



AFP Retirement and Separation Benefits System

424 Capinpin Avenue, Camp General Emilio Aguinaldo, Quezon City

REQUEST FOR QUOTATION

Please quote your lowest price on the project listed below, subject to the Terms of Reference hereto attached. Submit your quotation duly signed by your representative not later than **10:00a.m.** on **08 April 2021** to this address:

**General Services Department
AFP Retirement and Separation Benefits System
2nd Floor, AFPRSBS Building, 424 Capinpin Ave. Camp General Emilio Aguinaldo
Quezon City**

Name of Project/Brief Description	PROCUREMENT OF A CONTRACT FOR OFFICE REHABILITATION AND MAINTENANCE, AFPRSBS OFFICE, CAMP AGUINALDO, QUEZON CITY
Approved Budget for the Contract (ABC)	THREE HUNDRED THIRTY THOUSAND PESOS & 00/100(Php 330,000.00)

NOTES:

1. All entries in the Quotation Form shall be typewritten.
2. Eligibility requirements shall be submitted in a **separate sealed envelope**, which shall include the following:
 - a) **ELIGIBILITY DOCUMENTS**
 - i. Certified True Copy from Original Copy of the Philippine Government Electronic Procurement System (PhilGEPS) Registration Certificate
 - ii. Certified True Copy from Original Copy of the Department of Trade and Industry (DTI) or Securities and Exchange Commission (SEC) Registration Certificate; Certified True Copy from Original Copy of Valid and Current Mayor's Permit and/or Business Permit; Valid Tax Clearance per Executive Order 398, Series of 2005 as finally reviewed and approved by the BIR.

- iii. Resume of the Project Engineer with photocopy of valid and current PRC ID and PTR
 - iv. Valid PCAB License with a minimum classification of Category D
 - v. Income /Business Tax Return for the immediate preceding calendar year
 - vi. Original copy of the Corporate Secretary's Certificate designating the company's authorized representative to submit and sign the bid and sign any and all the contracts and documents pertaining to the placement and acceptance of order (for corporate bidders)
3. Quotation Form using the prescribed form (Annex "B") shall be submitted in a **separate sealed envelope** which shall include the Bill of Quantities using the prescribed form (Annex "D").
4. **SUBMISSION BY ELECTRONIC or ONLINE MEANS**

In addition to the submission of sealed bids as discussed in the as stated in the foregoing, Bidders can submit bids thru electronic or online means in accordance with the Government Procurement Policy Board (GPPB) Resolution No. 09-2020 as guided by the following procedures:

- 4.1) All procurement related documents to include the eligibility requirements and bid proposals may be submitted electronically to this e-mail address afprsbsbacsec@gmail.com on or before the closing date and time specified in the Bidding Documents as published in the Philippine Government Electronic Procurement System (PhilGEPS). The electronic documents must be sent through the **bidder's valid company e-mail account** or through the **e-mail address of the bidder's duly authorized representative**.
- 4.2) The receipt of electronic submission shall be acknowledged by the AFPRSBS BAC Secretariat through an e-mailed reply from the official AFPRSBS e-mail account afprsbsbacsec@gmail.com. A Bid receipt page for the official time of submission as well as the e-mail acknowledgment of the submission shall be printed by the AFPRSBS BAC representative for reference and audit trail.
- 4.3) Bid documents to be submitted through electronic means must be saved in two (2) separate compressed archive folders in "**WinRAR**" or "**ZIP**" archive format. These should be sent simultaneously to the afprsbsbacsec@gmail.com. The **first compressed archived folder** which shall contain the technical component of the bid, including the eligibility requirements under Section 23.1 of the IRR for the procurement of Goods and Infrastructure Projects shall be labelled as "**Technical Bid**", while the **second compressed archived folder** which shall contain the financial component of the bid shall be labelled as "**Financial Bid**".
- 4.4) The electronic Bidding Documents contained in each of the compressed archive folders must be **password-protected**. The passwords for accessing the files will be disclosed by the bidders' duly authorized representatives

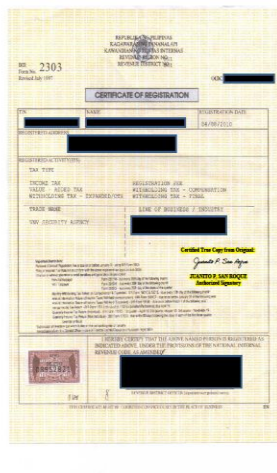
to the AFPRSBS BAC Secretariat only during the actual bid opening which will be done face-to-face through videoconferencing using Google Meet. The invite for the videoconferencing shall be sent to the bidder's valid company e-mail account and/or e-mail address of the bidder's duly authorized representative.

- 4.5) Electronic Bidding Documents not in compressed archive folders and are not password-protected, shall be rejected. However, submitted bids that are not properly compressed and not password-protected may be accepted provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of improperly compressed or not password-protected folder, or for its premature opening.
- 4.6) The Bidding Documents to be submitted through electronic means should be **scanned copies of the original documents** in PDF/JPEG file format. Each scanned document must bear the markings **“Certified True Copy from Original”** **duly signed by the bidder’s authorized signatory**. Each document must be saved in PDF/JPEG file format using this **file name format: “Name of Bidder - Title of the Original Document”**. Examples are shown below:



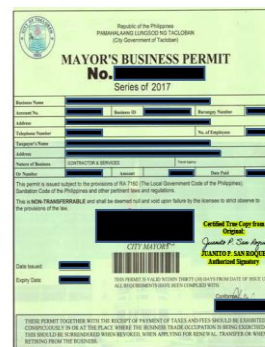
File Name:

ABC Company – DTI Certificate of Registration



File Name:

ABC Company – Mayor’s Business Permit



- 4.7) As with manual submission, Bidders may modify or withdraw their electronic bid submission at any time before the deadline for the submission and receipt of bids. Where a bidder modifies its Bid, it shall not be allowed to retrieve its original Bid and shall only be allowed to send another Bid equally secured, properly identified, and labelled as **“Technical Bid Modification”** and **“Financial Bid Modification”**. The time indicated in the latest Bid receipt page generated shall be the official time

of submission. Electronic bids submitted after the deadline shall not be accepted.

- 4.8) Electronic Bidding Documents, including the eligibility requirements under Section 23.1 of the IRR, submitted after the deadline shall not be accepted by the BAC Secretariat. The BAC Secretariat shall generate a Bid receipt page for the official time of late submission which should be saved and printed for reference and audit trail. The BAC Secretariat shall likewise record in the minutes of bid submission and opening, the bidder's name, its representative and the time the late bid was submitted.
4. The ABC is Three Hundred Thirty Thousand Pesos (**Php 330,000.00**), any bid exceeding this amount shall not be accepted.
5. Quoted prices shall be inclusive of applicable taxes and shall be firm and valid for a period for at least thirty (30) days from the date of receipt of quotation and shall be binding upon the bidder/company within the period
6. Contract shall be awarded to the bidder with the lowest calculated responsive bid.
7. AFPRSBS reserves the right to post-qualify participating companies and/or to reject any or all submitted quotations without thereby incurring any liabilities to the affected bidder.
8. Request for Quotation may be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) by interested Bidders.
9. For further information, please call at telephone numbers 8912-1858/8912-1868 and look for Ms. Maria Gracita C. Garcia of the General Services Department (GSD), AFPRSBS.



TERMS OF REFERENCE

OFFICE REHABILITATION AND MAINTENANCE, AFPRSBS OFFICE, CAMP AGUINALDO, QUEZON CITY

1.0 Introduction

The intent of this document is to outline the requirements of this project and to solicit full-service proposals for the Office Rehabilitation and Maintenance, AFPRSBS office, Camp Aguinaldo, Quezon City, in accordance with Republic Act (R.A.) No. 9184 (The Government Procurement Reform Act) and its implementing rules and Regulations.

2.0 AFPRSBS OFFICES

AFPRSBS offices is divided into four Groups, each has own function, namely, Executive Group, Real Estate Group, Investment Management Group, and Corporate Service Group. Each group is individually assigned to different location of offices.

AFPRSBS is already around forty five years (45) performing diligently its function as a service provider of benefits and loans for the soldier.

However, as time passed, structures wear and tear together with the weather changes occurring in the structure. Offices experience heavy rains and cause severe leaking in ceiling. This leaking can cause diseases on employees that can affect the performance of affected areas.

Thus, it is recommended for immediate repair of the affected damaged structures of the offices.

3.0 Project

3.1 This project aims to provide rehabilitation and repairs necessary to observed damaged offices.

4.0 Approved Budget for the Contract (ABC)

The procuring entity's Approved Budget for the Contract (ABC) is Three Hundred Thirty Thousand Pesos (Php 330,000.00). The ABC is inclusive of the value added tax, withholding tax, and other forms of taxes that may be imposed by the Philippine government and/or concerned government agencies in relation to the Office Rehabilitation and Maintenance, AFPRSBS office, Camp Aguinaldo, Quezon city.

5.0 Scope of Work

PROJECT: OFFICE REHABILITATION AND MAINTENANCE

Project Duration: Sixty (60) days

Project Cost: Php 330,000.00

A. GENERAL REQUIREMENTS

- a. Working site must be clean at all times. Remove immediately any hazardous waste used after rehabilitation works are performed.
- b. Submit Working schedule of the project prior to commencement of Rehabilitation.

B. REHABILITATION WORKS

The following AFPRSBS Offices shall be rehabilitated listed as follows:

a. Office of the President Area

1. Repair of gutter and downspout
2. Repainting of the roof

b. Office of the EVP/COO

1. Repair of Roofing
2. Repair/Sealing of Roofing (All screw, umbrella nail repair)
 - Flashing at the center of the roof including gutter

c. Accounting Area

Replacement and Repair of Roofing (12 corrugated sheets)

d. Head REG Area/Stairs to REG Area

1. Repair of Gutter
2. Application of Water shield fiber roof painting

e. 4th Floor new RSBS building

1. Installation of Formwork support
2. Ceiling Spandrel replacement
3. Installation of new ceiling roofing spandrels

4. Repainting of newly installed spandrels

6.0 Deliverables

Repaired damaged offices as indicated in Plans and Specifications.

7.0 Contract Duration

The work to be performed by the Contractor should be completed within Sixty (60) calendar days reckoned seven days after receipt of Notice to Proceed

8.0 Terms of Payment

8.1 The Terms of payment shall be as follows:

- a. An initial payment equivalent to fifteen percent (15%) of the contract price shall be made within ten (10) working days after the effective date of the contract and submission by the Contractor of a Performance bond.
- b. Monthly progress billing shall be submitted and processed after evaluation of work accomplishment.

8.2 All payments shall be subject to ten percent (10%) retention, expanded withholding taxes and other applicable taxes, and such other deductions as may be mutually agreed upon by both parties.

8.3 The ten percent (10%) retention shall be released by the AFP-RSBS thirty (30) days after the issuance of the Certificate of Completion and final Acceptance and submission by the Contractor of a Guarantee Bond.

9.0 Evaluation Guidelines

The selection of the winning bidder shall be based on the Lowest Calculated Responsive Bid pursuant to Section 32 under Rule IX, of the Implementing Rules and regulations of RA 9184.

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the other:*

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. *Select one, delete the other:*

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any other person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

QUOTATION FORM

ANNEX "B"

ITEM No.	ITEM & DESCRIPTION	PRICE
1	<p style="text-align: center;">OFFICE REHABILITATION AND MAINTENANCE, AFPRSBS OFFICE, CAMP AGUINALDO, QUEZON CITY</p> <p><i>Note: Please secure copy of the necessary documents from the office of the General Services Department (GSD).</i></p>	

Name of Bidder : _____

Delivery Period : 60 calendar days

After having carefully read and accepted your conditions above, I/we quote you on the item at prices noted above.

Print Name / Signature

Tel. No. _____

Fax No. _____

E-mail address _____

Date _____

TIN _____



AFP RETIREMENT AND SEPARATION BENEFITS SYSTEM
424 Capinpin Avenue, Camp Gen. Emilio Aguinaldo, Quezon City

BILL OF QUANTITIES

**REHABILITATION OF WATER TANK AND ITS AUXILIARY STRUCTURES LOCATED
AT VILLA SEGOVIA, STA. ROSA CITY, LAGUNA**

ITEM	MATERIALS/DESCRIPTION	UNIT	QTY	UNIT COST (Php)	TOTAL COST (Php)
I.	GENERAL REQUIREMENTS				
	1. Mobilization/Demobilization	ls	1.00		
	2. Bunkhouse & Warehouse	ls	1.00		
	Sub-total				
II.	REHABILITATION WORKS				
	Office of the President Area, Office of the EVP/COO, Accounting Office, Hd. REG/Stairs to Reg area, and 4th floor new RSBS building				
	1. Epoxy Marine A & B	gals	12.00		
	2. Roof Guard, baguio green, Boysen	tins	12.00		
	3. Roof Guard, tierra cotta, Boysen	gals	5.00		
	4. Epoxy Rubberized paint (Acrytex)	gals	4.00		
	5. Baby Roller cotton	pcs	8.00		
	6. Paint brush (3")	pcs	18.00		
	7. Corrugated sheet (Gauge 24)	pcs	20.00		
	8. Plain sheet (Gauge 24)	pcs	5.00		
	9. Umbrella nail	kgs	1.50		
	10. Blind rivet 5/32 x 1/2	pcs	240.00		
	11. Cement	bag	5.00		
	12. Flexiban Paint, water proof	gals	4.00		
	13. TCX screw for wood 3"	pcs	120.00		
	14. Aluminum spandrel	lm	35.00		
	15. Toks and screws	kgs	3.00		
	Sub-total				
SUMMARY / RECAPITULATION					
	A. TOTAL MATERIAL COST (ITEM III+IV)				

	B. TOTAL DIREC COST (ITEM I+II)			
	C. LABOR COST (30% OF A)			
	D. TOTAL COST (A+B+C)			
	E. OVERHEAD, MISCELLANEOUS (10% OF D)			
	F. PROFIT (30% OF D)			
	G. SUB TOTAL REHABILITATION COST (D+E+F)			
	H. 12% EVAT (12 * OF G)			
	I. TOTAL REHABILITATION COST (H+I)			