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: **Services for the Conduct of As-Built Plans and Topographical Survey of PCED Main and Library Buildings**

Approved Budget for the Contract: **PHP330,000.00**

Date: December 15, 2023
RFQ No. 2023-12-0043

*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 services for the conduct of As-Built Plans and Topographical Survey for the project **Services for the Conduct of As-Built Plans and Topographical Survey of PCED Main and Library Buildings** 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 December 19, 2023 at 9:00AM.**

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. Proof of PhilGEPS Registration
3. Omnibus Sworn Statement (Notarized)
4. Curriculum Vitae and Professional License

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.

GERLIE 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:

Services for the Conduct of As-Built Plans and Topographical Survey of PCED Main and Library Buildings			
SCOPE OF WORK:	**YES**	**NO**	**REMARKS**
1. Conduct survey using total stations 2. Topographical Survey for: **Main Building:** - Column locations from ground to 2nd floor - Column locations from 2nd floor to 3rd floor - Installed Steel Columns layout at Roof Deck - Height Elevations - Roof Deck parapet wall layout **Library Building:** - Column locations from ground to 2nd floor - Column locations from 2nd floor to 3rd floor - Girder/Beam locations at Roof Deck Framing Plan - Height Elevations - Roof Deck parapet wall layout			
DELIVERABLES:	**YES**	**NO**	**REMARKS**
1. AS-BUILT Plans must be submitted in three (3) hard copies, signed and sealed by a licensed Geodetic Engineer. (Plan Dimension: 20" x 30") 2. Submission of soft copy in CAD (.dwg) and PDF formats 3. Deadline of submission of reports is within 15 calendar days upon receipt of Notice to Proceed			
QUALIFICATIONS:	**YES**	**NO**	**REMARKS**
1. The firm must have been providing survey services for a minimum of 10 years. 2. The survey firm must have a good reputation and a proven track record in survey services.			
Additional Requirements:	**YES**	**NO**	**REMARKS**
1. Company Profile, if applicable			
2. Proof of related on-going and completed projects			
**********nothing follows**********			

FINANCIAL OFFER:

Services for the Conduct of As-Built Plans and Topographical Survey of PCED Main and Library Buildings	
Approved Budget for the Contract: **Three Hundred Thirty Thousand Pesos & 00/100** **(Php330,000.00)**	**Total Offered Quotation:** *(Inclusive of all taxes and incidental expenses)* **In Words:** **In Figures:**
Company/Business Name: _____ _____	

_____
Signature over Printed Name

_____
Position/Designation

_____
Office Telephone/Fax/Mobile Nos.

_____
Email address/es