



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 **05 March 2021** to this address:

**Property Management and Enhancement 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 THE REHABILITATION OF WATER TANK AND ITS AUXILIARY STRUCTURES IN VILLA SEGOVIA SUBDIVISION, STA. ROSA CITY, LAGUNA
Approved Budget for the Contract (ABC)	SEVEN HUNDRED FIFTY THOUSAND PESOS & 00/100(Php750,000.00)

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. Copy of Philippine Government Electronic Procurement System (PhilGEPS) Registration Certificate
 - ii. Copy of Department of Trade and Industry (DTI) or Securities and Exchange Commission (SEC) Registration Certificate
 - iii. Copy of current Mayor's/Business Permit
 - iv. Valid Tax Clearance per Executive Order 398, Series of 2005 as finally reviewed and approved by the BIR.
 - v. Resume of the Project Engineer with photocopy of valid and current PRC ID and PTR
 - vi. Valid PCAB License with a minimum classification of Category D

- vii. Income /Business Tax Return for the immediate preceding calendar year
 - viii. Omnibus Sworn Statement in accordance with Section 25.3 of the IRR of RA 9184 and using the prescribed form (Annex "A")
 - ix. 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

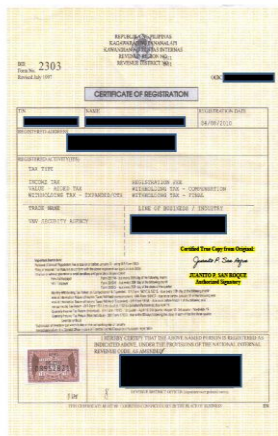
will be done face-to-face through videoconferencing using Google Meet. The invite for the videoconferencing shall be sent to the bidder's valid company e-mail account and/or e-mail address of the bidder's duly authorized representative.

- 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 BIR 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 SevenHundred Fifty Thousand Pesos (**Php750,000.00**), 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 starting on 20 February 2021.
 9. For further information, please call at telephone numbers 89124718 / 89124686 and look for Engr. Ramoncito R Entendez and/or Ramon A. Tancio of the Property Management and Enhancement Department (PMED), AFPRSBS.

LIZA M LORENZANA
Head, Real Estate Group



TERMS OF REFERENCE

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

1.0 Introduction

The intent of this document is to outline and implement the *Rehabilitation of Water Tank and Its Auxiliary Structures* located in Villa Segovia, Sta. Rosa City, Laguna, in accordance with Republic Act (R.A.) No. 9184 (The Government Procurement Reform Act) and its implementing rules and Regulations.

2.0 The Villa Segovia Subdivision

The Villa Segovia Subdivision is one of the high end subdivision of the System located in Sta. Rosa City, Laguna. The water supply of the subdivision is thru a deep well pump with an overhead water tank of 20m high and with a capacity of 100,000 gallons. Said water facility was installed in the year 1996 (20 years ago). To date, the water facility is operational, however, repair/rehabilitation works are necessary to avoid further damage to some parts of the structures specially rusty and dilapidated sections of the facility.

3.0 Project

3.1 The water tank needs repainting due to corroded sections as well as its structural members. Rusty and dilapidated auxiliary members have to be replaced/restored. The base of water tank is $\pm 1.5\text{m}$ below the South Luzon Expressway(SLEX), thus heavy run-off caused flooding at the water facility. Interceptor canal has to be constructed to prevent further erosion of soil from the expressway as well as flooding on the whole area during heavy rainfall.

3.2 Perimeter fence of the water facility also needs repair and repainting due to dilapidated cyclone wire fence.

4.0 Approved Budget for the Contract (ABC)

Approved Budget for Contract (ABC) is Seven Hundred Fifty Thousand Pesos (Php 750,000.00). 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 Rehabilitation of water tanks, water pump, and pumphouse.

5.0 Scope of Works

5.1 Mobilization at site of the contractor.

- 5.2 Excavation for construction of canal, manhole, and catch basin.
- 5.3 Installation of formwork and scaffolding for water tank rehabilitation.
- 5.4 Removal of rust and corroded structural connections.
- 5.5 Painting works on the exterior water tank and its structural and auxiliary members including the perimeter fence.
- 5.6 Retrofitting of base footing.
- 5.7 Replacement of corroded bolts at the base plate of the water tank.
- 5.8 Replacement of missing/dilapidated cyclone wire of the perimeter fence.
- 5.9 Cleaning and proper disposal of waste materials, and demobilization.

6.0 Deliverables

- 6.1 Rehabilitated and Repainted water tank structure and
- 6.2 Installed perimeter fence as per plan.
- 6.3 Retrofitted foundation and base of Water tank

7 Contract Duration

The work to be performed by the Contractor should be completed within Ninety (90) calendar days reckoned seven (7) days after issuance of the Notice to Proceed.

8 Terms of Payment

8.2 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.

8.3 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.

8.4 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.

8.5 A Performance Bond and a Guarantee Bond issued by a reputable insurance or bonding company shall be posted by the chosen contractor in favor of the AFP-RSBS for the faithful compliance of the contract and the satisfactory performance of the project, respectively.

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9 Evaluation Guidelines

9.1 Evaluation of bids shall be on the basis of the Lowest Calculated Responsive Bid pursuant to Section 32 under Rule IX, of the Implementing Rules and Regulations of RA 9184.



SCOPE OF WORKS

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

The following are the works to be performed for the repair of water tank located at Blk.7, Lot 27, Villa Segovia Estates, Santa Rosa, Laguna.

A. SITE PREPARATION

1. Site Clearing
2. Construction of Bunkhouse
3. Installation of temporary facility
4. Provision of temporary utilities of the working facility.

B. EXCAVATION WORKS

Perform excavation work as indicated in plans with a depth of 50 cm. from the base plate level of the tank to the indicated area of excavation.

C. REPAIR OF CONCRETE COLUMN FOOTING

Footing of water tank must be visible for reinforcement of concrete jacketing. It is required to be performed individual excavation of the footing one at a time. Concrete jacketing shall be performed for individual footing of the tank (see plan for reference).

D. REPAIR OF AUXILIARY MEMBERS

Perform welding works and repair of the damaged structural members of the tank:

- Inside ladder
Re-weld connection of water tank connection connecting ladder and the tank
- Circular guards
- Railings
- Bracings
- Exterior ladder
- Bolts and Nuts of Base plate of Column Footing

E. REPAINTING OF WATER TANK

The following structural members are required to be painted as per plans and specifications:

- Exterior of water tank
- Structural members

F. REHABILITATION OF WATER FACILITY FENCE

1. Facility fence missing/damaged shall be installed by Three inches (3") Cyclone wire material. Disassembled steel post shall be reinstalled and repainted by silver epoxy paint.
2. Installation of the extension of the perimeter fence shall be constructed as indicated to approved plans and specifications.



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

SPECIFICATIONS

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

A. GENERAL CONDITIONS

- An ocular inspection of the site shall be made prior to actual renovation of facility.
- In case of discrepancies between the scales indicated on the plans and indicated dimensions, the indicated dimensions shall govern.
- All works on any phase of construction shall conform to existing ordinances and laws of the locality.
- The contractor shall store and protect all its materials at the jobsite from damage and deterioration.
- All works shall be done by competent workers under the supervision of an Engineer and ensure strict compliance to the plans and specifications.
- In case of changes in the plans, secure approval from AFPRSBS prior to implementation.

B. EARTH WORKS

1. All works covered by this section includes all materials, equipment, labor services and other necessary provisions for the completion of earthworks.
2. All excavation shall be done to depths indicated, reckoned either from the natural ground line. The indicated depth is the minimum requirement for excavations.
3. Backfilling shall be done after the finished structures. All trash, wood, chips and other debris shall be removed from the areas to be backfilled. Backfill materials shall be free from undesirable materials which would be detrimental to compaction requirements.

4. Common fill shall be approved materials free from roots and stumps and other organic materials.
5. Any excess materials resulting from all earthwork operations not suitable for fill or backfill shall be disposed and spread evenly at the adjacent open space.

C. CONCRETE AND MASONRY WORKS

- GENERAL CONDITIONS

The work covered by this section consists of furnishing all materials, tools, equipment, labor services necessary in performing all the concrete masonry work operations.

- CONCRETE MIXTURES

Mixture of concrete works shall be class "A" or 1:2:4 mix

- MATERIALS

- i. For all concreting and masonry works, cement shall be an approved brand of Portland cement according to ASTM standards.
- ii. Coarse aggregates shall be $\frac{3}{4}$ gravel (max) clean & free from deleterious materials. Sand shall be clean, hard, uncoated, grains, also free from deleterious substance and shall range in size from coarse to fine.

- STEEL REINFORCING BARS

- i. Reinforcing bars shall be deformed steelbars as indicated in plans and shall be Grade 33 (AISC Standards)
- ii. All steel reinforcing bars shall be accurately placed and secured against displacement by tying them together at each bar intersection with Gauge No.16 galvanized iron wire.
- iii. All metal reinforcement shall be free from rust, scale or other coatings.

- CONCRETE PROPORTION AND CONSISTENCY

- i. The proportions of aggregates to cement for any concrete shall be such as to produce a mixture which will work readily into the corners and angles of the forms and around reinforcement with the method of placing employed to the work, but without permitting the materials to segregate or excess free water to collect on the surface.

- ii. The method of measuring concrete materials shall be such that the proportions can be accurately controlled and easily checked at any time during work.
- MASONRY WORKS
 - i. Masonry works shall be done by competent masons.
 - ii. Concrete hollow blocks to be used shall be 100mmx 200mmx400mm and minimum strength of 550 psi.
 - iii. All concrete hollow blocks shall be reinforced with 10 mm diameter deformed vertical bars spaced 300 mm. on center and every 2 layers for horizontal bars.
 - iv. Plaster mix shall be 1:2. Thickness of plaster shall be 12mm (min.)

D. PAINTING WORKS

- The contractor shall supply all labor, paint materials, tools, staging and equipment necessary, and shall perform all painting and finishing work as shown in plan.
- Apply rust removal agent on all surfaces with rust. Remove rust using high bristle steel of steel brushes.
- The contractor shall store his materials in one place in the building to be kept neat and clean, care being taken in the storage paints, oils, etc. to prevent danger of fire.
- Prior to any painting works, all surfaces shall be cleaned, smoothed and freed from dust, dirt, grease, mortar, rust and other foreign substances. All parts where paint remover has been used shall be washed with paint or lacquer thinner. All paints shall be spread evenly and carefully
- Paint coatings of the water tank are as follows; White non-toxic paint, in two coats, shall be applied to interior walls and ladder of the water tank. White epoxy primer and Aluminum Quick drying Enamel, in two coats, for exterior wall and structural members.

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

ITEM No.	ITEM & DESCRIPTION	PRICE
1	<p>REHABILITATION OF WATER TANK AND ITS AUXILIARY STRUCTURES LOCATED VILLA SEGOVIA, STA. ROSA CITY, LAGUNA</p> <p><i>Note: Please secure copy of the drawings/plans and other necessary documents from the office of the Property Management and Enhancement Department (PMED).</i></p>	

Name of Bidder : _____

Delivery Period : 90 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		
	3. Formworks/Scaffolding	Ls	1.00		
	Sub-total				
II.	CIVIL AND SITE WORKS				
	1. Excavation	cu.m	39.00		
	2. Hauling/Spreading of excavated soil at adjacent open space	cu.m	39.00		
	Sub-total				
III.	REPAIR WORKS OF STRUCTURAL MEMBERS				
	A. Interior of Tank				
	1. Replacement of inside ladder	Ls	1.00		
	B. Exterior of Tank				
	1. Replacement of Circular Guard	Ls	1.00		
	2. Replacement of Railings	Ls	1.00		
	3. Reinforcement of Bracings	Ls	1.00		
	4. Retrofitting of Base footing	Ls	1.00		
	5. Replacement/Repair of exterior ladder	Ls	1.00		
	6. Repair of protection of exterior Ladder	Ls	1.00		
	C. Perimeter fence	Ls	1.00		
	Sub-total				
V.	PAINTING WORKS				
	A. Exterior Tank				
	1. Surface preparation	Ls	1.00		
	2. Painting of Exterior Tank	Ls	1.00		
	B. Structural Members				
	1. Surface preparation	Ls	1.00		
	2. Painting of Circular Guard	Ls	1.00		
	3. Painting of Railings	Ls	1.00		
	4. Painting of Bracings	Ls	1.00		
	5. Painting of Exterior ladder	Ls	1.00		
	6. Protection of External Ladder	Ls	1.00		
	7. Painting of Structural Column	Ls	1.00		
	8. Painting of Structural Beams	Ls	1.00		

	9. Structural connections	Ls	1.00		
	C.Perimeter fence	Ls	1.00		
	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. SUB TOTAL COST (A+B+C)				
	E. OVERHEAD, MISCELLANEOUS (5% OF D)				
	F. PROFIT (10% OF D0				
	G. SUB TOTAL REHABILITATION COST (D+E+F)				
	H. 12% EVAT (12 * OF G)				
	I. TOTAL REHABILITATION COST				