

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCESKAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN



REQUEST FOR QUOTATION

P.R. NO:

2024-07-1907

MODE OF PROCUREMENT:

NP-Small Value Procurement

P.R. DATE:

17 July 2024

REF. NO.:

RFQ-2024-261

END-USER:

GSD-BMS

DATE PREPARED:

August 07, 2024

PRN:

11138091

CLOSING DATE/TIME:

August 16, 2024

10:00 AM

1. The DENR-Central Office, through its Bids and Awards Committee for Regular Operations, invites eligible bidder/s to submit duly signed proposal/quotation not later than the closing date and time for the procurement project stated below:

DESCRIPTION	QTY	UNIT	TOTAL ABC (P) (VAT INCLUSIVE)
Rehabilitation of Existing Public Address	1	LOT	700,000.00

- 2. Proposal/quotation received in excess of the ABC shall automatically be rejected.
- 3. Interested bidder/s must submit the following documents:

A.	ELIGIBILITY DOCUMENTS
i.	Valid and current Certificate of PhilGEPS Registration (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR (pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021); OR PhilGEPS Registration Number
ii.	Valid and Current Mayor's/Business Permit for CY 2024
Note:	Bidder/s who previously submitted updated Eligibility Documents are no longer required to resubmit.
В.	TECHNICAL AND FINANCIAL DOCUMENTS
iii.	Completely filled out and duly signed Technical Proposal Form and Financial Quotation Form (Annex "A")
iv.	Bid Prices in the Bill of Quantities per Annex "B", must be equal to the Financial Quotation Form
v.	Certificate of Site Inspection issued by the General Services Division (GSD), Site Inspection must be conducted prior to the submission of quotation
vi.	Detailed estimates , including a summary sheet indicating the unit prices of installation and electrical materials, labor rates, and equipment rentals used in coming up with the Bid
vii.	For ABCs above Php500,000.00, duly signed and notarized Omnibus Sworn Statement, using the GPPB prescribed form with attached: a) Notarized Special Power of Attorney, if sole proprietor opts to appoint a representative; or Notarized Secretary's Certificate/Board Resolution evidencing the authority of the designated representative/s for corporations
viii.	For ABCs above Php500,000.00, 2023 Annual Income Tax Return and Latest Income Tax Returns per Revenue Regulations 3-2005; Tax returns filed through the Electronic Filing and Payment Systems (EFPS). The latest income and business tax returns are those within the last six months preceding the date of bid submission (including copy of VAT returns and corresponding payments for the last 6 months)

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List of contractor's Key Personnel and Support Staffs with attached duly signed Curriculum Vitae and the following additional documentary requirements:

	Personnel	Classification	Documentary Requirement/s
a.	Project Engineer	Key Personnel	 Valid and current Professional Identification Card issued by the Professional Regulation Commission Certification or equivalent document to prove at least three (3) years' experience as engineer List of completed or on-going contracts of similar nature
b.	Electrician/s	Support Staff /	Certification or equivalent document to prove
C.	Technician/s	Skilled Personnel	at least three (3) years' experience in thei field of work
d.	Laborer/s		 No minimum requirement as to the number of years of experience

List of the following equipment and proof of ownership or lease and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project:

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- a. Grinders
- b. Electrical Tools, such as but not limited to pliers, screwdrivers, voltmeter, and ammeter
- c. Cleaning Equipment, such as vacuum

Failure to submit all documents as required above shall be automatically disqualified.

- 4. Price must be inclusive of VAT and must be valid for Sixty (60) calendar days upon submission of proposal/quotation.
- 5. Award of Contract shall be made to the lowest calculated and responsive quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
- 6. Refusal to sign and accept the Award or enter into contract without justifiable reason, may be grounds for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.
- 7. Open proposal/quotation may be submitted at Procurement Management Section-Property and Supply Management Division (PrMS-PSMD), 2nd Floor, 2-Storey Warehouse, DENR Compound and/or thru e-mail address ampbac.co@denr.gov.ph and/or fax number (02) 8926-2675. For further inquiries, you may coordinate with Ms. Dianne G. Ibias/Ms. Gianina P. Agir at the same contact details.
- 8. If thru email, kindly indicate in the subject ATTENTION: RIO A. REYES RFQ-2024-261.
- 9. DENR reserves the right to reject any and all proposals, declare failure, or not award the contract at any time in accordance with Section 41 of RA 9184 and its IRR without thereby incurring liability to the affected supplier.

DIAMNE G. IBIAS

Chief, Procurement Mgt. Section-PSMD & Head, BAC Secretariat

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Annex A (Page 1 of 9)

Description / Technical Specifications

Rehabilitation of Existing Public Address

TERMS OF REFERENCE

Rehabilitation of existing Public Address at DENR Compound

(DENR Compound, Visayas Avenue, Diliman, Quezon City)

ABSTRACT

Title of the Project Rehabilitation of existing public

address

Project Location DENR Central Office, DENR

Compound, Visayas Avenue, Diliman,

Quezon City, Metro Manila, 1128

Approved Budget for the P 700,000.00

Contract (ABC)

Duration Period 80 Calendar Days

2. BACKGROUND

2.1 Rehabilitation of existing public address (PA) systems in the Department of Environment and Natural Resources (DENR), involves repairing, or replacing parts of the current PA systems to enhance communication efficiency, safety, and functionality.

3. OBJECTIVES

- 3.1. To provide the prospective with sufficient background information on the Rehabilitation of existing Public Address at DENR Compound, Visayas Avenue, Diliman, Quezon City, 1128, which will be completed within 80 calendar days at a cost most advantageous to the government in an acceptable quality and workmanship;
- 3.2. To describe the proposed project and its components in detail; and
- 3.3. To determine the roles and responsibilities of the winning before, during, and after the completion period.

4. SCOPE OF WORKS

- 4.1 The Service provider, at their own expense, shall supply the necessary Documents, Labor, Materials, Transportation, Tools, Supplies, Equipment, and Appurtenances;
- 4.2 The Service provider shall manage and supervise the Project to its satisfactory completion in accordance with the Plans, Specifications, and Terms of Reference (TOR) approved by the Head of the Procuring Entity (HoPE) or any duly authorized representative.

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PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER

Annex A (Page 2 of 9)

Description / Technical Specifications

Rehabilitation of Existing Public Address

- 4.3. The Service provider shall conduct site inspection to determine the specific needs of the project; and
- 4.4. The Service provider shall perform the following tasks:

4 4 1 CLEARANCES

- Secure the following permit:
 - Work Permit: permit issued by the General Services Division (GSD), including the rules and regulations to be observed by the Service provider for the duration of the project; and
 - Contract issued by the HoPE to initiate and authorize the mobilization and implementation of the project.

4.4.2 MOBILIZATION AND DEMOBILIZATION

- Mobilize and transport equipment, materials, and employees to the site upon receipt of Contract to the project site;
- Conduct meeting with the GSD-BMS prior to the issuance of Work Permit;
 and
- Demobilize or remove the same upon receipt of clearance from GSD after the completion of the project.

4.4.3. STORAGE

- Deliver all supplies and materials at a location designated by the Director of Administrative Service or any duly authorized representative;
- Ensure that all supplies and materials are properly turned over and delivered on the designated location in good quality and condition;
- Provide a record of delivery indicating its time; and
- Store materials to ensure the preservation of their quality and fitness for their work and to facilitate prompt inspection.

4.4.4. DEMOLITION AND REMOVAL WORKS

- Incorporate an itemized list of the necessary demolition and removal works to complete the Project;
- Perform demolition of all existing structures and kind of obstructions as incorporated in the list within the limit of the project while preventing damage to other facilities in accordance with all applicable laws and ordinances;
- Place all unnecessary materials or debris in all approved containers to prevent the spread and accumulation of dust and dirt;
- Remove all debris from the project site as often as necessary, but not less than once at the end of each work day; and

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Rehabilitation of Existing Public Address

 Turn over all salvaged materials to the GSD - Building Management Section (BMS) for assessment and coordinate with Property and Supply Management Division for storage or disposal based on the assessment.

4.4.5. DAMAGE PREVENTION

- Secure the project site to prevent illegal entry or work damage during the entire duration of the contract;
- Comply with pertinent regulations and adopt safety measures, such as but not limited to enclosures, shielding, coverings, warning devices, off limits signs, and safety barricades surrounding the project site;
- Undertake all necessary precautions to prevent damages to all existing structures, which are to remain and do not require any modification; and
- Assume full responsibility for all incurred damages to all existing structures resulting from the actual construction.

4.4.6. INSTALLATION WORKS

- Replace existing defective Multiplexer- Main controller, amplifiers and router with 6 zones; and
- Additional on call station key pad 6 zones.

4.4.7. ELECTRICAL WORKS

- Perform all electrical works in accordance with the approved Specifications, Plans, and governing Codes and Regulations, such as the Philippine Electrical Code, National Fire Alarm Code (NFPA 72), Fire Code of the Philippines and Department of Public and Highways (DPWH);
- b. Fabricate, furnish, deliver, and install activities at the subject premises;
- Comply to the required standards for the furnishing of all labor, materials, and equipment necessary for the complete installation of the work specified herein and as indicated on the drawings;
- Tracing cable wire connections and location of each device;
- e Rewire defective /shorted cables of the existing devices;
- Conduct, testing, commissioning, and user training;
- Put and ensure the system, including all areas, into operation; and
- Set up reconfiguration, orientation system and programming.

4.4.8. CLEANING

- Remove and dispose of all dirt and debris and keep project site clean, neat, and orderly at all times during the progress of the work to prevent accidents; and
- Collect and remove all debris from the site daily.

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Rehabilitation of Existing Public Address

4 4 9 ADDITIONAL WORKS

- Perform other works not stated above but necessary to the completion of the Project; and
- Provide additional works as necessary with the approval by DENR's authorized representative.

5 GENERAL REQUIREMENT

- 5.1. The Service provider shall visit the site and thoroughly inspect existing facilities and properly consider, in the preparation of the supply and installation, how such conditions will affect the work indicated on the Plans and Specifications. Failure to do so will in no way relieve the Service provider of the responsibility for furnishing labor, materials, and equipment required;
- 5.2. The Service provider shall supply and submit a list of manpower, materials, and equipment necessary for the project in accordance with the approved Specifications, Plans, and Terms of Reference;
- The Service provider shall conduct a quarterly preventive maintenance on the system after to accomplish the project;
- 5.4. The Service provider shall prepare and submit a soft copy stored in a flash drive and a hard copy of the as built plan (if applicable);
- 5.5. The Service provider shall submit pictures taken before, on-going, and after the construction;
- 5.6. The Service provider shall submit an accomplishment report, which is accompanied with pictures and addressed to the Director of Administrative Service or any authorized representative, every first Monday of the succeeding month;
- 5.7. The Service provider shall finish with first class workmanship to the satisfaction of the HoPE or any duly authorized representative;
- 5.8. The Service provider shall only use materials in accordance to the standards of the Bureau of Research and Standards of the Department of Public Works and Highways (DPWH), the Department of Science and Technology (DOST), or the Department of Trade and Industry (DTI);
- 5.9. The Service provider shall adopt a procedure to mitigate the effects to the environment due to installation, repair, and other activities; and
- 5.10.The Service provider shall follow guidelines issued by the Inter-Agency Task Force, DPWH, Quezon City Government, and other offices, agencies, and departments of the Philippines.

6. EQUIPMENT AND MANPOWER REQUIREMENT

6.1. The Service provider shall provide the following key personnel:

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Rehabilitation of Existing Public Address

Key Personnel	Minimum Years of Experience Required	Documents
Project Engineer	Three (3) years	Curriculum Vitae, Valid Professional Identification Card issued by Professional Regulation Commission

- 6.2. The Service provider shall provide the following Support Staff with at least 3 years of experience in their field of work:
 - 6.2.1. Electrician/s.
 - 6.2.2. Technician/s;
- 6.3. The Service provider shall provide Laborer(s), with no minimum requirement as to number of years of experience;
- 6.4. The Service provider shall provide the following minimum equipment.
 - 6.4.1. Grinders:
 - 6.4.2. Electrical Tools, such as but not limited to pliers, screwdrivers, voltmeter, and ammeter;
 - 6.4.3. Cleaning Equipment, such as vacuum;
- 6.5. The Service provider shall submit the following documents of key personnel:
 - 6.5 1. Curriculum Vitae;
 - 6.5.2. Copy of valid and current Professional Identification Card issued by the PRC; and
 - 6.5.3. List of completed or on-going contracts of similar in nature.
- 6.6. The Service provider shall have no history of overdue deliveries or unperformed services intended for the DENR.

7. MODE OF PAYMENT

- 7.1 The estimated cost of this project, which is not necessarily the contract amount, is Seven Hundred Thousand Pesos (Php 700,000.00), inclusive of all applicable government taxes and charges;
- 7.2. The Service provider shall not claim additional payments or damages for any delay or extra expense caused by encountering construction or materials other than anticipated or different from those indicated;
- 7.3. In consideration of the services to be performed under this TOR, the DENR shall pay the Service provider the contract amount, inclusive of all applicable taxes;
- 7.4. The DENR shall, upon written request by the Service provider which shall be submitted as a contract document, make an advance payment to the Service

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Rehabilitation of Existing Public Address

provider in an amount not exceeding fifteen percent (15%) of the total contract price upon submission of an irrevocable letter of credit of equivalent value from a commercial bank, a bank guarantee or a surety bond callable upon demand, issued by a surety or insurance company duly licensed by the Insurance Commission:

- 7.5. The advance payment shall be repaid by the Service provider by deducting fifteen percent (15%) from his periodic progress payments a percentage equal to the percentage of the total contract price used for advance payment;
- 7.6. Upon submission of an irrevocable letter of credit or bank guarantee issued by a Universal or Commercial Bank, the advance payment shall be allowed and paid within forty-five (45) calendar days from signing of the contract. The irrevocable letter of credit or bank guarantee must be for an equivalent amount, shall remain valid until the Works are delivered, and accompanied by a claim for the advance payment; and
- 7.7. Payment is given in full only after completion and acceptance of the project.

8. WARRANTY

- 8.1. The Service provider shall issue a certificate of warranty, which ensures the duration the Project shall last, to the DENR as deemed necessary by the Director of Administrative Service or any authorized representative;
- 8.2. The response time for technical assistance shall be within 24 hours from receipt of notice for service, including repair and replacement; and
- 8.3. The DENR shall be notified in case the office address and contact details of the Service provider change.

9. MISCELLANEOUS PROVISION

- 9.1. The Service provider shall conform with the Environment Management System (EMS) being practiced by the DENR CO in accordance with ISO 14001-2015 by providing the following:
 - 9.1.1. A List of pre-identified Environmental Aspects and Impacts and the corresponding operational control or crisis response procedures in cases of emergency situations shall be submitted to the GSD three (3) days upon receipt of the Contract;
 - All supplies and materials to be brought inside the DENR premises shall be green labelled or environment friendly (if applicable) and bear the corresponding Material Safety Data Sheet (MSDS);
 - 9.1.3. All toxic and hazardous materials necessary for the completion of the project shall be properly labelled with MSDS and placed in a secondary containment, which shall be located at the safest place in the working area; and
 - 9.1.4. All toxic and hazardous wastes generated shall be properly turned over to the Materials Recovery Facility (MRF) of the DENR CO for the inventory and subsequent disposition enlisting the services of authorized treater/transporter.

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Annex A (Page 7 of 9)

Description / Technical Specifications

Rehabilitation of Existing Public Address

- 9.2. The Service provider shall ensure that all staff must wear their proper working apparels with IDs and provided with necessary safety gears;
- The Service provider shall strictly prohibit the use of polystyrene foam, such as Styrofoam, and plastic in the working area;
- 9.4. The Service provider shall comply with all existing laws, decrees, ordinances, acts and regulations of the Philippines that may affect the contract in any way, including the express and implied warranties and liabilities which may be found therein; and
- 9.5. The Service provider shall comply with all existing laws and pertinent local legislation, executive and administrative orders, together with all implementing rules and regulations issued by the Department of Labor and Employment (DOLE) and other relevant governmental authorities.

10. VIOLATION OF THE TERMS AND CONDITIONS

- 10.1.The Service provider shall hold the DENR free from any and all claims, liabilities, losses and suits arising from the Service provider's services, or the acts, omissions, or conduct of all persons employed or allowed by the Service provider or participate or assist in the performance of its obligations under this TOR;
- 10.2. The DENR shall have the right to declare this Agreement rescinded and terminated after due notice upon failure of the Service provider to comply with any terms and conditions of this Agreement without prejudice to such other rights of the DENR to proceed against the Service provider as may be warranted by the circumstances, including forfeiture of performance security and/or the filing of appropriate administrative, civil, or criminal charges against the responsible persons; and
- 10.3.If the Service provider shall violate any of the terms and conditions of this TOR, or shall neglect to perform any of their work, duties, functions, responsibilities or obligations stipulated herein, or for any other causes shall not carry the tasks in acceptable manner, and by the reason thereof, the DENR suffers damages or losses, the Service provider shall be assessed a penalty in the form of liquidated damages in the amount of at least equal to 1/10 of 1% of the cost of the unperformed portion for every day of delay. The Service provider shall be subject to Administrative sanctions pursuant to RA 9184 and it's IRR.

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Annex A (Page 8 of 9)

Description / Technical Specifications

Rehabilitation of Existing Public Address

Prepared and Submitted by:

Engineer I GSD - BMS

Checked by:

ENGR. RANDY L. TIM SECTION CHIEF, GSD -BMS

Recommending approval:

ENGR. GUILLERMO V. ESTIPONA JR. OIC - DIVISION CHIEF, GSD

Approve by

ROLANDO R. CASTRO DIRECTOR, ADMINISTRATIVE SERVICE

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Project Requirements/Terms and Conditions:

- 1. Delivery/completion period: as per Terms of Reference (TOR).
- 2. Delivery Site: Supply Management Section, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City,
- 3. **Price quotation/s**, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable subjected to deduction of applicable Government Tax.
- 4. DENR shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 5. Replacement of Defective Items: Within ten (10) Calendar Days upon receipt of Notice of Defects from DENR.
- 6. **Warranty**: Three (3) months in case of Expendable Supplies and One (1) Year in the case of Non-expendable Supplies from issuance of Certificate of Inspection and Acceptance. Warranty Certificate must be submitted during delivery.
- 7. Amendment to Order may be issued subject to the conditions set forth under Annex D of the 2016 Revised IRR of RA 9184.
- 8. Payment shall be made in accordance with the Government Terms.
- 9. Liquidated Damages (LD) equivalent to one tenth of one percent (0.1%) of the value of contract not delivered within the prescribed period. shall be imposed per day of delay. The DENR may rescind the Contract once the cumulative amount of LD reaches 10% of the amount of the Contract without prejudice to other courses of action and remedies open to it.
- 10. Bidder has no overdue deliveries or unperformed services intended for DENR-CO.

				QUOTATION F				
Item No.	DESCRIPTION	QTY	UNIT	ABC per Unit (P)	Total ABC		R'S PRICE ATION (P)	
INO.				Offit (F)	per unit (+)	Unit cost	Total	
1	Rehabilitation of Existing Public Address	1	lot	700,000.00	700,000.00			
		Gra	nd Total:		700,000.00			

BIDDER'S UNDERTAKING

I/We, the undersigned Supplier, after having examined the Technical Specifications/ Project Requirements, hereby OFFER to supply/deliver/perform the above-described items.

I/We undertake, if our proposal is accepted, to deliver the items/services in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal PO/ Contract is prepared and signed, this quotation is binding on us.

	NAME OF COMPANY (IN PRINT)	SIGNATURE	OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE
ADDRESS:		Designation:	
		Date:	
		Email Address:	
		Telefax No.:	
		Mobile Number:	

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Bill of Quantities

(Price must be inclusive with VAT)

Rehabilitation of Existing Public Address

Approved Budget for the Contract – Php700,000.00

Instruction to the Bidder: Indicate cost per line item. DO NOT LEAVE ANY BLANK. FAILURE TO CONFORM WILL RESULT IN A RATING OF "DISQUALIFIED".

	DESCRIPTIONS	QTY.	UNIT	UNIT COST (PhP)	TOTAL COST (PhP)
ı	MOBILIZATION AND DEMOBILIZATION				
	Mobilization and Demobilization	1	lot		
			'	Sub-total I	
II	DEMOLITION AND REMOVAL WORKS				
	Perform Demolition of all existing structures and kind of obstructions as incorporated in the list within the limit of the project	1	lot		
				Sub-total II	
III	INSTALLATION WORKS				
	Main Control Unit Multiplexer Controller	1	unit		
	Router 6 Zones	1	unit	_	
	On Call Station Key Pad 6 Zones	1	unit		
	Amplifier	1	lot		-
				Sub-total III	
IV	ELECTRICAL WORKS				
	Rough-ins, Conduits, Moldings, Cables, Connectors, Hangers and Supports	1	lot		
	Wiring, Cable Pulling Device Installation, Testing and Commissioning, Putting the System into Operation	1	lot		
				Sub-total IV	

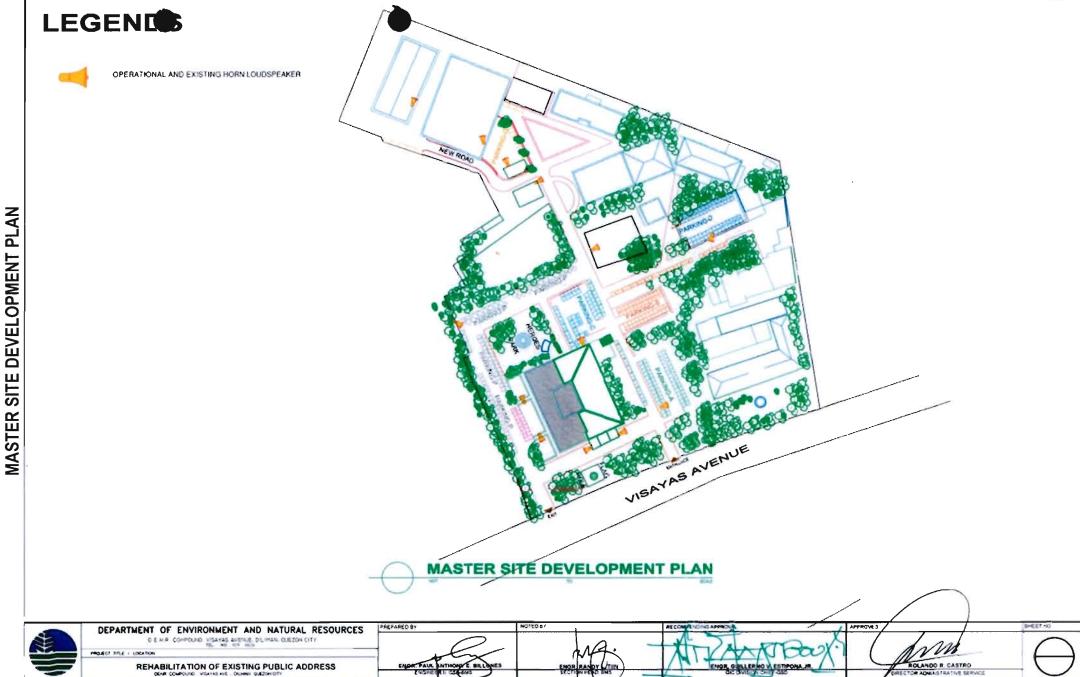
	SUMMARY OF COST	AMOUNT IN PHP
A.	MOBILIZATION AND DEMOBILIZATION	
B.	DEMOLITION AND REMOVAL WORKS	
C.	TOTAL MATERIAL COST	
	Installation Works Electrical Works	
D.	LABOR COST	
E.	OCM COST	
F.	CONTRACTOR'S PROFIT	
G.	VAT & WITHHOLDING TAX	
H.	OVERALL TOTAL PROJECT COST	

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Name of Company (in print)
Signature of Company Authorized Representative
Name & Designation (in print)

Reference No.: RFQ-2024-261



Reference No.: RFQ-2024-261

LEGENDS



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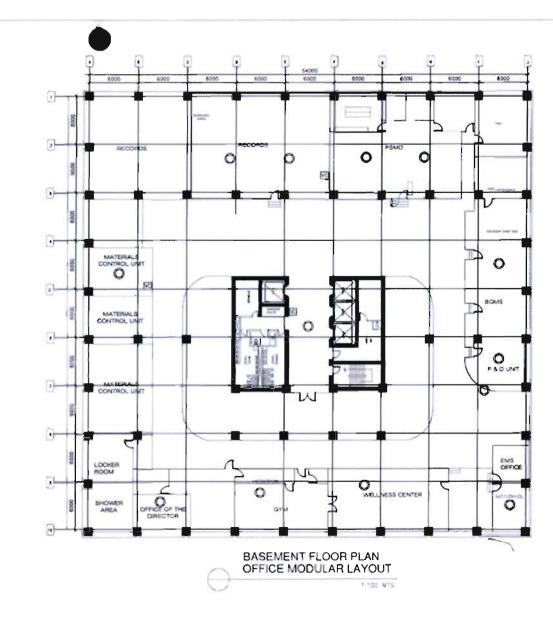
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VOLUME CONTROL



D.E.N.M. COMPOUND, VISAYAS AVENUE, DILIMAN QUEZON OFFY TSL NO 925-9625

REHABILITATION OF EXISTING PUBLIC ADDRESS







SHEET NO Al 2

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

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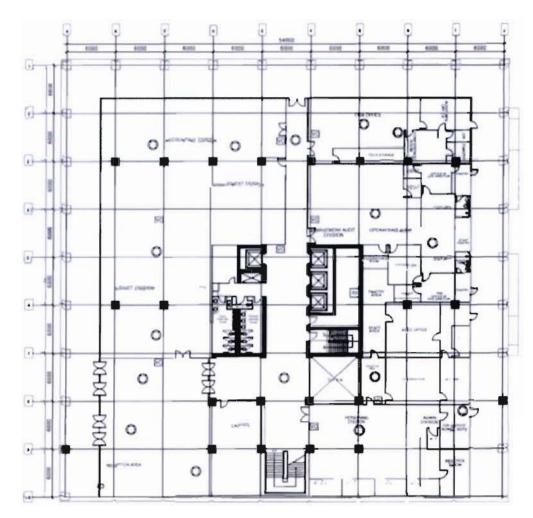
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VOLUME CONTROL





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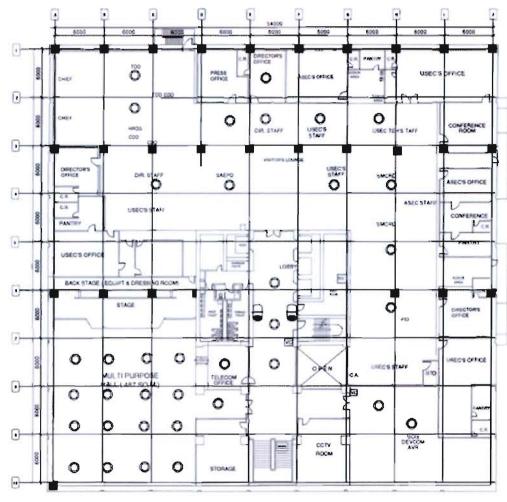
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VOLUME CONTROL



SECOND FLOOR'S MODULAR LAY-OUT



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

REHABILITATION OF EXISTING PUBLIC ADDRESS









BHEET NO. AI 3

Reference No.: RFQ-2024-261

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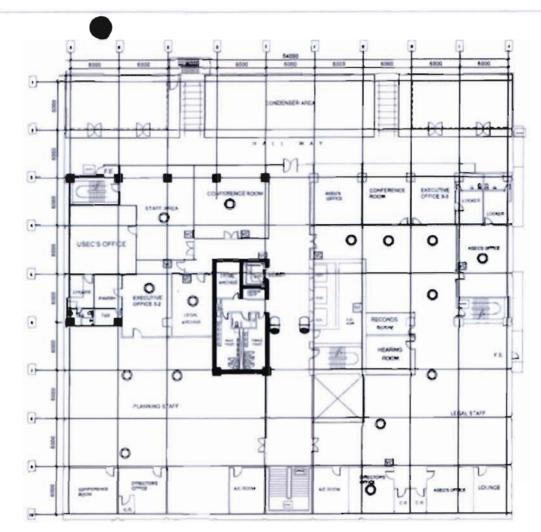
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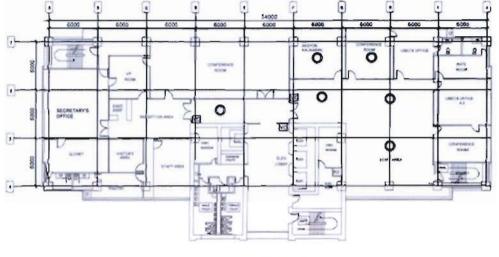
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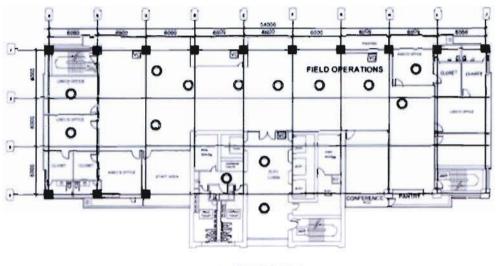
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VOLUME CONTROL



FIFTH FLOOR PLAN



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

PROJECT TO APPROACH LOCATION

REHABILITATION OF EXISTING PUBLIC ADDRESS



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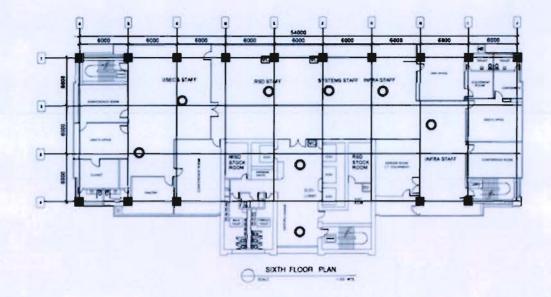
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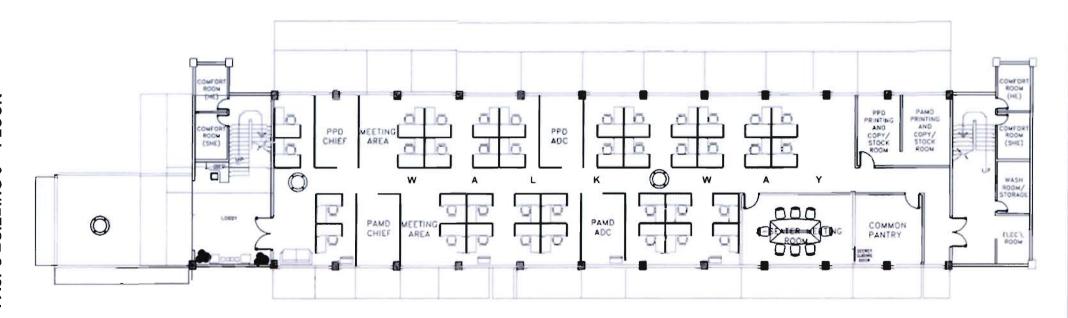








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FASPS BUILDING 3RD FLOOR PLAN



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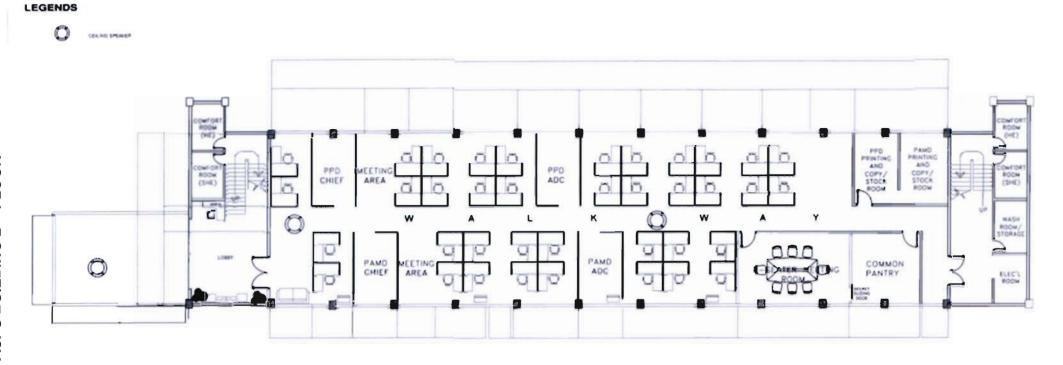
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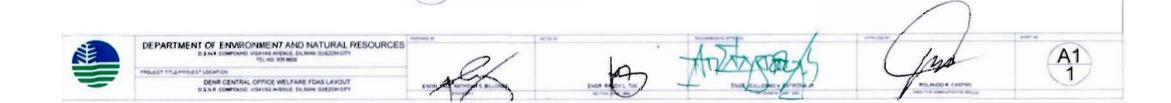










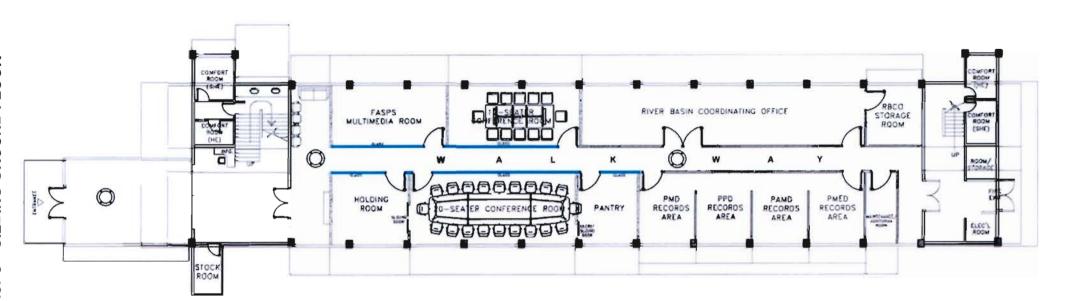


FASPS BUILDING 2ND FLOOR PLAN

d/V2-dN 6

LEGENDS

CELING SPENCE



FASPS BUILDING GROUND FLOOR PLAN

