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REQUEST FOR QUOTATION

Date: 27 August 2025
RFQ No. 2025-RFQ-0023

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____ _____

TIN: _____

The **Philippine Center for Economic Development (PCED),** through its Bids and Award Committee (BAC), intends to procure **Maintenance Access** for the project **SUPPLY, DELIVERY, AND CONSTRUCTION OF MAINTENANCE ACCESS FOR PCED BUILDINGS** through **Section 34 - Small Value Procurement** of Implementing Rules and Regulation of Republic Act No. 12009 or the New Government Procurement Act.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **12:00PM of Monday, 01 September 2025,** subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

THE CHAIRMAN
Chairperson, Bids and Award Committee
UPSEAA Room Library Building, UP School of Economics, Diliman, Quezon City 1101
Telephone No.: (02) 8-981-8500 local 3480
Email: bacsec@pced.gov.ph

Interested service provider shall also submit a copy of the following documents and along with the quotation on or before the above specified deadline of submission of quotation:

1. **PhilGEPs registration Platinum membership;**
2. **Mayor's Permit;**
3. **Omnibus Sworn Statement (notarized);**
4. **PCAB License (applicable to the project)**
5. **Company Profile;**
6. **List of Completed Projects similar to the project in the past five (5) years;**
7. **Site Inspection Certificate - to confirm that the Bidder/Proposer has conducted its site-inspection, evaluation, and that it has the expertise, experience, manpower and materials to perform the Scope of Work. And as a result of the actual inspection and evaluation, confirming in detail the above Scope of Work, Methodology, timelines, and other details of work;**
8. **Bill of Quantities**

The Head of the Procuring Entity (HoPE) reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 70 of Implementing Rules and Regulation of Republic Act No. 12009 or the New Government Procurement Act., without thereby incurring any liability to the affected bidder/s.

For any clarification, you may contact the BAC Secretariat at 02-8-981-8500 loc 3480 or send email to bacsec@pced.gov.ph.

By the Authority of the Bids and Awards Committee:

THE CHAIRMAN
Chairperson, Bids and Awards Committee

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Do not alter the contents of this form in any way.

(2) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

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 unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

(3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

(4) Quotations may be submitted through electronic mail at bacsec@pced.gov.ph.

(5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS: TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.

2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.

3. Price quotation/s must be valid for a period of FORTY-FIVE (45) calendar days from the deadline of submission.

4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.

5. Quotations exceeding the Approved Budget for the Contract shall be rejected.

6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PCED shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.

8. The item/s shall be delivered according to the accepted offer of the bidder.

9. Item/s delivered shall be inspected on the scheduled date and time of the PCED. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.

11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCED may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Condition, I/we submit our quotation for the Item/s as follows:

SUPPLY, DELIVERY, AND CONSTRUCTION OF MAINTENANCE ACCESS FOR PCED BUILDINGS		
ITEM #	**Description** **(Please refer to attached Terms of Reference)**	**Bidder's Statement of Compliance (comply/not comply)**
	SCOPE OF WORK	
1.	Preliminaries	
1.1	Mobilization and demobilization of manpower, tools, and equipment	
1.2	Provision of workers' quarters and amenities.	
1.3	Technical supervision and safety compliance.	
2	PCED Main Building Maintenance Access Ladder (see Bill of Quantities)	
2.1	Platform fabrication and installation using: 2.1.1. HSS 64x4x0.125 steel sections 2.1.2. 202x40x12 mm thick wing plates 2.1.3. 25 mm x 6 mm flatbar gratings 2.1.4. Chembolts and connector plates	
2.2	Guard rail installation using HSS 2x2x0.250 rail and balusters	
2.3	Ladder Rungs using HSS sections and connector plates	
2.4	Safety Café using HSS 2x1-1/2x0.125 sections	
2.5	Use of approved consumables	
2.6	Adjusted to site-specific requirements and quantities	
3	PCED Library Building Maintenance Access Ladder (see Bill of Quantities)	
3.1	Platform fabrication and installation using: 3.1.1. HSS 64x4x0.125 steel sections 3.1.2. 202x40x12 mm thick wing plates 3.1.3. 25 mm x 6 mm flatbar gratings 3.1.4. Chembolts and connector plates	
3.2	Guard rail installation using HSS 2x2x0.250 rail and balusters	
3.3	Ladder Rungs using HSS sections and connector plates	
3.4	Safety Cage using HSS 2x1-1/2x0.125 sections	
3.5	Use of approved consumables.	
3.6	Adjusted to site-specific requirements and quantities.	
4	PCED Main Building Fire Protection Maintenance Access Cladding (3rd floor)	
4.1	Cladding Installation 4.1.1. Supply, fabrication, and installation of 6.0mm thick Fiber Cement (FICEM) Boards on metal furring; 4.1.2. Works to cover designated sections along Gridline A to I, and Gridlines 2, 5, 8, and 10. 4.1.3. Includes proper fastening, alignment, sealing, and joint treatment in accordance with approved specifications. 4.1.4. Ensure quality finishing of installed boards.	
4.2	Painting Works 4.2.1. Surface preparation of installed cladding and affected areas. 4.2.2. Application of approved protective paint system on approximately 212.01 sqm at the 3rd floor level of the PCED Main Building. 4.2.3. Minimum of two coats for uniform finish and durability.	
4.3	Fire Hose Cabinet Cladding/Enclosure	

	4.3.1. Fabrication and installation of protective cladding/enclosure (cabinet housing) for the fire hose cabinet using fire-rated materials (e.g.., FICEM board on metal framing). 4.3.2. Works include proper framing, paneling, door access provisions, and finishing to integrate with surrounding walls. 4.3.3. Ensure enclosure provides adequate protection of fire hose equipment and first aid kits while allowing safe and quick access during emergencies. 4.3.4. Painting/finishing of enclosure to match adjacent surfaces.	
5	**Final Works**	
5.1	Surface preparation and anti-corrosion painting/coating.	
5.2	Testing and inspection of the completed structures.	
5.3	Final cleaning of work area and turnover.	
CONTRACTOR'S RESPONSIBILITIES		
1	Supply all labor, materials, tools, and equipment to complete the works.	
2	Ensure full compliance with applicable codes and safety standards.	
3	Provide uniform and PPE and enforce safety protocols for all workers.	
4	Coordinate with the PCED representative/s for site access and scheduling.	
5	Maintain site cleanliness and dispose of waste materials properly.	
6	Submit as-built drawings and turnover documentation upon completion.	
STANDARDS AND COMPLIANCE		
1	Philippine Building Code	
2	Occupational Safety and Health Standards (OSHS)	
3	Relevant ASTM standards for steel materials	
DELIVERABLES		
1	List of construction materials and consumables, manpower, and equipment;	
2	List of construction materials and consumables, manpower, and equipment;	
3	Site Inspection and Testing Reports;	
4	Statement of Work Accomplishments, including attachments for progress billing (e.g. photos, color-coded key plans, etc.);	
5	Completed catladders/platforms/cladding for PCED buildings;	
6	As-built drawings, signed and sealed in A3 size, 3 sets.	
7	As-built drawings, signed and sealed in A3 size, 3 sets.	
APPROVED BUDGET OF THE CONTRACT		
1	The approved budget of the contract is ONE MILLION FOUR HUNDRED TWENTY THOUSAND PESOS (Php1,420,000.00).	
2	Contract price shall be inclusive of all duties, taxes, bonds and insurances.	
3	No changes shall be made on the Contract Price by reason of escalation in currency. Any adjustment in Contract Price shall be done in accordance with guidelines provided by law.	
4	The payment of escalation costs shall be subject to the unilateral and written approval of PCED and to availability of funds.	
PROJECT DURATION		
1	The CONTRACTOR shall complete the works within forty (40) calendar days from issuance of the Notice to Proceed.	

2	The CONTRACTOR'S proposed Work Plan shown in Gantt Chart, which is a mandatory part of the Technical Proposal, should provide a more detailed schedule of activities. Unless approved in writing by PCED on written request of the CONTRACTOR, the coverage – from mobilization to demobilization, should not extend beyond the deliverable dates.	
3	Exact dates of delivery and/or completion should be reckoned from the date of CONTRACTOR'S receipt of NTP.	
4	The liquidated damages shall be imposed for the inability of the CONTRACTOR to comply with the Approved Construction Schedule, unless a written request for time extension been approved in writing by PCED.	
5	The CONTRACTOR shall include the timeline from mobilization to demobilization in their technical proposal.	
CONTRACTOR QUALIFICATIONS		
1	The CONTRACTOR must be a licensed contractor registered with the Philippine Contractors Accreditation Board (PCAB) for relevant work classification, with License at least Category "C" or "D" with a classification General Building.	
2	The CONTRACTOR must have completed at least two (2) similar projects in steel erection and fabrication and civil works within the last five (5) years.	
3	The CONTRACTOR must have qualified technical personnel and necessary equipment to complete the project.	
4	The CONTRACTOR is required to submit a company profile, list of present and previous client for the past five (5) years, financial statements and certifications issued by past/present clients indicating the Contractor's satisfactory performance.	
5	The Project-in-Charge must be well trained and experienced in steel erection and fabrication with at least three (3) years' experience.	
GENERAL REQUIREMENTS		
1	The CONTRACTOR will provide technical supervision, skilled manpower, tools, equipment and suitable highest quality materials within the specified period to complete the project.	
2	As-built Drawings with details is to be done and submitted by CONTRACTOR.	
3	Coordinate with PCED for work scheduling to minimize disruption.	
4	All materials and workmanship shall be subject to PCED approval prior to installation.	
5	Provide coordination and collaborative works with PCED to complete respective works in accordance with approved drawings, specifications and method of installation.	
6	Provide all materials necessary to complete the works although not specifically mentioned in the Specifications, working drawings or in on other contract documents without extra cost to the PCED.	
7	Comply with all applicable Environmental, Health and Safety regulations required by law.	
8	Secure and submit all necessary bonds, permits and insurances required in the contract.	
9	Submit on time, the required work schedule, delivery schedule, table of organization, manpower schedule, samples product data, safety plan, methodology and other requirements deemed necessary.	
10	Ensure the quality of materials and workmanship needed to complete and render ready for acceptance by the owner.	
11	Responsible for the safety requirements (safety shoes, vest, hard hat, safety harness, lifeline) and provision of fire extinguishers and all other fire protection provisions in working areas.	
12	Compliance to provisions of safety provisions for warehousing/storage of their materials and equipment.	
13	Medical Requirements of CONTRACTOR workers will be part of preliminaries of CONTRACTORS.	
14	Hauling and disposal of garbage inside the building perimeter.	
15	Protect and maintain in the required acceptable conditions of all structural repair works and accessories during construction until hand over.	
16	Ensure that the performance, appearance and proper functioning of the works are not affected by any movements, settlement or deflection in the building structure. Also take into account the construction accuracy of works by others to which the structural repair works are attached.	
INSPECTION AND TESTING		
1	CONTRACTOR shall permit and facilitate inspection of the work by PCED or its authorized representative, and the public authorities having jurisdiction at all times during the progress of the work and after construction.	

2	The CONTRACTOR will be responsible for all the testing services required by the specifications. The cost for inspection or tests not required by the specifications but which PCED requires will be subject to mutual negotiation of both parties.	
3	The CONTRACTOR shall provide safe access to the areas to be inspected.	
4	All tests shall be performed by the CONTRACTOR and shall furnish PCED with 2 copies of the test procedures conducted.	
5	Any non-compliant work shall be rectified at the contractor's expense.	
6	Final acceptance will only be issued after successful completion of all inspections and tests.	
	TERMS OF PAYMENT	
1	1st Release: Twenty (20%) of the project cost representing mobilization upon submission of list of construction materials and consumables, securing necessary permits, safety signages and paraphernalia, shop drawings and project Bar Chart/S-Curve and PERT/CPM Network Diagram.	
2	2nd Release: Percentage accomplishment must be at least 20% Progress Billing. The contractor shall submit the following: a) Statement of work accomplishment (SWA) indicating the percentage of work progress signed by the contractor. b) Pictures of the project together with color coded plans showing actual progress. c) Billing cost. d) Updated Work Schedule (target vs accomplishment).	
3	Percentage progress billing shall be allowed for every 20% completed work. The contractor shall submit the following: a) Statement of work accomplishment (SWA) indicating the percentage of work progress signed by the contractor. b) Pictures of the project together with color coded plans showing actual progress. c) Billing cost. d) Updated Work Schedule (target vs accomplishment); and e) FOR FINAL BILLING include: Certification issued by the contractor and approved by the Construction Management, stating that the Project has been completed in accordance with the approved plans. f) Contractors shall also submit their proposed terms of payment as part of their financial proposal.	
4	10% Retention Fee: To be deducted from every progress billing until works equivalent to fifty percent (50%) of the value of works, as determined by Construction Management, is accomplished. If, after fifty percent (50%) completion, the work is satisfactorily done and on schedule, no additional retention shall be made; otherwise, the ten percent (10%) retention shall continue to be imposed. To be released upon issuance end of Warranty Period.	
	DEVIATIONS/CHANGES IN THE PLANS AND CONTRACT	
	In the event that there will be changes on the approved plans and contract, the CONTRACTOR shall secure the approval of the Project Management Team and the PCED Representatives prior to revision and implementation.	
	WARRANTY COVERAGE	
1	The Contractor shall provide a minimum of one (1) year warranty on materials and workmanship from the date of final acceptance.	
2	Defects discovered within the warranty period shall be repaired or replaced by the contractor at no additional cost.	
	LIQUIDATED DAMAGES	
1	Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount to 1/10 of 1% of the cost of the unperformed portion for every day of delay or any violation against the PCED. Once the cumulative amount of liquidated damages reaches 10% of the contract, PCED shall rescind the contract, without prejudice to other courses of action and remedies open to it.	
	PRE-TERMINATION OF CONTRACT	
1	The contract may be pre-terminated by PCED upon notice of any violation of the terms of the contract. In case of pre-termination, the contractor shall be informed seven (7) days prior to such termination.	
2	In case of pre-termination, the contractor shall be liable to additional damages equivalent to 5% of the contract price.	
3	have the right to blacklist the contractor in case of pre-termination	
	----------**nothing follows**----------	

FINANCIAL OFFER:

<table>
<tr><td colspan="2">SUPPLY, DELIVERY, AND CONSTRUCTION OF MAINTENANCE ACCESS FOR PCED BUILDINGS</td></tr>
<tr><td rowspan="2">Approved Budget for the Contract:
(Php1,420,000.00)

(ONE MILLION FOUR HUNDRED TWENTY THOUSAND PESOS & 00/100)</td><td>Total Offered Quotation (inclusive of all taxes and incidental expenses)</td></tr>
<tr><td>In Words:

In Figures:</td></tr>
<tr><td>Company/Business Name:
_____
_____
_____</td><td></td></tr>
</table>

_____
Signature over Printed Name

_____
Position/Designation

_____
Office Telephone/Fax/Mobile Nos.

_____
Email address/es