. Any prices presented otherwise will be rounded off to two decimal places and arithmetically corrected during the evaluation process.
- 6. 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 considered unconfirmed and result to disqualification of bidder.
- 7. 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. Submissions not using the RFQ form shall be considered only if they fully address and certify compliance with all the stated requirements, terms, and conditions of this RFQ.
- 8. Quantity is subject to change but not to exceed the quantity in the approved PO/JO/LO.
- 9. 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 **Procurement Planning and Management Department** at 8709-7198 local 3400-3411 or via e-mail ppmd@sss.gov.ph/ bacsealedquotations@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 Atty. JUNJIE M. LABANGCO - Department Manager III 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 (09297421106) during opening of bids which is scheduled on:

DATE: **JANUARY 31, 2025** 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, brandnew, 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
	at my company conforms with the above Terms and the data/quotation indicated is true, correct, and valid.
-	Owner/Company Representative (Signature over Printed Name)

Date

Note: The Supplier must sign over printed name on the CERTIFICATION above. Noncompliance with this instruction is a ground for disqualification of submitted quotation.

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.

1 Lot, Renovation of Former Office of the General Services Division Head (for the Executive Vice President, Corporate Services Sector)

Item No.	Specification	Statement of Compliance
I	GENERAL SPECIFICATION	
	A. WORKMANSHIP The work throughout shall be executed in the best and most thorough manner under the direction of and to the satisfaction of the SSS Engineer or Representative who will interpret the meaning of the drawings and specifications and shall have the authority to reject any works and materials, which in their judgment, are not in full accordance therewith required phases of work shall be done by skilled and competent men who are engaged or specialized in the type of work specified.	
	B. SITE EXAMINATION Prospective bidders are required to conduct site inspection before the submission and opening of bid to determine all incidental materials and activities that are necessary to be furnished and executed to complete the project. Examine the site premises and all conditions apparent and visible therein.	
	Consider all such conditions that may affect work. Measure every existing work/structure at site. Verify all given dimensions and deviations in the plans/drawings and Bill of Quantities. It shall be understood that the work covers all exposed external surface regardless of measurements made.	
	C. PROTECTION OF WORK AND PROPERTY The contractor shall ensure protection of existing structures, properties and other areas not affected by the work specified. Any damage incurred during	

Item No.	Specification	Statement of Compliance
	the activity shall be restored /repaired by the Contractor at their own expense, and it shall be done in a satisfactory and approved manner. Place warning signs where work is being undertaken. Remove work materials damaged by failure to provide protection and replace with new work materials at no cost to the Owner.	•
	D. SUBMITTALS The Contractor shall submit samples of finishes, furnished materials and equivalent materials for approval of SSS Implementing Unit prior to installation or application.	
	E. QUALITY OF MATERIALS All 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.	
	F. CLEANING Leave premises clean, neat and orderly. Remove all excess materials, soil, used containers, tools, equipment and supplies out of the SSS premises during the progress of work and upon completion of work.	
	G. AS-BUILT PLAN AND ELECTRONIC FILE Three (3) sets as-built plans (11" x 17" and A3 paper size) duly signed and sealed by the Contractor's Civil Engineer or Architect. The contractor shall likewise submit electronic file copy of as-built plan using AutoCAD software.	
II	SCOPE OF WORKS AND MATERIALS SPECIFICATION Materials and Work deemed necessary to complete the project but not specifically mentioned in the Specifications, working drawings or in the other contracts documents are inferred and shall be supplied, installed and rendered by the contractor without extra cost to the owner. Such material shall be of the highest quality available, installed and applied in work manlike manner at prescribed or appropriate locations.	
	The work contemplated under this contract shall consist of furnishing of all materials, labor, plant, tools and equipment, work 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.	
	Scope of Works:	
	 General Requirements 1.1. Provision of Architectural and Engineering As-built plans, signed and sealed by the contractor's Architect and/ or Engineer 	
	2. Preliminary Works 2.1. Provision of temporary board-up/site enclosure, protective covering for furniture/equipment and other safety requirements i.e. sign-ages 2.2. Demolition/Dismantling/Stripping/Removal of existing floor tiles, walls, ceiling & other items affected by the renovation works, restoration/repair of damaged areas and surfaces affected by construction works	
	2.2.1. Removal of Drywall Partition 2.2.2. Removal of Ceiling	
	2.2.3. Removal of Built-in Cabinet2.2.4. Removal of Vinyl Tile / Carpet tiles2.2.5. Demolition of Existing Concrete Wall	
	2.3. Hauling and disposal of debris, unusable/waste materials, etc.	
	3. Civil/Architectural Works	
	3.1. Wall Partition 3.1.1. Installation of new 6mm thk fiber cement board drywall partition on metal framing. (Two Face)	

Item No.	Specification	Statement of Compliance
	 3.1.2. Installation of Glass Wall Partitions (12mm thk tempered fixed clear glass panel on FD 100 (Top and Bot.), powder coated aluminum perimeter framing and frameless on interior panel with vinyl frosted Sticker 3.1.3. Fluted Panel on Door and Wall 3.1.4. Installation of 150mm Thk CHB Wall in 25mm thk Plain Cement Plaster (Painted Finish) (Comfort Room) 	•
	3.2. Column Cladding 3.2.1. Installation of ½" Marine Plywood on metal framing and HPL finish	
	3.3. Doors 3.3.1. Single Leaf Frameless Glass Doors (12mm thk tempered clear glass on FD 100 at bottom frame, with12mm thk. Tempered clear glass transom on powder coated FD10 at top frame, with H-Type Stainless Steel Door Handles 600mmL x 1" Dia and Lockset. Complete w/ Patch Fittings, Hardware & Accessories, w/ Frosted Sticker (Executive/General Offices) and cut-out vinyl sticker signages 3.3.2. Hollow Core Door with fluted panel on one side with complete accessories 3.3.3. Hollow Core Door (M.R.) with complete accessories 3.4.1. Installation of acoustic ceiling board on CMT powder coated aluminum frame. Acoustic Board, Fine Fissured design, 2' x 4' x 5/8" thk. ,CMT - Main Tee 1" x 1 ½ " x 12' , CMT - Cross Tee 1" x 1" x 2',CMT - Wall angle 1" x 1" x 10', Hanger Rod, #8, Powerload & Drive Pin (threaded),Steel angle 50mm x 50mm x 6mm thk, Concrete Nail, 1"	
	3.4.2. Installation of Fiber cement board on light gauge metal frames (Painted finish) Fiber Cement Board, 1.2m x 2.4m x 6mm (Moisture Resistant), Carrying Channel, 12mm x 38mm x 5m, ga.20, Double Furring Channel, 19mm x 50mm x 5m, ga.25, 1/8" x 3/8" (4-4) blind rivets, W-Clip, Suspension Clip & Rod Joiner #8, Power-load & Drive Pin (threaded), Steel angle 50mm x 50mm x 6mm thk, Hanger Rod, #8, Ficem screw 1" (Needle pt.), Concrete Nail, 1"Steel Column	
	3.5. Painting Works 3.5.1. Surface preparation and application of paint including miscellaneous materials i.e. thinners, tinting colors, rags, paint brush, roller pan, putty, masking tape, etc. 3.5.2. Ceiling 3.5.3. Wall (Drywall and Concrete Wall)	
	3.6. Installation of Vinyl Wall Paper 3.6.1. Supply and Installation of Vinyl Wallpaper, 0.3mm Thick	
	3.7. Tile Works 3.7.1. Surface preparation prior to installation of floor finishes 3.7.2. Laminated Vinyl Planks, 6" x 36" x 3mm thk (Executive Office) 3.7.3. Vinyl 300mm x 300mm x 3mm thk (Pantry) 3.7.4. Vinyl 200mm x 200mm x 3mm (Restoration Floor) 3.7.5. Ceramic Wall Tile 200mm x 300mm (Restoration of CR Wall)	
	3.8. Counter Top 3.8.1. Construction of Concrete Counter Top (Pantry) 3.8.2. Installation of Natural Granite for Pantry (Counter Top and Back Splash)	
	3.9. Cabinet 3.9.1. Pantry	

Item No.	Specification	Statement of Compliance
	3.9.1.1. Under Counter Pantry Cabinet on Pre-laminated HPL on Marine plywood Finish including accessories (soft close hydraulic hinges and Push lock) 3.9.2. Office of the Executive Vice President	
	3.10. Plumbing Fixtures3.11. Installation of Roller Shades3.11.1. Sunscreen Roller Shades (Executive/General Offices)	
	 3.12. Electrical Works 3.12.1. Cutting of existing concrete surfaces for the installation of embedded conduits/boxes 3.12.2. Installation of roughing-in (PVC pipe, Flexible Hose and Box) including G.I. Tie wire 	
	 3.13. Structured Cabling Works 3.13.1. Cutting of existing concrete surfaces for the installation of embedded conduits/boxes 3.13.2. Installation of roughing-in (PVC pipe, Flexible Hose and Box) including G.I. Tie wire 	

	Specification	
aterial Specifica	tion:	- X
PARTICULARS	DESCRIPTION	REMARKS
Civil / Architectural W	/orks	~
Wall Partition		
Installation of new 6mm fiber cement drywall		
artition on metal studs raming (Two Face)	-Metal Tracks top and bottom (Gauge 24)	
×.	-Metal Studs (Vertical and Horizontal Framing) (Gauge 24)	
nstallation of Glass Vall Partitions (12mm hk tempered fixed clear plass with vinyl frosted Sticker	Glass Wall Partitions (12mm thk tempered fixed clear glass panel with vinyl frosted Sticker FD 100 Top and Bottom Frame Powder coated aluminum side framing	Winning bidder/supplier to submit the following prior to application/installation: -sample of glass with frosted sticker, and powder coated frame
Fluted Panel Wall	PVC Fluted panel (2.5cm x 16cm x 290cm)	Winning bidder/supplier to submit sample prior to application/installation
nstallation of 150mm hk CHB Wall in 25mm nk Plain Cement Plaster Painted Finish) (CR)	- 150mm CHB - 25mm Thk Plaster Finish - 10mm dia Steel Reinforcement Reinforce bar spaced every 3-layers hor. and 600mm VertClass A mixture (Cement mortar) -Grade 40	
oors		į
Single Leaf Frameless Glass Doors	12mm thk tempered clear glass on FD 100 bottom frame, with 12mm thk. Tempered clear glass transom on powder coated FD 100 at top frame, with H-Type Stainless Steel Door Handles 600mmL x 1" Dia. and Lockset. Complete w/ Patch Fittings, Hardware & Accessories, w/ Vinyl Frosted Sticker	Winning bidder/supplier to submit the following prior to application/installation: -sample of glass with frosted sticker, and powder coated frame -sample and/or brochure of door handle, lockset, patch fittings
Hollow Core Door	2" x 6" Door Jamb, S4S KD - 2100mm H x 700mm W flush hollow core wood door with jamb, bottom louver (400mm W x 400mm H) including door lockset, Door Closer and Stainless Hinges)	Winning bidder/supplier to submit the following prior to application/installation: - sample and/or brochure of lockset, hinges, door closer
Iollow Core Door Hidden Door) with luted Panel	2" x 6" Door Jamb, S4S KD - 2100mm H x 900mm W flush hollow core wood door with jamb, including door lockset, Door Closer and Stainless Hinges)	Winning bidder/supplier to submit the following prior to application/installation: - sample and/or brochure of lockset, hinges, door closer (Fluted Panel the same as in Wall Partition)

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iling	-	
stallation of Fiber ment board on light etal frames painted	- 6mm Fiber Cement Board (Moisture Resistant) - Carrying Channel, 12mm x 38mm x 5m, ga.20, - Double Furring Channel, 19mm x 50mm x 5m, ga.25 - W-Clip - Suspension Clip & Rod Joiner #8 - Power load & Drive Pin (threaded) - Steel angle 50mm x 50mm x 6mm thk - Hanger Rod, #8	
nstallation of acoustic eiling board on CMT owder coated luminum frame	- 5/8" thk. Acoustic Board - CMT - Main Tee 1" x 1 ½ " x 12' - CMT - Cross Tee 1" x 1" x 2',CMT – Wall angle 1" x 1" x .5mm x 10' - Hanger Rod, #8, - Powerload & Drive Pin (threaded) - Steel angle 50mm x 50mm x 6mm thk	Winning bidder/supplier to submit sample of acoustic ceiling board prior to application/installation
Painting Works		
1. Ceiling	flat latex primer (1 coat) -acry color -semi-gloss latex topcoat (2 coats) -gypsum putty	Winning bidder/supplier to submit sample and/or swatches of paint prior to application/installation
	flat latex primer (1 coat) -acry color -semi-gloss latex topcoat (2 coats) -gypsum putty	
nstallation of Vinyl W 1. Vinyl Wall Paper	Vinyl Wallpaper, 0.3mm Thick	Winning bidder/supplier to submit sample and/or swatches prior to application/installation
ile Works	3	30
aminated Vinyl Planks, Executive Office)	- 6" x 36" x 3mm thick composite vinyl planks flooring, -wood grain finish' -Vinyl tile adhesive	
/inyl Tile (Pantry)	Homogeneous Vinyl Tiles 300mm x 300mm x 3mm thk Vinyl Adhesive	Winning bidder/supplier to submit sample and/or swatches prior to application/installation
'inyl Tile (Restoration loor) Staff Area	Homogeneous Vinyl Tiles 200mm x 200mm x 3mm thk Vinyl Adhesive	
Ceramic Wall Restoration of Cr Wall)	- 200mm x 300mm Ceramic Tile - Tile Adhesive	
by using a broom, a	inyl works: ials such as dust, rust, old adhesive or anything tha thisel, scraper, sandpaper or steel brush. nicks, holes, etc. with the proper patching/sealant n t be dry and thoroughly clean.	\$200 as people as as as as

	Specification	
Counter Top		
Concrete Counter Top	Concrete mixture Class A Portland Cement 10mm dia. bars for hor. and vert. reinforcement	
Natural Granite for Pantry	Natural Granite Slab Tile Adhesive	Winning bidder/supplier to submit sample and/or swatches of granite prior to application/installation
Cabinet		
Under Counter Wooden Cabinet	34" thk Pre-laminated HPL on Marine Plywood - HPL Strip - Concealed hinge - Expansion shield with lag screw	Winning bidder/supplier to submit sample and/or
Office of EVP Wooden Cabinet	34" thk Pre-laminated HPL on Marine Plywood - HPL Strip - Concealed hinge - Expansion shield with lag screw	 swatches of pre-laminated HPL board prior to application/installation
Plumbing Fixture		
Goose Neck faucet, stainless (SS304) including fitting and accessories	Stainless Steel (304) Stainless Angle Valve Stainless Flexible Hose Stainless Pop-up drain Stainless P-trap, etc	Winning bidder/supplier to submit sample, brochure
Stainless Kitchen Sink (SS 304) including drain, p-trap, flexible hose, angle valve, complete with fittings & accessories	Stainless Steel (304) Stainless Angle Valve Stainless Flexible Hose Stainless Pop-up drain Stainless P-trap, etc	and/or mock-up units prior to application/installation
Sun Screen Roller Shade	Hardware and Mechanism: - Roll-up Polyester/Polymer Shade - Chain Operated roller system with #10 plastic bead chain operating loop - Universal mounting brackets (includes hardware and accessories) Provide headrail where applicable Extruded aluminum roller tube made with alloy 6063-T5 Standard Roll - (White Color – Series 5000) Sunscreen Fabric Specifications: - 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	Winning bidder/supplier to submit sample, brochure and/or mock-up units prior to application/installation
Wall Paper (EVP-CSS)	0.3mm thick vinyl wall paper vinyl wall paper adhesive	Winning bidder/supplier to submit sample and/or swatches prior to application/installation

Item No.		Statement of Compliance	
	Electrical Works		
	PVC Pipe	20mm dia. PVC Pipe	
	Flexible Metal Conduit with Straight Connector	15mm dia. Flexible Metal Conduit	
	Junction Box	2" x 4" Steel sheet gauge 16	
	Utility Box	4" x 2" Deep Type, GA 18	
	Square Box	G.I. 4" x 4", deep type. w/cover	
	Tie wire	#16 G.I. Tie Wire	
	Structural Cabling Wo		
	PVC Pipe	20mm dia. PVC Pipe	
	Square Box	G.I. 4" x 4", deep type. w/cover	
	Tie wire	#16 G.I. Tie Wire	
	502	Г	
III	Warranty		
	completion up to During this period own expense, of materials of infer	bility period shall be one (1) year from the project Final Acceptance by the Social Security System (SSS). It, the Contractor shall undertake the repair works, at his any damage to the works on account of the use of fior quality, within (90) days from the time that SSS has be undertake repair.	

DOCUMENTARY REQUIREMENTS

Instructions:

Submission of documentary requirements together with the sealed quotation, as follows:

a. Notarized Omnibus Sworn Statement (using GPPB-prescribed form) 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)

Suppliers that have previously submitted the following requirements that are still <u>valid</u> may no longer resubmit a copy:

- b. Mayor's/Business Permit¹
- c. PhilGEPS Registration Number (Red Membership) or PhilGEPS Certificate (Platinum Membership)
- d. Latest Annual Income / Business Tax Return (for ABCs above P500,000.00)

NOTE: Submitted documents are subject to verification and validation of its authenticity, genuineness, validity, and completeness. Incomplete submission, concealment, falsification, or misrepresentation of any of the documents submitted, or the contents thereof is a ground for disqualification of submitted quotation.

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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

INSTRUCTIONS: Kindly fill-out the Bill of Quantities (BOQ). Incompletely filled out BOQ 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.

Item	Description	Qty.	Unit	Material Unit Cost (Mark-up and VAT Included)	Labor Equipment Unit Cost (Mark-up and VAT Included)	Total
(a)	(b)	(c)	(d)	(e)	(f)	(g) (c*e)+(c*f)
1. Gen	eral Requirements					
1.1	Architectural and engineering asbuilt plans, signed and sealed by the contractor's Architect and/or Engineer including reproduction of construction plans/drawings	1.00	lot			
		Sul	o-total 1	- General Re	equirements	
2. Prel	iminary Works / Site Preparatory V	Vorks				
2.1	Temporary board-up/site enclosure, protective covering for furniture/equipment and other safety requirements i.e. signages	1.00	lot			
2.2	Demolition/Dismantling/Stripping/Reaffected by the renovation works	emoval of	fexisting	floor tiles, w	alls, ceiling & o	other items
2.2.1	Removal of Drywall Partition	44.88	sq.m.			
2.2.2	Removal of Ceiling	39.17	sq.m.			
2.2.3	Removal of Built-in Cabinet	1.00	lot			
2.2.4	Removal of Vinyl / Carpet Tile	39.17	sq.m.			
2.2.5	Demolition of Existing Concrete Wall and Existing Door	1.00	lot			
2.3	Hauling & Disposal of waste/unusable materials, debris, etc.	1.00	lot			
	Sub-total 2 - Pre	liminary	Works	Site Prepar	atory Works	
3. Civi	I / Architectural Works					
3.1	Wall Partition					
3.1.1	Installation of new 6mm fiber cement drywall partition on metal framing (Two Face)	14.65	sq.m.			
3.1.2	Installation of Glass Wall Partitions (12mm thk tempered fixed clear glass panel on powder coated aluminum perimeter framing and frameless on interior panel with vinyl frosted Sticker	17.28	sq.m			
3.1.3	Fluted Panel on Wall and Door including accessories	5.72	sq.m.			
3.1.4	Installation of 150mm Thk CHB Wall in 25mm thk Plain Cement Plaster (Painted Finish) (Comfort Room)	2.60	sq.m.			

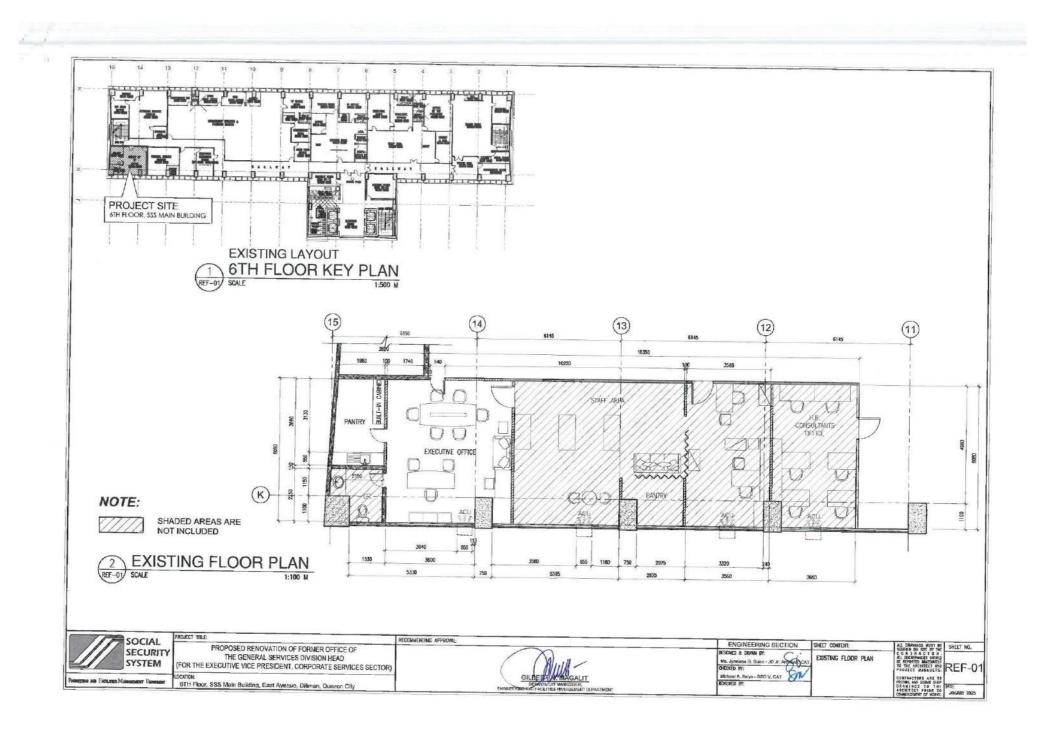
Item	Description	Qty.	Unit	Material Unit Cost (Mark-up and VAT Included)	Labor Equipment Unit Cost (Mark-up and VAT Included)	Total
(a)	(b)	(c)	(d)	(e)	(f)	(g) (c*e)+(c*f)
3.1.5	Installation of 1/2" Marine Plywood on metal framing and HPL Finish (Column Cladding)	4.55	sq.m.			
3.2.1	Single Leaf Frameless Glass Doors (12mm thk 0.9m x 2.1m tempered clear glass on FD 100 at bottom frame with H-Type Stainless Steel Door Handles 600mmL x 1" Dia and Lockset. Complete w/ Patch Fittings, Hardware & Accessories, w/ Frosted Sticker (Executive/General Offices) and cut-out vinyl sticker signages	3.78	sq.m.			
3.2.2	Hollow Core Wooden Door including jambs, locksets, hinges and door closer, etc.	2.00	set			
3.3	Ceiling					
3.3.2	Installation of acoustic ceiling board on CMT powder coated aluminum frame. Acoustic Board, Fine Fissured design, 2' x 4' x 5/8" thk. ,CMT - Main Tee 1" x 1 ½ " x 12' , CMT - Cross Tee 1" x 1" x 2',CMT – Wall angle 1" x 1" x 10', Hanger Rod, #8, Powerload & Drive Pin (threaded),Steel angle 50mm x 50mm x 6mm thk, Concrete Nail, 1" (Executive Office)	25.67	sq.m.			
3.3.3	Installation of Fiber cement board on light gauge metal frames on painted finish. Fiber Cement Board, 1.2m x 2.4m x 6mm (Moisture Resistant), Carrying Channel, 12mm x 38mm x 5m, ga.20, Double Furring Channel, 19mm x 50mm x 5m, ga.25, 1/8" x 3/8" (4-4) blind rivets, W-Clip, Suspension Clip & Rod Joiner #8, Powerload & Drive Pin (threaded), Steel angle 50mm x 50mm x 6mm thk, Hanger Rod, #8, Ficem screw 1" (Needle pt.), Concrete Nail, 1" (Pantry)	7.70	sq.m			
3.4	Painting Works			T		
3.4.1	Surface preparation (Ceiling and Walls)	46.78	sq.m.			
3.4.2	Ceiling - latex primer (1 coat) - semi-gloss latex (2 coats) - Miscellaneous Materials	7.70	sq.m.			
3.4.3	Wall (Drywall and Concrete Wall) - latex primer (1 coat) - semi-gloss latex (2 coats) - Miscellaneous Materials	39.08	sq.m.			
3.5	Installation of Vinyl Wall Paper					

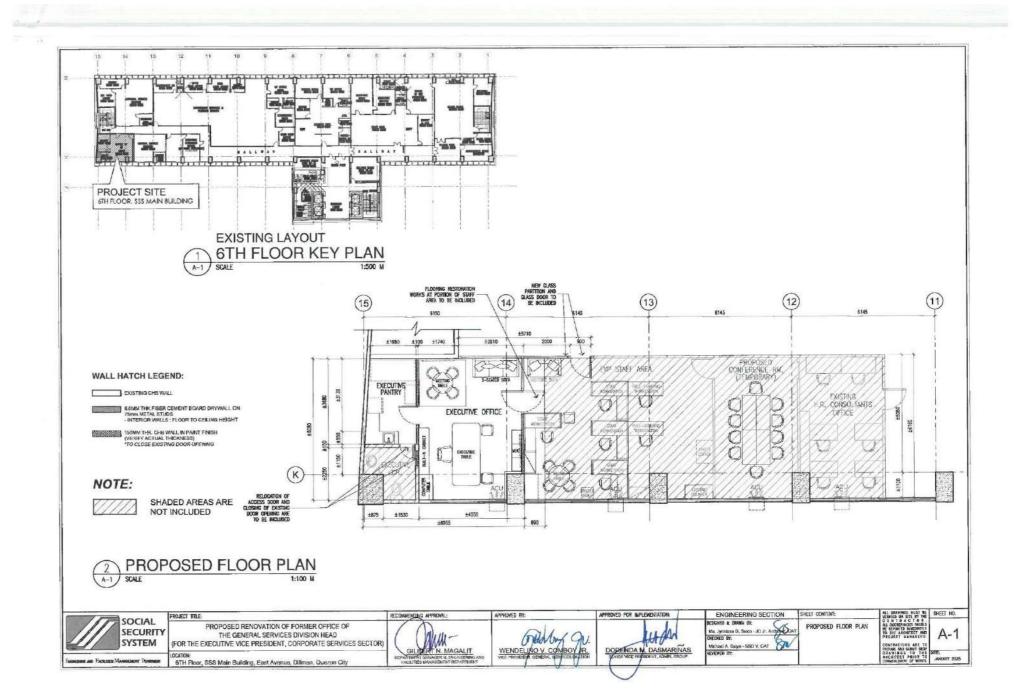
Item	Description	Qty.	Unit	Material Unit Cost (Mark-up and VAT Included)	Labor Equipment Unit Cost (Mark-up and VAT Included)	Total	
(a)	(b)	(c)	(d)	(e)	(f)	(g) (c*e)+(c*f)	
3.5.1	Supply and Installation of Vinyl wallpaper, 0.3mm thk (WF-04, EVP Office Accent wall)	21.45	sq.m.			(8 8)*(8 1)	
3.6	Tile Works						
3.6.1	Surface preparation prior to installation of floor finishes	41.17	sq.m.				
3.6.2	Laminated Vinyl Planks, 6" x 36" x 3mm thk (Executive Office)	27.36	sq.m.				
3.6.3	Vinyl 300mm x 300mm x 3mm thk (Pantry)	7.73	sq.m.				
3.6.4	Vinyl 200mm x 200mm x 3mm (Restoration Floor) -Portion of Staff Area	6.08	sq.m.				
3.6.5	Ceramic Wall Tile 200mm x 300mm (Restoration of CR Wall)	2.60	sq.m.				
3.7	Counter Top						
3.7.1	Construction of Concrete Counter Top (Pantry) including roughing- ins for water and sewer line	1.00	set				
3.7.2	Natural Granite for Pantry (Counter Top and Back Splash)	1.20	sq.m.				
3.8	Cabinet						
3.8.1	Pantry						
3.8.2	Under Counter Wooden Cabinet on Pre-laminated HPL on Marine plywood Finish including accessories (soft close hydraulic hinges and Push lock)	1.00	lot				
3.8.3	Office of EVP Wooden Cabinet on HPL Finish including accessories (soft close hydraulic hinges and Push lock)	1.00	lot				
3.9	Plumbing Fixture						
3.9.1	Goose Neck Lever Type faucet, stainless (SS304) including fitting and accessories	1.00	unit				
3.9.2	Stainless Kitchen Sink (SS 304) including drain, p-trap, flexible hose, angle valve, complete with fittings & accessories	1.00	unit				
3.10	Installation Roller Shades		•				
3.10.1	Sunscreen Roller shades (Executive/General Offices)	80.69	sq.ft.				
Sub-total 3 – Civil / Architectural Works							
4. Elec	ctrical Works						
4.1	Electrical Works (Installation of Roughing-in including chipping and restoration of affected area)	1.00	lot				
		Sub-total 4 – Electrical Works					
5. Structured Cabling Works							

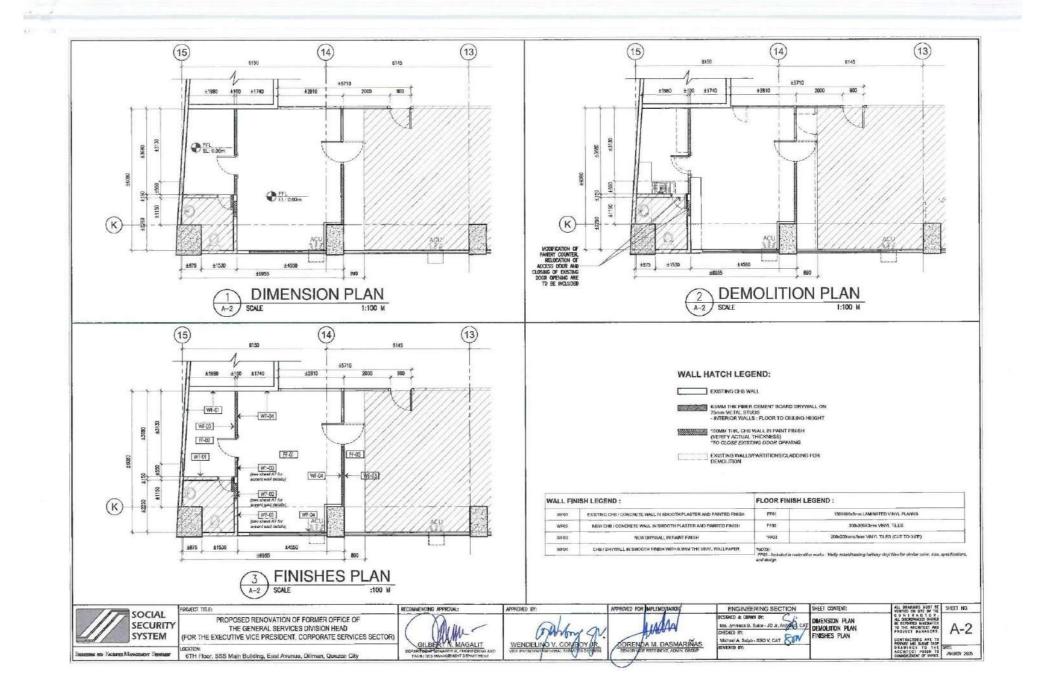
Item	Description	Qty.	Unit	Material Unit Cost (Mark-up and VAT Included)	Labor Equipment Unit Cost (Mark-up and VAT Included)	Total
(a)	(b)	(c)	(d)	(e)	(f)	(g) (c*e)+(c*f)
5.1	Structured Cabling Works (Installation of Roughing-in including chipping and restoration of affected area)	1.00	lot			
Sub-total 5 – Structured Cabling Works						
TOTAL PROJECT COST (LOT)						

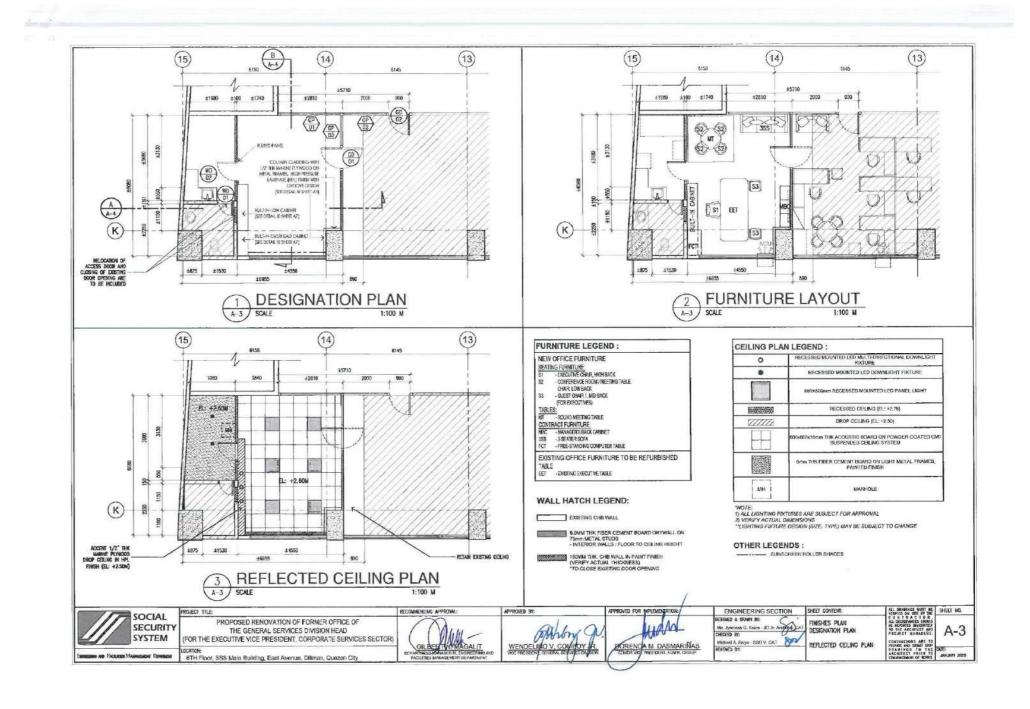
ANNEX C. PLAN LAYOUT

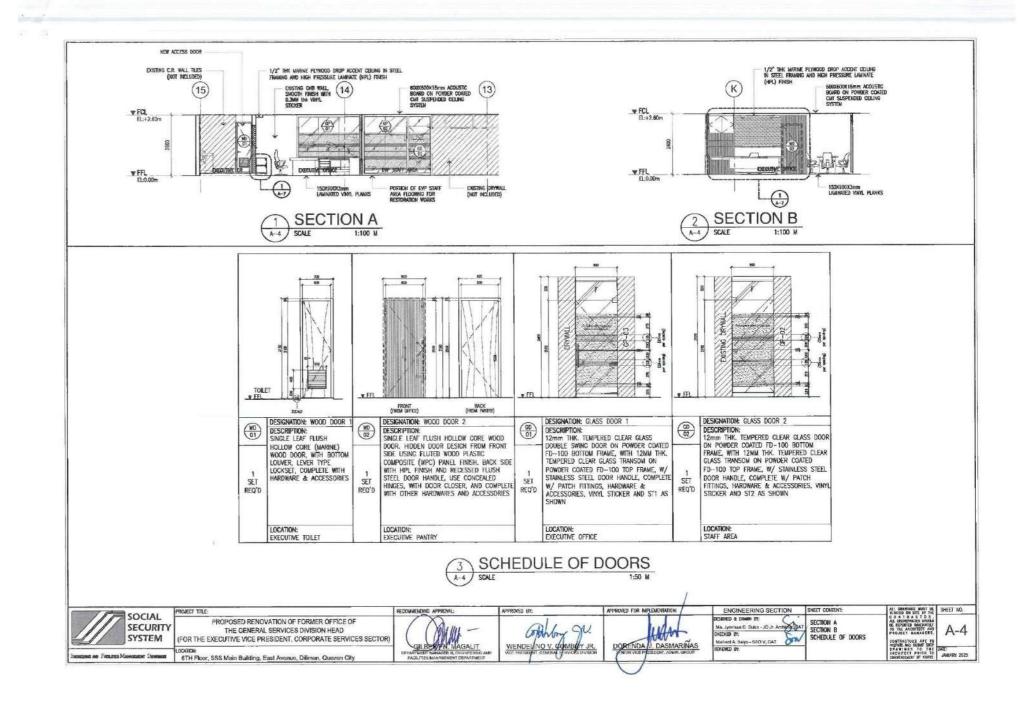


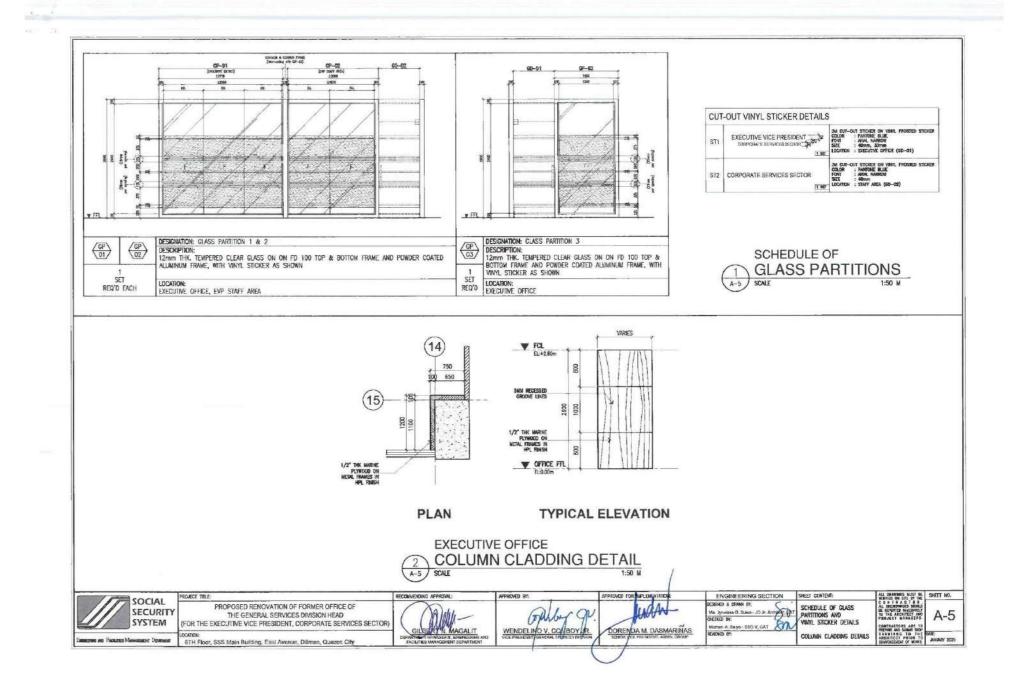


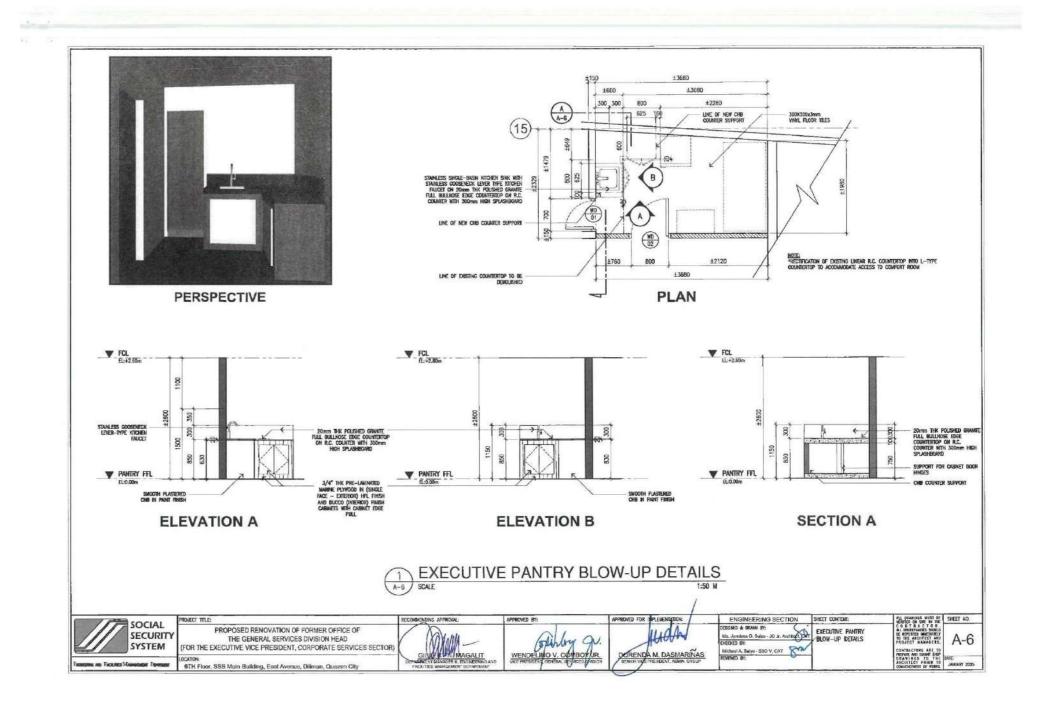


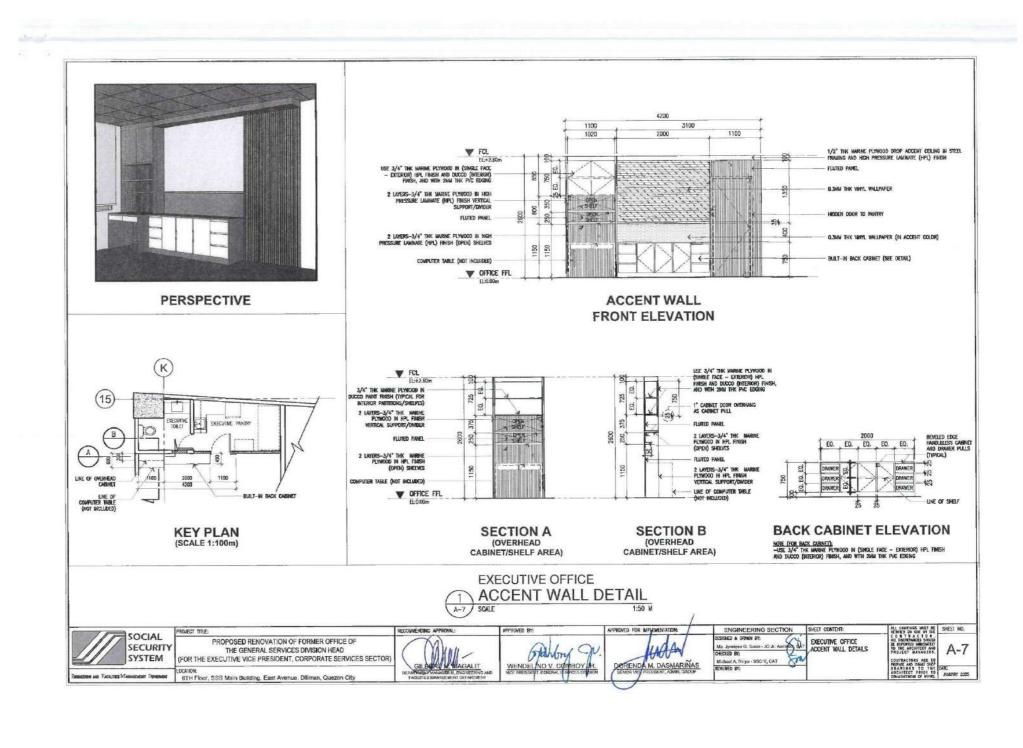












GENERAL NOTES

- 1. ALL ELECTRICAL WORKS HEREIN SHALL BE DONE IN ACCORDANCE WITH THE PROVISIONS OF THE LATEST EDITION OF THE PHILIPPINE ELECTRICAL CODE (PEC), LAWS AND ORDINANCES OF THE LOCAL CODE ENFORCING AUTHORITIES AND REQUIREMENT OF THE LOCAL POWER AND TELEPHONE COMPANY.
- 2. SERVICE POWER SHALL BE 230 VOLTS, SINGLE PHASE, 3 WIRES, 60 HZ.
- 3. SMALLEST BRANCH CIRCUIT WIRE SHALL BE 3.5 MM2 THHN FOR POWER AND LIGHTING AND SHALL BE INSULATED FOR 600 VOLTS.
- 4. WHENEVER NECESSARY PROVIDE PULL BOX OF PROPER SIZE AND DIMENSION ALTHOUGH NOT INDICATED IN THE PLAN.
- 5. ALL BRANCH CIRCUIT SHALL BE INSTALLED AS INDICATED IN THE PLAN, INDIVIDUAL BRANCH CIRCUIT HOMERUNS SHALL NOT BE COMBINED IN THE SAME CONDUIT.
- 6. ALL SWITCHES, PANEL BOARDS, LIGHTING FIXTURES AND ALL NON-CURRENT CARRYING METAL PARTS SHALL BE PROPERLY GROUNDED IN ACCORDANCE WITH THE LATEST EDITION OF THE PEC.
- ROUGHING—IN CONDUITS SHALL BE OF APPROVED TYPE AND APPLICATION, IMC EXPOSED, AND PVC FOR LATERAL AND EMBEDDED LAY—OUT.
- 8. THE ELECTRICAL CONTRACTOR IS REQUIRED TO VISIT AND SURVEY THE SITE TO ASCERTAIN THE LOCAL CONDITION THAT MAY AFFECT DURING THE IMPLEMENTATION OF THE PROJECT.
- 9. ALL AREA AFFECTED BY THE CHIPPING/REMOVAL WORKS SHALL BE PATCHED OR RESTORED TO ITS ORIGINAL AESTHETIC CONDITION.
- 10. MOUNTING HEIGHTS SHALL BE AS FOLLOWS:

PANELBOARD

--- 1.40 m ABOVE FINISHED FLOOR

SWITCHES

--- 1.40 m ABOVE FINISHED FLOOR

CONVENIENCE OUTLETS --- 0.30 m ABOVE FINISHED FLOOR (FOR WALL MOUNTED)

--- MODULAR RACEWAY (ON MODULAR WORKSTATIONS)

11. ALL ELECTRICAL WORKS HEREIN SHALL BE DONE UNDER THE SUPERVISION OF DULY LICENSED ELECTRICAL ENGINEER OR MASTER ELECTRICIAN.

SYMBOLS & LEGEND:

- DUPLEX CONVENIENCE OUTLET, 3 PRONG, PARALLEL SLOT WITH GROUND, 15A, 2P 230V BY UPS POWER IN FLUSH MOUNTED TYPE WITH OFF-WHITE PLATE COVER
- DUPLEX CONVENIENCE DUTLET, 3 PRONC, PARALLEL SLOT WITH GROUND, 15A, 2P 230V BY NORMAL POWER IN FLUSH MOUNTED TYPE WITH BEIGE PLATE COVER
- FLOOR MOUNTED DUPLEX CONVENIENCE OUTLET, 3 PRONG, 220-240V PARALLEL SLOT WITH GROUND
- 600X600MM RECESSED PANEL LIGHTING FIXTURE, DAY LIGHT, 40W, 220-240V, 60HZ
- RECESSED LED LIGHTING FIXTURE, 6"0, 12 WATTS, 220-240V, 60HZ, DAYLIGHT
- T5 LED TUBE LIGHT, 10 WATTS (MIN.), 220-240V, 60HZ, WARM WHITE
- T8 LED TUBE LIGHT, 18 WATTS (MIN.), 220-240V, 60HZ, WARM WHITE
- EXHAUST FAN (REFER TO ME PLAN) WITH C.O W/ MALE PLUG
- 2 WATTS (MINIMUM) LED, 220VAC, EXIT LIGHT, CEILING MOUNTED WITH C.O.
- 2 X 2WATT (MINIMUM) LED, 220VAC, EMERGENCY LIGHT WITH C.O.
- ONE GANG SWITCH, SINGLE POLE 15A, 250 V FLUSH TYPE
- TWO GANG SWITCH, SINGLE POLE 15A, 250 V FLUSH TYPE
- THREE GANG SWITCH, SINGLE POLE 15A, 250 V FLUSH TYPE
- BRANCH CIRCUIT HOMERUN

SOCIAL RENOVATION AT SSS MAIN OFFICE BUILDING - OFFICE OF SECURITY E-01 Fallow 90 THE EXECUTIVE VICE PRESIDENT - CORPORATE SERVICES SECTOR SYSTEM WENDELINO V. COMBOY JR. ORENDA M. DASMARIÑAS 6TH Floor, SSS Main Building, East Avenue, Diliman, Quezon City

