



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 **10:00 a.m. on 11 September 2020** 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 RESTORATION OF PERIMETER (NEAR RSCCI) RIVIERA RESIDENTIAL ESTATES, SILANG, CAVITE
Approved Budget for the Contract (ABC)	SEVEN HUNDRED THOUSAND PESOS & 00/100 (Php 700,000.00)

NOTES:

1. All entries in the Quotation Form shall be typewritten.
2. Accreditation requirements shall be submitted in a **sealed envelope**, which shall include the following:
 - a) Copy of Philippine Government Electronic Procurement System (PhilGEPS) Registration Certificate
 - b) Copy of Department of Trade and Industry (DTI) or Securities and Exchange Commission (SEC) Registration Certificate
 - c) Copy of current Mayor's/Business Permit
 - d) Valid Tax Clearance per Executive Order 398, Series of 2005 as finally reviewed and approved by the BIR.
 - e) Resume of the Project Engineer who will handle the project with photocopy of valid and current PRC ID and PTR
 - f) Valid PCAB License with a minimum classification of Category D
 - g) Income /Business Tax Return for the immediate preceding calendar year

- h) Omnibus Sworn Statement in accordance with Section 25.3 of the IRR of RA 9184 and using the prescribed form (Annex "A")
 - i) 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 "C").
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:

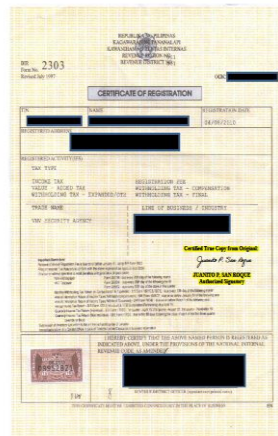
- 4.1) All procurement related documents to include the eligibility requirements and bid proposals may be submitted electronically to this e-mail address afprsbsbacsec@gmail.com on or before the closing date and time specified in the Bidding Documents as published in the Philippine Government Electronic 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.

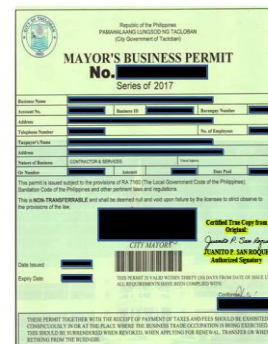
- 4.5) Electronic Bidding Documents not in compressed archive folders and are not password-protected, shall be rejected. However, submitted bids that are not properly compressed and not password-protected may be accepted provided that the bidder or its duly authorized representative shall acknowledge 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
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.
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. The ABC is Seven Hundred Thousand Pesos (**Php700,000.00**), any bid exceeding this amount shall not be accepted.
 7. As a Government Owned and Controlled Corporation (GOCC), the AFPRSBS shall deal only with legitimate contractors/suppliers which issue BIR-registered official receipts (attached photocopy of Official Receipt).
 8. Contract shall be awarded to the bidder with the lowest calculated responsive bid.
 9. AFPRSBS reserves the right to post-qualify participating entities and/or to reject any or all submitted quotations without thereby incurring any liabilities to the affected bidder.
 10. Request for Quotation may be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) by interested Bidders
 10. For further information, please call at telephone numbers 9124718 / 9124686 and look for Mr. Ramon A. Tancio or Jeffrey Germono of the Property Management and Enhancement Department (PMED), AFPRSBS.

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	REPAIR / CONSTRUCTION OF PERIMETER FENCE NEAR RIVIERA SPORTS & COUNTRY CLUB, INC. RIVIERA RESIDENTIAL ESTATES, SILANG, CAVITE <i>Note: Please secure copies of plans from the office of the Property Management and Enhancement Department (PMED).</i>	

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 _____

ANNEX "C"

Project : Restoration of Perimeter Fence at RRE - (near RSCCI)
Location : Riviera Residential Estates, Silang, Cavite
Subject : Bill of Material & Cost Estimates

Item	Description	Quantity	Unit	Unit Cost	Amount
I	Mobilization and Demobilization	1.00	lot		
	<i>Subtotal</i>				
II	Bond	1.00	lot		
	<i>Subtotal</i>				
III	Clearing Works & Disposal of Concrete Debris	1.00	lot		
	<i>Subtotal</i>				
IV	Earthwork				
	1. Excavation	46.28	cu.m.		
	2. Backfilling	32.45	cu.m.		
	<i>Subtotal</i>				
V.	Construction of Fence				
	1. Footings (1.0m x 1.0m x 0.30m)	17.00	Sets		
	<i>Subtotal</i>				
	2. Wall Footing (0.3m x 0.2m x 2.5m)	16.00	Sets		
	<i>Subtotal</i>				
	3. Columns (0.3m x 0.2m x 3.5m)	17.00	Sets		
	<i>Subtotal</i>				
	4. Lintel Beam (0.15m x 0.2m x 2.7m)	16.00	Sets		
	<i>Subtotal</i>				
	5. Masonry Works, 6" CHB (t = 16mm, 2 sides plaster)	16.00	span		
	<i>Subtotal</i>				
	7. PVC orange 4 inches (Weep holes)	14.00	pcs		
	<i>Subtotal</i>				
VI.	General Requirement for Forms	1.00	lot		
	<i>Subtotal</i>				
A	<i>TOTAL MAT'L COST</i>				
B	<i>LABOR COST (35% of A)</i>				

	Mobilization and Demobilization				
	Bond				
	Clearing Works & Disposal of Concrete Debris				
	Earthwork				
C	<i>TOTAL DIRECT COST(C) = A+B+I+II+III+IV</i>				
D	<i>MISC., CONTINGENCY,OVERHEAD COST(5 % of C)</i>				
E	<i>CONTRACTOR'S PROFIT(10% of C+D)</i>				
F	<i>TOTAL PROJECT COST(F)= C+D+E</i>				
G	<i>VAT(12% of H)</i>				
H	<i>GRAND PROJECT COST (H)=F+G</i>				



TERMS OF REFERENCE

PROCUREMENT OF A CONTRACT FOR THE RESTORATION OF PERIMETER FENCE NEAR RIVIERA SPORTS & COUNTRY CLUB, INC., RIVIERA RESIDENTIAL ESTATES, SILANG, CAVITE

1.0 Introduction

The intent of this document is to outline the requirements of the project and to secure quotations for the Restoration of Concrete fence near Riviera Sports & Country Club Inc. at Riviera Residential Estates, Silang, Cavite, in accordance with Republic Act (R.A.) No. 9184 (The Government Procurement Reform Act) and its Implementing Rules and Regulations.

2.0 The Riviera Residential Estates

The Riviera Residential Estates is one of the high end real estate developments of the System located along By-Pass Road, Aguinaldo Highway, Silang, Cavite. The said subdivision is enclosed with concrete perimeter fence, portion of which was overturned due to continuous heavy rains.

3.0 The Project

Restoration of concrete perimeter fence near Riviera Sports & Country Club Inc. (RSCCI), Riviera Residential Estate, Silang, Cavite.

Note : *Interested Contractors are required to conduct ocular inspection of the project to determine the actual site condition.*

4.0 Approved Budget for the Contract (ABC)

The procuring entity's Approved Budget for the Contract (ABC) is Seven Hundred Thousand Pesos (Php 700,000.00), inclusive of 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 above project.

5.0 Scope of Work

- 5.1 Clearing works and disposal of concrete debris;
- 5.2 Earthwork;
- 5.3 Construction of fence; and
- 5.4 Form works.

6.0 Deliverable/s

- 6.1 Complete restoration of perimeter fence according to plans and specifications;
and
- 6.2 Clear out overturned concrete fence

7.0 Contract Duration

The work to be performed by the contractor should be completed within **ninety (90)** calendar days reckoned seven (7) days after the issuance of the Work Order.

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 accomplished.

8.2 All payments shall be subjected 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.

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.



SCOPE OF WORKS

RESTORATION OF OVERTURNED PERIMETER FENCE NEAR RIVIERA SPORTS & COUNTRY CLUB INC. (RSCCI), RIVIERA RESIDENTIAL ESTATES, SILANG, CAVITE

I. GENERAL REQUIREMENTS

A. MOBILIZATION

1. Provide a suitable/decent bunkhouse for workers (with enough bathroom & comfort room). It shall be noted that workers are not allowed to take their bath on exposed surroundings and walking around without proper clothing (no exposure even upper part of body).
2. Submit list of workers to Property Management and Enhancement Department (PMED) and Riviera Estate Homeowner's Association (REHOA). Further secure respective Identification Cards of workers from REHOA.
3. Secure water supply connection from Southern Utilities Management and Services Inc. (SUMSI).
4. Secure temporary electrical connection from MERALCO.

B. RESTORATION & CLEARING OF OVERTURNED CONCRETE FENCE

1. Clearing of overturned concrete fence and debris shall be disposed off/dumped at the raw land owned by the System with low elevation.
2. Clearing of trees/vegetation along perimeter fence prior to staking and construction.
3. Restoration of concrete fence based on the installed lot monuments on the ground according to plans and technical specifications.

II. CONSTRUCTION PROPER (Refer to Plans and Technical Specifications)

1. EXCAVATION WORKS
2. FABRICATION AND INSTALLATION OF REINFORCING BARS
3. FORMWORKS
4. CONCRETING WORKS
5. MASONRY WORKS

III. CLEARING WORKS

1. Site Clearing.
2. Demolition of bunkhouse, hauling and clearing works.
3. Submit official receipts of latest payments of water and electric consumption.
4. Surrender water meter and electric meter respectively to SUMSI and MERALCO.



SPECIFICATIONS

RESTORATION OF OVERTURNED PERIMETER FENCE NEAR RIVIERA SPORTS & COUNTRY CLUB INC. (RSCCI), RIVIERA RESIDENTIAL ESTATES, SILANG, CAVITE

PART I – GENERAL

- 1.1 The work shall consist of the clearing/removal of all superficial obstruction including trees, shrubs and the like on the site in the way of or otherwise affected by the work as shown on the drawings. The contractor shall clear each part of the site at times and to extent required or approved by the Engineer.
- 1.2 Where trees are present along the fence line, it shall be uprooted to avoid damage in the foundation of the fence once remaining roots/ vegetation has already decayed.
- 1.3 All cleared materials and vegetation shall be disposed off/dumped at the raw land owned by the System and with low elevation or as approved by the RSBS Engineer.
- 1.4 This set of specifications shall govern the methods of construction and kinds of materials to be used for the proposed Project shown on the accompanying plans and detailed drawings.
- 1.5 The plans, detailed drawings and the Specifications shall be considered as complementing each other so that what is mentioned or shown in one, although not mentioned or shown in the other, shall be appearing in both. Any conflict to be found between the two should be referred to the designing Engineer for the clarification.
- 1.6 All parts of the construction shall be finished with the first class workmanship and meaning of the plans and Specifications to the System and designing Engineer.
- 1.7 Any defective material or poor workmanship should be replaced or improved by the Contractor without additional cost to the System.
- 1.8 Dimensions: Verify dimensions indicated on drawings with field dimensions before fabrication or ordering of materials. Do not scale drawings.
- 1.9 Existing Conditions: Notify Architect/Engineer of existing conditions differing from those indicated on the drawings. DO not remove or alter without prior written approval.

PART II – CLEARING WORKS

- 2.1 The overturned concrete fence shall be cleared and huge concrete debris disposed outside the subdivision while smaller debris shall be spread on the lower portion of lots or as approved by the RSBS Engineer.

PART III – EARTHWORKS

- 3.1 Excavation for foundation of the fence shall be as indicated in the plan. All suitable materials removed from the excavations shall be used in so far as practicable in backfilling works at the fence and for other purposes as maybe required. Suitable excess materials shall be spread in the adjacent lots, which are low in elevation, and needs backfilling while unsuitable excavated materials shall be disposed outside the subdivision.
- 3.2 Each layer of backfilled material shall be compacted uniformly by use of adequate and appropriate compaction equipment or compactor.

PART IV – STRUCTURAL SPECIFICATIONS

- 4.1 This “Specification for Structural Work” shall form part of the Structural Working Drawings.
- 4.2 The interpretation of these drawings and indicated dimension shall govern. Distances and sizes are not drawn to scale and for construction purpose only.
- 4.3 In case of conflict in detail or dimension between the Plans/Structural Drawings refer to the Civil Engineer or his authorized representative for final decision.
- 4.4 In case of conflict between the Working drawings, Construction Notes and Specifications, the working drawings shall govern.
- 4.5 In case of conflict between Construction Note and Specifications, the Construction Note shall govern.

PART V – REINFORCED CONCRETE CONSTRUCTION

5.1 CONCRETE MIX

- 5.2 Portland cement shall be used in all concreting works and shall conform to Portland Cement ASTM C150
- 5.3 Concrete aggregate shall conform to ASTM C333 except that, aggregate failing to meet this specification but which have products such as concrete of adequate strength and durability maybe used subject to the approval of the AFP RSBS Engineer.
- 5.4 Water used in mixing concrete shall be clean and free from injurious Amount of oils, acids, alkaline salts, organic materials or other substances deleterious to concrete steel.
- 5.6 Cement and concrete shall be stored in such a manner as to prevent their deterioration or the intrusion of foreign matter.
- 5.7 Concrete mixture for column footings, tie beam and lintel beam shall be 1:2:4 or with an equivalent compressive strength of 3,000 psi / 20.7 Mpa.
- 5.8 Concrete cylinder sample for strength test shall be prepared for every 100 cu.m of concrete mix. The cylinder sample for strength test shall be taken, cured and tested in accordance with ASTM C172. Concrete poured shall be considered satisfactory if the average of all sets of this compressive strength tests result shall not be less than f_c' 3,000 psi or 20.7 Mpa.

5.9 All concrete shall be mixed until there is a uniform distribution of the materials and shall be discharge completely before the mixer is recharged.

5.10 Concrete shall be deposited as nearly as practicable in its final position to avoid segregation due to the handling of flowing.

5.11 Concrete shall be maintained in a moist condition for at least seven (7) days after placing.

PART VI – REINFORCEMENT

6.1 Reinforcing bars shall be Grade 33 and shall be provided as indicated in the detailed plans.

6.2 All reinforcing bars shall be deformed and conform to ASTM A615-68

6.3 Fabrication of reinforcing bars shall conform to AISC manual/standards such as splicing, concrete covering and hooks for footings, beams and columns.

PART VII – MASONRY WORKS

7.1 Concrete Hollow Blocks (CHB) with 150 mm thickness shall be used for walls/fence as indicated in plan.

7.2 CHB vertical reinforcement shall be 12mm diameter Grade 33 deformed steel bars spaced at 600mm on center.

7.3 CHB horizontal reinforcement shall be 12mm diameter deformed Grade 33 reinforcing bars installed in every 3rd layer of CHB

7.4 Lap splices of vertical and horizontal reinforcement of reinforcing bars shall be 300mm long (minimum).

7.5 Mortar for masonry shall be 1:4 mixture of Portland cement and sand.

7.6 Plaster finish shall have a mixture of 1:2.

7.7 Sand shall be natural sand, stone screening or other inert materials with the similar characteristics, or combination thereof, having hard, strong and durable particles approved by the Engineer. Fine aggregate from different sources of supply shall not be mixed or stored in the same pile nor used alternately in the same class of concrete without the approval of the Engineer.

PART VIII – FORMS

8.1 The Contractor shall under his responsibility, design and provide forms that will produce correctly aligned concrete. Plywood, metal or surfaced lumber form shall be used for all concrete works.

8.2 Column forms shall be checked for plumbness before concrete is deposited.

8.3 Forms and shoring shall not be removed until concrete is adequately set and shows strength sufficient to support or resist anticipated loadings such as wind load.

PART IX – CLEARING/DEMOBILIZATION

- 9.1 Upon completion of perimeter fence, site shall be cleared of excess soil, materials and other temporary structures installed during construction works.