PCED | Philippine Center for Economic Development

Research | Education | Training and Extension | Policy Debates | Commentaries and Leadership | UPSE Library

REQUEST FOR QUOTATION

Title of Item to be procured: **Consulting Services for the Preparation of the Structural Retrofit Design of the Philippine Center for Economic Development (PCED) Library Building**

Approved Budget for the Contract: **PHP 360,000.00**

Date: November 14, 2023
RFQ No. 2023-11-0042

*Company/Business Name:*_____
Address: _____
Business/Mayor's Permit No. _____ *City/Municipality:*_____
*TIN:*_____
PhilGEPS Registration Number ***(required)***_____

The **Philippine Center for Economic Development (PCED),** through its Bids and Award Committee (BAC), intends to procure **Consulting Services for the Preparation of the Structural Retrofit Design of the Philippine Center for Economic Development (PCED) Library Building** through **Section 53.9 (Negotiated Procurement - Small Value Procurement)** of 2016 revised Implementing Rules and Regulation of Republic Act No. 9184.

Please quote your **best offer** for the Item/s described herein address to:

Dr. Laarni C. Escresa-Guillermo
Chairperson, Bids and Award Committee
UPSEAA Room Library Building, UP School of Economics Bldg., Diliman, Quezon City 1101
Telephone No.: (02) 8-9279686 local 207
Email:bacsec@pced.gov.ph

Subject to the Terms and Conditions provided on this Request for Quotation (RFQ).

Submit your quotation duly signed by your authorized representative **not later than November 20, 2023 at 12:00NN.**

The following documents are also required to be submitted along with your quotation on the specified deadline above or before a notice of award are issued:

Document
1. Mayor's / Business Permit
2. PhilGEPS Registration
3. Omnibus Sworn Statement (Notarized)
4. Curriculum Vitae

1 In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.
2 Submission of all pages of this Request for Quotation is *REQUIRED.*

For any clarification, you may contact us at telephone no. or email address provided.

GERRIE P. PALOMA
Head, Bids and Awards Committee Secretariat

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 the RFQ is **REQUIRED** to minimize errors or omissions of the mandatory provisions.
3. Quotations may be submitted IN PERSON or VIA COURIER addressed to:

Dr. Laarni C. Escresa-Guillermo
Chairperson, Bids and Award Committee
UPSEAA Room Library Building, UP School of Economics Bldg., Diliman, Quezon City 1101
Telephone No.: (02) 8-9279686 local 207
Email:bacsec@pced.gov.ph

4. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotation submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. 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.
7. In case 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.
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 delivery to confirm compliance with the technical specifications.
10. Payment shall be made after the 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 the tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCED shall rescind the contract one 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.

Please quote your **best offer, inclusive of all taxes and incidental expenses** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

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

Consulting Services for the Preparation of the Structural Retrofit Design of the Philippine Center for Economic Development (PCED) Library Building			
General Scope of Work:	**YES**	**NO**	**REMARKS**
Preparation of structural retrofit plan, specifications, and calculations for the PCED Library Building in consideration of the construction work of proposed new floor located on the existing roof deck of 3-floor PCED Library Building. In general, the design engagement shall include, but not limited, to the following: - Analyze the proposed renovation of the Building; - Assess the existing structure's capability versus the proposed renovation; - Design structural retrofitting works needed to support the proposed renovation; - Submit the completed structural retrofitting plans; - Submit a Certificate of Structural Stability upon successful construction of the retrofitting works.			
Detailed Scope of Work:	**YES**	**NO**	**REMARKS**
1. PHASE I: DATA GATHERING – the Design Consultant shall: a. Consult and verify with the PCED for this project to ascertain project requirements, establish protocols for reporting and project coordination, and to firm-up the project work program, schedule of coordination meetings and submission of project outputs. b. Conduct ocular visit of the site to gather the necessary data from the organization and administration patterns as well as procedures to optimize space allocation and increase productivity. c. Verification of the structural investigation report of the existing PCED Library Building d. Present and submit the Inception Report documenting the: • Work program and project schedule. • Rapid site assessment and review of site data identifying site potentials and constraints. • Request for additional site and project information			
2. PHASE II: ASSESSMENT OF THE EXISTING STRUCTURE – the Design Consultant shall: a. Determine whether the structure is capable to support the proposed renovation. b. Conduct studies required for the project in compliance with government laws, ordinances, codes, rules and regulations, functional relationships, cost and effectiveness and others. c. Provide assessment of the structure based on the requirements of the latest National Structural Code of the Philippines. d. Investigate the Structure's weak points. e. Provide As-Built Plans			
3. PHASE III: DESIGN DEVELOPMENT STAGE – the Design Consultant shall: a. Assess the structure's weak points based on the investigation done. b. Design the proposed Structural Retrofitting for additional reinforcement based on the National Structural Code of the Philippines. c. Prepare and draw the Structural Plans, Specifications and Calculations. d. Prepare and submit initial Budgetary Cost Estimates.			

4. PHASE IV: CONTRACT DOCUMENT STAGE Based on the approved design development plans, the Design Consultant proceeds to the preparation of the following: a. Detailed Retrofitting plans construction drawings b. Scope of work and schedule of materials and finishes c. Technical Specifications d. Detailed bill of quantities and cost estimates (COA approved) e. Detailed unit price analysis (DUPA) f. Structural design calculations g. Electronic File copies (including but butlimited to CAD and PDF formats) of the submitted documents The Design Consultant shall ensure that all Final Contract Documents are coordinated across all design disciplines and outputs. The submitted Final Contract Documents shall also be duly signed and sealed by the Consultant as the Engineer-of-Record, and by his/her engineering consultants as required. The Consultant is also expected to conduct and/or attend coordination meetings with the PCED for clarification of details pertaining to the development of DAED and other relevant documents.			
5. Formulation of Terms of Reference a. Prepare the Terms of Reference (TOR) for the Procurement of a Contractor for the construction of the project and other relevant works in accordance with provisions of the Revised Implementing Rules and Regulations (IRR) of RA No. 9184, otherwise known as the Government Procurement Reform Act (GPRA) b. The TOR should include among others the following i. Objective; ii. Scope of Works; iii. Budgetary estimate; iv. Deliverables v. Schedule of construction and manpower, and payment; vi. Responsibilities of parties (including risk allocation); vii. Qualifications of the Contractor (including its key manpower requirements); and viii. Minimum performance specifications and standards, and criteria and method for evaluation.			

6. PHASE V: BIDDING AND CONSTRUCTION STAGE The Design Consultant's work includes assistance during the Construction of Retrofitting Works. The Design Consultant is expected to: a. During **Bidding Phase**, the Consultant is expected to: i. Attend pre-procurement conference to assist in clarifying provisions in the TOR that may be questioned, and evaluating the validity of suggestions/ comments raised that may be incorporated in the final TOR; ii. Attend pre-bid conference/s to assist in clarifying provision in the Tender Documents and other technical questions relative to the procurement; iii. Evaluation of bids (technical and financial) together with the TWG to determine responsiveness to TOR if necessary; b. During **Construction Phase**, the Consultant is expected to: i. Assist in filling-out the required permits, if necessary, and supplying the required documents such as blue prints, plans, etc; ii. Advise the PCED and Contractors on all matters relating to the execution and progress work of the interpretation of the Contract Documents; iii. Make at least five (5) periodic site inspection visits ;and attend online and at least five (5) face to face regular construction coordination meetings to: • familiarize themselves with the general progress and quality of work and to ascertain that the work in progress is proceeding in accordance with the Contract Documents and report; and • report to the PCED the defects and deficiencies noted in the work of Contractors iv. Submission of required supplemental drawings i.e. construction bulletins (CB), request for information (RFI), request for approval (RFA), etc.; v. Check and approve samples, schedules, and other submission for conformity with the plans and specifications vi. Advise or give recommendations on matters relating to the execution and progress of the work or the interpretation of the contract documents, drawings, terms of reference and specifications. vii. Prepare documents needed for variation orders. Consultant must first write a formal letter to the PCED before proceeding with the proposed variation orders. Variation orders shall be approved by the PCED before proceeding with the necessary documents/drawings. viii. Prepare final punchlisting/inspection upon retrofit construction completion.			
c. As needed, advise the PCED in: i. reviewing of written guarantees required of the Contractor and Sub-contractors; ii. determining the amount owing and due to the Contractor and certifying that the quality of work performed by the Contractor is in accordance with the Contract Documents; and iii. work found failing to conform to the Contract Documents			
Consultancy Services Duration and Major Activities	**YES**	**NO**	**REMARKS**
A. The Structural Retrofit Design consultancy services will be implemented for a period of **31 calendar days** reckoned from the issuance of the Notice to Proceed (NTP) or commencement of the undertaking as indicated in the NTP. This excludes the periods used during construction. B. The schedule of submissions for Detailed Architectural and Engineering Design documentation shall be implemented following the scheme in Table in Part XI. C. Bidding and construction activities shall proceed thereafter.			

Cost of Consultancy Services The Approved Budget for the Contract (ABC) for the Consulting Services for the Preparation of the Structural Retrofit Design of the Philippine Center for Economic Development Library Building is Three Hundred Sixty Thousand Pesos (Php360,000.00) inclusive of tax and other incidental expenses and printing of reports/deliverables. The ABC shall cover the following: A. Remuneration/professional fees; B. Incidental expenses – which would include costs or structural investigation of the existing building, engineering surveys and investigations and mapping, CNC processing, support personnel/staff and other out-of-pocket expenses (e.g. supplies and materials, equipment, transportation/fuel, communication and coordination meetings); C. Government taxes This consulting contract is a fixed price contract. Any approved extension of contract time shall not involve any additional cost to the Government.			
Reporting/Deliverables and Payment Schedule The deliverables as enumerated above shall be submitted by the Design Consultant in hard copies to the PCED for review. Electronic/ soft copy (e.g., CAD drawings and PDF document files) shall be also submitted to the PCED. - Coordination meetings between submission phases can be scheduled by the PCED or the Design Consultant to ensure that there is a proper communication between the two during the execution of the retrofitting plans and documents. - If the work of the Design Consultant is delayed due to force majeure and other unforeseen events not within the control or fault of the consultant, the period of work shall be extended and adjusted accordingly, without penalty; otherwise, a penalty shall be imposed. However, if the work of the consultant is suspended in whole or in part due to force majeure or for other reasons beyond the consultant's control or upon the order of the PCED, the consultant shall receive payment based on the phase of work already accomplished. - In the Construction Phase, the Consultant is expected to respond to submittals (e.g. RFAs and RFIs) within 5 calendar days from the day the documents were transmitted to the Consultant. The Consultant may request an extension of time for their response, subject to the approval of the PCED. Failure of the Consultant to respond in a timely manner is subject for liquidated damages as stipulated in Section XIX.	**YES**	**NO**	**REMARKS**

Schedule of Reports/Deliverables

Phase I Data Gathering **- 2 Calendar Days after NTP**
Deliverables: Ocular Inspection Report

Phase II Assessment of the Existing Structure **- 3 Calendar Days**
Deliverables: Inception Report and AsBuilt Plan

Phase III Design Development Stage **- 7 Calendar Days**
Deliverables: Initial submission of Construction documents and Budgetary Estimates

Phase IV Contract Document Stage **- 13 Calendar Days**
Deliverables: Performance Specifications and Criteria, five (5) sets of printed copy Construction Documents including Retrofitting Plans (20"x30") signed and sealed, soft copy of Construction Documents (CAD and PDF format), Terms of Reference for the Procurement of the Contractor, Printed Technical Specifications and Calculations (A4)

Phase V Bidding and Construction Stage - **To be Determined**
Deliverables:

- Attendance and participation during pre-bid meetings/conferences.
- Attendance and participation during the pre-construction meeting/conference.
- Attendance on Construction Meetings (online and at least 5 face to face attendance).
- Assistance during construction in responding to contractor's queries and other concerns.
- At least five (5) site inspections during the construction of the proposed retrofit.
- Final punchlisting/inspection upon retrofit construction completion.
- Three (3) copies of Certificate of Structural Stability upon successful construction completion of the retrofitting works (A4) signed and sealed.

TOTAL DURATION FROM PHASE I TO IV: 35 CALENDAR DAYS

Payment Schedule

Scope of Services	***Percentage***	***Amount***
Upon submission and approval of Ocular Inspection Report	20%	Php 72,000.00
Upon submission and approval of Inception Report	30%	Php 108,000.00
Upon completion of Design Development Stage	20%	Php 72,000.00
Upon completion of Contract Documents Phase	20%	Php 72,000.00
100% completion of Retrofitting Construction Phase	10%	Php 36,000.00
Total	**100%**	**Php 360,000.00**

QUALIFICATION OF THE FIRM	**YES**	**NO**	**REMARKS**
A. The Design Consultant shall be: 1. A firm/company providing STRUCTURAL RETROFITTING DESIGN services, duly registered with the Security and Exchange Commission (SEC) or the Department of Trade and Industry (DTI), owned and managed by professionals qualified to undertake work in STRUCTURAL RETROFITTING DESIGN with previous experience in providing structural retrofitting design for PCED.			
2. An Engineering Firm, at least 70% owned by a Filipino Architect, who must be registered and licensed to practice architecture in the Philippines, in full compliance with R.A. No. 9266 (Architecture Act of 2004), registered under Philippine Laws, a sole proprietorship, partnership or corporate entity;			
3. An Engineering Firm, partly owned by a Filipino Architect, registered and licensed to practice structural engineering in the Philippines, in compliance with R.A. No. 9266, registered under Philippine Laws, a sole proprietorship, partnership or corporate entity, provided that said Engineer shall be nominated in the bid documents as the professional responsible to lead the Consultant's team in the design and who shall be tasked with signing all contract and permit documents;			
4. Or a Joint Venture (JV), Association or Consortium of Firms where the lead firm must be an engineering firm, following the same conditions cited in item XIII.A.1 above, provided that all member firms of said JV, association or consortium shall satisfy the pertinent eligibility requirements.			

B. The DESIGN CONSULTANT shall have demonstrated competence and creativity to address the design problem for projects of similar complexity, use and character. The DESIGN CONSULTANT shall show previous experience in architectural conservation, as well as design of buildings that are of similar complexity with the project such as office buildings, residential condominiums, and civic centers. *The Bidder shall indicate in his technical proposal, a description of completed and ongoing projects, citing features and merits of particular projects where the above-mentioned requirements have been fulfilled.*			
C. Prospective Consultancy Firms must have at least ten (10) years of similar and/or relevant experience related to this TOR. Similar Projects shall refer to contracts with scope of works related to the preparation of tender documents, architectural design, and detailed engineering of government/ public and private buildings. Relevant projects shall refer to contracts with scope of works related to the preparation of tender documents, architectural design and detailed engineering of other vertical structures (government/ public and private buildings).			
D. Prospective bidders are required to submit the following: 1. Copies of Certificate of Project Completion and Acceptance or equivalent Certification from their previous related projects; 2. Company Profile including Organizational Chart <u>Please note that the winning Consultant, or any of its nominated experts, for this particular Consulting Services may participate in the procurement of Consulting Services for the Construction Supervision but not in the actual Construction.</u>			
QUALIFICATION OF PERSONNEL	**YES**	**NO**	**REMARKS**
A. The proposed activities shall be undertaken by a Team under the DESIGN CONSULTANT composed of the following key experts and support personnel and their corresponding qualifications: PROJECT TEAM 1. Principal Architect/ Designer – leads in the Consulting team in the formulation of concepts and plans. Key professional for signing construction documents. Civil Engineer with specialization in Structural Engineering and at least ten (10) years' experience in design, contract and project management of buildings or infrastructures including VE/VA and preferably with experience in school/university buildings and green building design. 2. Project Engineer – coordinates the work of project personnel; coordinates production of reports and other outputs; coordinates the project schedules with the client in behalf of the consultant. Structural Engineer with at least five (5) years' experience in work programming of Engineering Services, preferably has experience also with school/university building design. Conceptualizes and prepares civil works and structural designs; professional responsible for signing structural design drawings, design analysis and specifications. Civil Engineer with specialization in Structural Engineering 3. Detailer - B.S. Architecture or Engineering graduate; 5-year work experience in AutoCAD drafting and managing the production of construction drawings; must be a regular staff of the CONSULTANT / primary consulting firm. 4. Administrative Coordinator - coordinates the administrative support needed for the project.			

D. The DESIGN CONSULTANT shall provide the Curriculum Vitae (CVs) of their Key Experts and Support personnel staff clearly showing the relevant skills, work experience, trainings and professional certifications issued by the respective organization/association. The CVs must be accompanied with certified true copy of the following: 1. Professional Regulation Commission (PRC) License and Current Professional Tax Receipt (PTR); 2. Diploma for college degree 3. Diploma for post graduate degree, if applicable 4. Professional certifications issued by the respective organization/association 5. Certificate of Employment stating years employed in the company and satisfactory performance of the employee 6. Job Description/s on the projects handled			
RETENTION PAYMENT A retention payment of ten percent (10%) shall be withheld, in accordance to UAP-IAPOA Doc. 210, and shall be paid in a manner stated in Section XI.			
LIQUIDATED DAMAGES Where the Consulting Firms refuses or fails to satisfactorily complete the work within specified contract time, plus any time extension duly granted and is hereby in default under the contract, the Consulting Firm shall pay the PCED for liquidated damages, and not by way of penalty, an amount, as provided in the conditions of contract, equal to at least one tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the project stage for every day of delay. Should the amount of liquidated damages reach ten percent (10%) of the contract amount, the PCED shall, at its own discretion, terminate the contract without prejudice to any further action it may take to recover whatever losses incurred due to non-performance of the Consulting Firm. *Example:* Delay in Final Submission in the Review Phase: A = Approved Budget of Contract: Php 20,000,000.00 B = Review Phase: 20% x A: Php 4,000,000.00 C = Liquidated damages per day of delay: 1/10 x 1% B = Php 4,000.00 per day To be entitled to such liquidated damages, the PCED does not have to prove that is has incurred actual damages. Such amount shall be deducted from any money due or which may become due to the Consultant under the contract and/or collect such liquidated damages from the retention money or other securities posted by the Consultant whichever is convenient to the PCED. Liquidated damages shall not apply when the cause of the delay is incurred for the other Party (e.g. Contractor is delayed in submitting documents for the Consultant's review) or when there is force majeure.			
CONFIDENTIALITY OF DATA The ownership of all design, drawings, specifications, calculations, and copies thereof including electronic files, prepared and furnished by the consultant in the performance of the services of this Agreement shall be vested with the PCED.			

WARRANTIES OF THE CONSULTANT A. The DESIGN CONSULTANT warrants that it shall conform strictly to the terms and conditions of these Terms of Conditions. B. The DESIGN CONSULTANT warrants, represents and undertakes reliability of the service required to the satisfaction of the PCED. It shall employ highly skilled, well behaved, and honest employee with ID displayed conspicuously while working within the compound. It shall not employ PCED employees to work in any category. C. The DESIGN CONSULTANT shall comply with the laws, governing employees' compensation, rules, and regulations applicable to its personnel employed on account of contract services. The CONSULTANT shall pay its personnel not less than the minimum wage and benefits mandated by law. D. The DESIGN CONSULTANT in the performance of its service shall secure and maintain at its own expense all registration, license or permits required by national or local laws and shall comply with the rules, regulations and directives of the regulatory Authorities and Commissions. E. The DESIGN CONSULTANT's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules, and practices. F. The DESIGN CONSULTANT shall coordinate with any authorized and/or designated PCED personnel in the performance of their jobs. G. The DESIGN CONSULTANT shall be liable for loss, damage or injury as may be due directly through the fault or negligence of its personnel. It shall assume responsibility thereof and the PCED shall be specifically released from any responsibility arising therefrom.			
H. The DESIGN CONSULTANT shall comply with all documents to be required by the Commission on Audit even after completion of the project at no additional cost to the PCED. I. The DESIGN CONSULTANT shall neither assign, transfer, pledge, nor subcontract any part or interest therein. J. The DESIGN CONSULTANT shall tender service at no cost in the PCED in case of any extension of the contract duration. K. The DESIGN CONSULTANT shall be liable in their design in the event of building collapse and defect during the period of occupancy. The liability shall run fifteen (15) years effective from the completion and formal turn-over to the PCED as stipulated in Article 1723 of the Civil Code of the Philippines. Furthermore, Article 1723 allows the PCED to claim damages within a ten (10) year claim period from the record of incidence.			
**********nothing follows**********			

FINANCIAL OFFER:

Consulting Services for the Preparation of the Structural Retrofit Design of the Philippine Center for Economic Development (PCED) Library Building	
Approved Budget for the Contract: **Three Hundred Sixty Thousand Pesos (Php 360,000.00)**	**Total Offered Quotation:** *(Inclusive of all taxes and incidental expenses)* **In Words:**
Company/Business Name: _____ _____	**In Figures:**

_____
Signature over Printed Name

_____
Position/Designation

_____
Office Telephone/Fax/Mobile Nos.

_____
Email address/es