



Philippine Coast Guard
COAST GUARD CIVIL RELATIONS SERVICE
Muelle Dela Industria, Farola Compound,
Binondo, Manila

REQUEST FOR QUOTATION

Date: **22 August 2024**

RFQ No.: **RFQ-0824-014**

Name of Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required): _____

The **Coast Guard Civil Relations Service (CGCRS)** through its Coast Guard Civil Relations Service Bids and Awards Committee (CGCRS-BAC), intends to renovate the CGCRS comfort room (head) with an ABC of **TWO HUNDRED EIGHTEEN THOUSAND NINE HUNDRED SIXTY THREE PESOS AND 94/100 (P 218,963.94) ONLY** in accordance with **Section 53.9 (Negotiated Procurement- Small Value Procurement)** of the 2016 Revised Implementing and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative **not later than 26 August 2024 at 09:00am**.

The following documents are likewise required to be submitted on the specified deadlines:

Documents	Deadline	Remarks
Copy of Valid Mayor's or Business Permit	Upon submission of Quotation	In case not yet available, you may submit your expired Business or Mayor's permit with Official Receipt of renewal application. However, a copy of your valid Mayor's or Business Permit shall be required to be submitted after award of contract but before payment .
Income/Business Tax Returns	Upon submission of Quotation	NONE
Securities and Exchange Commission Certificate (SEC)/Department of Trade	Upon submission of Quotation	Securities and Exchange Commission (SEC) Registration Certificate for corporations, partnerships and/or joint ventures; Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship, or Cooperative Development Authority (CDA) Registration Certificate for cooperatives; whichever

and Industry (DTI)		applicable.
Tax Clearance Certificate	Upon submission of Quotation	Valid Tax Clearance Certificate per Executive Order (E.O.) No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
Valid PCAB License	Upon submission of Quotation	PCAB License at least under Category D and must be Small B in Project Size Range
Notarized Omnibus Sworn Statement	Upon submission of Quotation	Please use the GPPB-prescribed format attached herein or downloadable through this link: https://bit.ly/GPPBOSSForm

For any inquiries or clarifications, please contact the Procurement Officer of CGCRS at 09676450435 with e-mail address cgcrs.procurement@gmail.com and look for **CG ENS JUN RAY L BONILLA**, Head, BAC Secretariat.


CG LCDR MARICEL P BORIO
 Chairman, 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 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.
- (3) 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 are discrepancies. In this case, provisions in the RFQ shall prevail.
- (4) **All mandatory technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (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 email shall be considered.

SCOPE OF WORKS:

1. Conduct survey/inspection on the site work and examine the premises to evaluate all existing conditions relative to the project.
2. Supply of labor, materials, tools, and equipment for the evacuation in preparation for concreting of wall footing, floor slab depths and location as indicated in the plan.
3. Supply of labor, materials, tools and equipment for the fabrication and installation of reinforcing bars including tie wires.
4. Supply of labor, materials, tools and equipment for the construction of masonry wall, plastered both faces.
5. Supply of labor, materials, tools and equipment for the fabrication and installation of welded steel trusses, roof framing as indicated in the plan.
6. Provision for the installation of ceramic floor tiles installation for trims and application of grouts.
7. General (2-coats) painting on all surfaces i.e. masonry and concrete surfaces, wire mesh including metal/steel surfaces.
8. Supply of labor, materials, tools and equipment for the new installation of sanitary and plumbing system complete with all the necessary accessories.
9. Provision for the installation of general lighting system, general purpose convenience outlet, and switches complete with all the necessary incidentals, rated at 220-volts.
10. Supply and labor, tool, materials and other incidentals for the installation of electrical system needed (lighting and switches).
11. Supply and labor, tools, materials and other incidentals for the electrical wiring system.
12. Furnish pictures of pre and post of the construction, repair, and renovation and submit accomplishment report to CGCRS as implementing unit.
13. Clearing and clearing for all area affected during the implementation of the project.

SPECIFICATIONS

1. CONCRETE WORKS

A. Concrete compressive strength must be at 3000 psi (21Mpa). Class 'A' mixture, 1:2:4 proportions.

B. Portland Cement shall conform to the requirement of ASTM C-150 type for Normal Portland cement; Type III for High Early Strength Portland Cement, 40 kg per bar.

C. Reinforcing bars must be at yield strength of 33000 psi $F_y = 230$ Mpa for all concreting works.

d. Aggregates must be $\frac{3}{4}$ courses aggregate, clean and washed. Sand must be clean, hard, coarse river and conforming to ASTM C-33.

e. Reinforcing bars shall be fixed into the other by means of adequate steel wire ties to form a rigid reinforcement cages or nets. The minimum concrete covering must be 40mm from the outer face of the reinforcement bars to face

forms. Main reinforcement bars must be anchored by means of an end hook/bend. Splices must be 0.60 m minimum.

2. STEEL WORKS

Truss members, Steel post and wire mesh shall conform to ASTM A-36 steel shapes and sizes. Welding electrode shall be an E-7 electrode. All joints must be full welded, cleaned and primed with anti-rust coatings for metal.

3. MASONRY

Masonry/Hollow masonry units shall be 4" concrete hollow block, plumb and align when installation is finished. Cement must be Portland 40kgs, mixture proportion class "B". Masonry wall system must be plastered and finished smooth. Reinforcement must be grade 33.

4. CARPENTRY AND JOINERY WORKS

a. Stress grade lumber must be seasoned, close-grained lumber of specified species: good lumber for all carpentry works at high quality of good appearance, without imperfections and suitable for use without waste due to defects and suitable also for natural finish.

b. Plywood shall be of good grade and made of laminated wood strips bonded together with water restraint resin glue, shall be free from defects such as split in veneer, buckling or warping and shall contain to the requirement of the Philippine Trade Standard 631-02.

c. Use 6mm (1/4") thk. Plywood as concrete forms.

5. HARDWARE

a. All rough hardware required for carpentry works such as nails, screws, etc., must be first-class quality.

b. Finishing hardware consisting of locksets, latches, etc., shall be first class quality conforming to the following specifications.

b.1 Door Locksets- shall be durable construction, preferably the product of reputable manufacturer for consistent quality and master keying.

b.2 Hinges must be brass-coated wrought iron steel with non-rising loose pins with button tips and mounting screw of the same materials.

6. TILEWORKS

a. Ceramic floor tiles and trims shall be made of clay, hard dense tiles of homogeneous composition.

7. PAINTING WORKS

a. All painting materials shall be known quality and of known brands with good quality and durability. One brand shall be used in the entire painting job.

8. ELECTRICAL WORKS

a. WIRES AND CABLES (One Brand Only)

- THW – for all feeders and sub-feeders
- THHN – for all branch circuits
- TW – for all ground wires
- BCW- for earthing

L1 = Red; L2= Black Gnd= Green

a. PIPES AND FITTINGS (One Brand Only)

- PVC – for all embedded installations
- IMC – for all exposed install
- LQT Flex Metallic Conduit – for elbows and off – sets

c. BOXES, CABINETS AND ENCLOSURES

- Cabinets and Enclosures – Ga # 16 Galvanized, Powder-Coated, Paint Finished,
- Surface mounting type.

d. CIRCUIT BREAKERS –One Brand only, per approved catalogues

9. PLUMBING WORKS

a. Sanitary System- waste and soil pipes, and vent system below the floor shall be PVC pipes and above ground Schedule 40.

b. Domestic/Cold Water Piping- PPR Pipe for Cold Water Supply.

c. Cleanouts and Plugs- cleanouts shall be the same materials as the pipes except those larger with than 150 mm in diameter. Cleanout shall be in an easily accessible place or were indicated on the plans.

d. Floor Drains – shall be 100 mm x 100 mm cast iron body with nickel-plated bronze top (Toilet and Bathroom).

e. Water Closets – shall be porcelain complete white, good brand locally manufactured (except as noted in the particular specification) floor standing complete with front bowl and tank cover. Provide tank with complete fittings. Bowl seat and cover shall be of good quality materials. Install a bidet complete with stainless steel angle valve and pipe fittings.

f. Lavatories porcelain white – shall be good brand locally manufactured 350 mm x 500 mm, wall – hung type, ledge-back, front-over flow, anti flash rim, casting soap dishes, pocket hangers, integral china brackets, with 100 mm on center holes, complete with supply pipe assembly on P-trap assembly.

g. Shower heads – shall be at best U.S manufactured quality as approved by the Architect or Engineer

GENERAL NOTES:

1. This simplified scope of works and the specifications are prepared in a concise manner which intention is to save time and to simply specifications elaborateness. All work covered in the contract shall be executed in the highest form of workmanship and quality.
2. The drawings and specifications are intended to explain each mutually, and anything shown or called for in one and not the other shall be executed as part of the contract as though both are shown and specified.
3. The contractor shall take all the precautionary measures for the protection of adjacent properties from injury, damage or loss arising in connection with this contract. He shall be responsible for all damages to person and property, which may occur with the prosecution of work.
4. The contractor shall be in close coordination with the Philippine Coast Guard Technical Representative (Coast Guard Infrastructure Development Service) on matters pertaining to engineering works. Any changes in work and materials shall be approved by the authorized representative and shall be to the advantage of the Philippine Coast Guard.
5. All works, materials and undertakings found necessary during the course of the construction shall be executed for the satisfactory completion of the project, and shall be subject to general conditions and inspection before proper installation.
6. All permits, fees, inspections. Material testing, commissioning, etc., necessary for the satisfactory completion of the project shall be done at the expense of the contractor.
7. Submission of complete six (6) sets of as-built plans of the project, signed and sealed, indicating all measurements and details. Project warranty (1-year) shall take effect upon actual acceptance of the completed project.
8. The contractor shall undertake/ furnish all the necessary items, materials, tools, equipment, labor, plants, appliances, methods and all operations that may be needed and other incidentals for the satisfactory completion of the **REPAIR AND RENOVATION OF CGCRS HEAD.**

9. The project shall be completed within 45 working days and commence upon accept of notice to proceed.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

A. CLEARING AND DISPOSAL

ITEM NO	DESCRIPTION	QTY	UNIT	MATERIAL COST	AMOUNT	LABOR COST	AMOUNT	TOTAL DIRECT COST	MARK-UPS IN PERCENT			TOTAL INDIRECT COST	VAT	TOTAL COST	UNIT COST
									OCM	PROFIT	TOTAL				
A 1	Demolition	20.00	Sq. M												
A 2	Disposal	1.00	lot												
	Sub-Total A														

B. EARTHWORKS

B 1	Structural Excavation	5.07	cu. m												
B 2	Gravel Fill	1.00	cu. m												
	Sub-Total B														

C. PLAIN AND REINFORCED CONCRETE WORK

C 1	Structural Concrete	0.89	cu. m												
01	Portland Cement	8.00	bags												
02	Gravel-G1	1.00	cu. m												
03	Sand	1.00	cu. m												
	Sub-Total C 1														
C 2	Reinforcing Steel	37.20	kg												
01	10mm dia Reinf Steel Bars (Grade 40)	10.00	pcs												
02	G.I. Tie Wire #16	2.00	kg												
	Sub -Total C 2														
C 3	<u>Formworks and Falseworks</u>	4.25	sq. m.												
01	Ordinary Plywood	2.00	pcs												
02	Good Lumber	33.00	Bdft												
03	Consumables	1.00	lot												
	Sub -Total C 2														
	Sub -Total C														

D. MASONRY WORKS

D 1	Masonry Works	23.60	sq. m.												
01	CHB Non Load Bearing (including Reinforcing Steel) 150 mm Thk.	310.00	pc												
02	Portland Cement	12.00	bag												
03	Sand	1.00	cu. m												

04	Reinforcing Steel	70.91	kg										
05	G.I Tie Wire #16	2.00	Kg										
	Sub-Total D.1												
D.2	Cement Plaster Finish	47.20	sq m.										
01	Portland Cement	7.00	bag										
02	Sand	1.00	cu m.										
	Sub-Total D.2												
	Sub-Total D												

E TILE WORKS													
E1	Unglazed Tiles	15.08	sq m.										
01	40x40 Unglazed Ceramic Tiles	100.00	pcs										
02	Portland Cement	10.00	bag										
03	Sand	1.00	cu m.										
04	Tile Adhesive	10.00	bag										
05	2kg Tile Grout	2.00	bag										
	Sub-Total E												

F CEILING WORKS													
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F.1	Ceiling Works	7.23	sq m.										
01	4.5 Fiber Cement Board	3.00	pc's										
02	Metal Furring-5m Length	9.00	pc's										
03	Carrying Channe-5m Length	3.00	pc's										
04	Hanger Rod	8.00	pc's										
05	Channel Clip	45.00	pc's										
06	Wall Angle-3m Length	6.00	pc's										
07	Rivet	1.00	box										
08	Metal Screw	100.00	pc's										
09	Accessories and Consumables	1.00	lot										
	Sub-Total F												

G. PAINTING WORKS													
G.1	Masonry Painting	48.01	sq m.										
01	Concrete Neutralizer	1.00	gal										
02	Flat Latex White Primer	3.00	gal										

03	Skimcoat (20kg)	2.00	bag																
04	Semi-Gloss Latex	2.00	gal																
05	2" Paint Roller with Tray	3.00	set																
06	2" Paint Brush	2.00	pcs																
07	Sanding Paper	3.00	pcs																
	Sub-Total G 1																		
G.2	Ceiling Painting	3.38	sq.m.																
01	Flat Latex Primer	1.00	liter																
02	Semi-Gloss Latex	1.00	liter																
03	2" Paint Brush	2.00	pcs																
04	Sanding Paper	3.00	pcs																
	Sub-Total G 2																		
	Sub-Total G																		
H.	DOORS & WINDOWS																		
01	60x40 Aluminum Sliding Window	1.00	set																
02	PVC Door (for Head)	2.00	set																
	Sub-Total H																		
I	ROOFING WORKS																		
I.1	Pre-painted Gutter	11.00	m																
01	Fabricated Metal Roofing Accessory (GA 24 Gutter)	11.00	m																
02	Blind Rivets	2.00	box																
	Sub-Total I.1																		
I.2	Pre-Painted Roofing Sheets	7.28	sq.m.																
01	4ft x 8ft Pre-painted Metal Sheets (0.5mm thk. Rib Type) long Span)	3.00	pcs																
	Sub-Total I.2																		
I.3	Structural Steel Purlins	102.08	kgs.																
01	2"x3"x1 6mm thk G/C Purlins	3.00	Pcs																
02	2"x4"x1 5mm B/T Tubular	3.00	Pcs																
03	Welding Rod	2.00	box																
	Sub-Total I.3																		
	Sub-Total I																		
J.	PLUMBING WORKS																		
J.1	Cold Water Lines	1.00	ls																
01	13mm dia PVC Pipe x 3.0m	2.00	pc																
02	13mm dia PVC Pipe bend 90 elbow	3.00	pc																
03	13mm dia PVC Pipe tee	3.00	pc																
04	13mm dia PVC Pipe coupling	4.00	pc																
05	Solvent	2.00	pc																
	Sub-Total J.1																		

J.2	Sewer line Works	1.00	ls												
01	100mm e x 3m PCV Pipe	3.00	pc												
02	100mm x 150mm PCV WYE	4.00	pc												
03	100mm PTRAP	3.00	pc												
04	100mm dia Coupling	2.00	pc												
05	100mm PCV Clean out with plug & sealing ring	2.00	pc												
06	Floor Drain	1.00	pc												
	Sub-Total J.2														
J.3	Plumbing Fixtures														
02	Water Closet inddg Fittings & Accessories (American std or Equivalent)	1.00	set												
03	Lavatory including fittings & Accessories (American std or Equivalent)	1.00	Set												
04	Urinal men inddg Fittings & Accessories (American std or Equivalent)	1.00	set												
	Sub-Total J.3														
	Sub-Total J														
K. ELECTRICAL WORKS															
	WIRES AND CABLES THHN (Branch Circuits)														
01	3.5mm ² Cu Cond Strnd PIPES AND FITTINGS	50	M												
02	20mm Ø x 3mm PVC Pipe	6	Length												
03	WIRING DEVICES One-Way One-Gang Switch	1.00	Unit												
04	LIGHTING FIXTURES 12W Mini Recessed Square Downlight BOXES AND	1.00	Unit												
05	CONDUITS Junction box 4x4	1.00	Pc												
06	Utility box 2x4	1.00	pc												
	Sub-Total K														
TOTAL COST					Php		Php	Php				Php	Php	Php	

The intended Completion Date is within FORTY-FIVE (45) CD from receipt by the winning contractor of the Notice to Proceed (NTP).

Payment Terms

Progress Payments: The Contractor may submit a request for payment for Work Order accomplished. Such requests for payment shall be verified and certified by the Procuring Entity's representative/Project Engineer.

Progress payment are subject to retention of ten percent (10%) referred to as the "retention money". Such retention money shall be based on the total amount due to the contractor prior to any deduction and shall be retained from every progress payment until fifty (50%) of the value of works, as determined by the procuring entity, are completed. 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 be imposed.

* Please see attached (Annex 1) detailed plan and drawings for further reference.

TERMS AND CONDITIONS:

1. Bidders/Suppliers shall provide correct accurate information required in this form.
2. Price quotation/s must be valid for a period of **45 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. Quotation exceeding the Approved Budget for the Contract shall be rejected. The total bid price includes the cost of all taxes, such as, but not limited to the applicable taxes, e.g. (1) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties.
5. 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.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the CGCRS-BAC 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 documentary requirements, technical specifications, financial requirements, and other terms and conditions stated herein.
8. The item/s shall be delivered according to the requirements specified in the Technical Specification and Scope of Works.
9. The Philippine Coast Guard shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. Liquidated damages equivalent to one-tenth of one (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Philippine Coast Guard thru Headquarters Support Group shall rescind 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.
11. To guarantee the faithful performance of the winning bidder's obligations, it shall post a Performance Security **prior to the signing of the contract**, in accordance with any of the following schedule:

Form of Security	Amount in Percentage of Total Contract Price
Cash or cashier's/manager check issued by a Universal or Commercial Bank;	Ten Percent (10%)
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; or	
Surety Bond capable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorize to issue such specific for the	Thirty Percent (30%)

contract awarded.

The Performance Security shall remain valid until the issuance of Certificate of Acceptance (Issuance of the IAR);
Provided that PCG has no claims filed against the contract awardee or the surety or insurance company.

12. Other terms and conditions relative to the project are provided in the attached Purchase Order/Service Contract.

BIDDER'S COMMITMENT:

We hereby agree and bind ourselves to the terms and conditions herein specified, to the manner of procurement and evaluation set up by the Bids and Awards Committee (BAC), to the provisions of the Purchase Order / Contract and to the rules and regulations of the Government and Philippine Coast Guard. We understand that the Philippine Coast Guard is not bound to accept the lowest or any offer/quotation it may receive.

Very truly yours,

Signature over Printed Name

TIN: _____

Position

Company Represented

Address / Tel. No. / Fax No