



REPUBLIC OF THE PHILIPPINES  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

**REQUEST FOR QUOTATION**

P.R. No/Date : 19-05-129  
May 15, 2019

RFQ No./Date: 19-05-095  
May 22, 2019

**Gentlemen/Ladies:**

We would like to request you to please quote your lowest price/s for the item/s listed in the attached form. Your submission shall be prepared in accordance with the following requirements:

1. Indicate or write your quotation using this form or your company letterhead. Supplemental information, if any, using your company stationary may be attached to reflect the complete specification of bid e.g., brand name, model, pictures/brochures/literature, etc.
2. Put your quotation in a **SEALED ENVELOPE** and label the envelope with the PR and RFQ numbers or PhilGEPS Reference Number;
3. Address/send your quotation to the **NBAC Secretariat c/o the undersigned** at 2<sup>nd</sup> floor of the address below; and
4. The deadline for submission of your quotation is on 9:00 AM of June 20, 2019.

**The mode of procurement is Small Value Procurement, with an Approved Budget for the Contract (ABC) of PhP550,000.00**

Your participation to this bidding shall be subject to the requirements as identified below:

- ✓ **Registered with PhilGEPS (Attach a copy to your quotation/offer).\***
- ✓ **Quotation must be inclusive of all applicable government taxes** and subject to 5% F-VAT and 1% (PO) or 2% (JO) deductions. **Cash on Delivery (COD) will not be accepted.**
- ✓ Bids should not exceed the Approved Budget for the Contract (ABC) in the amount of PhP550,000.00
- ✓ Award shall be made by item.
- ✓ Bids should be valid for a **minimum of 30 calendar days** from deadline of submission of bids as indicated above.
- ✓ Procured items shall be delivered to NEDA sa Pasig.

**ALTERNATIVE BIDS OR BID WITH MULTIPLE OPTIONS SHALL BE REJECTED (NBAC Resolution No. 7-2012)**

With the end view of obtaining the contract most advantageous to the government, NEDA reserves the right to: 1) accept or reject any or all the quotations/bids and waive any minor deviation in the bid which will not materially affect the substance of the bid; 2) award the contract on a per item/lot basis; and 3) to annul the bidding process and to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

All bidders will be informed of the results of this procurement.

**The delivery schedule shall be completed within 45 calendar days from receipt of the Job Order.**

Failure to comply with this delivery schedule shall be subject to the salient provisions of the Revised IRR of R.A. 9184, Section 68 (Liquidated Damages).

For clarifications, please contact the Procurement Management Division, c/o Ms. Gilda A. Ibno in the address/telephone numbers below.

*MA. MONICA P. PAGUNSAN*  
Head, NBAC Secretariat

Dear Ms. Pagunasan,

Indicated below is our quotation in response to the RFQ above.

Item No.	QTY	UNIT	ITEM/DESCRIPTION	BRAND	UNIT PRICE	TOTAL (PhP)
1	1	job	Supply of Labor and Materials for the Construction of the			
			Trade, Services and Industry Staff Conference Room Located			
			at the 5th Floor of NEDA-Central Office Building			
			(Please see attached "Annex A" for the details)			
* NEDA will hold the Pre-bid Conference on 7 June 2019, 10:30AM at the 2nd Floor						
PMD Conference Room, which shall be open to all interested parties with written						
authorization letter from their principal.						
<b>*Qualification and Other Requirements</b>						
Must submit the following:						
a. PhilGEPS Registration Number;						
b. Mayor's or Business Permit (current and valid);						
c. Omnibus Sworn Statement. Bidders shall use the attached prescribed format together						
with any of the following proof of authorization, whichever is applicable:						
c.1 Notarized Special Power of Attorney; c.2 Latest Notarized Secretary's Certificate;						
c.3 Board Resolution; c.4 Partnership Resolution; or c.5 DTI Certificate Number.						
d. Latest Income or Business Tax Return.						
<b>Note:</b>						
1. If your Mayor's or Business Permit has been issued subject to compliance with certain						
conditions, please submit proof of compliance thereto. Otherwise, non-submission shall						
be a ground for disqualification.						
2. Bidders with earlier submission through NEDA biddings of a valid and updated eligibility						
requirements may no longer re-submit the same (NBAC Resolution No. 13-2019).						
<b>TOTAL:</b>						
				<b>Amount in Words:</b>		
<b>Contractor's Declaration:</b>				CONFORME		
a. I/We have "Read and Accepted and Good for Agreement" the attached detailed specifications or				Signature : _____		
Terms of Reference (TOR), whichever is applicable, with page and annexes signed by duly authorized				Name/Designation : _____		
representative of _____ (company) on the provided "Conforme Box";				Name of Company : _____		
b. I/We abide by this bid/quotation for the period of 30 days from the deadline of submission of bid as				Cheque payment payable to: _____		
indicated in the Request for Quotation (RFQ) and it shall remain binding upon us; and				Address : _____		
c. I/We shall undertake, if our bid is accepted, to commence the Service Works as soon as is				Telephone/Fax/Email : _____		
reasonably possible after the receipt of the Notice of Award or Notice to Commence, and deliver the whole				TIN No. : _____   VAT   Non- VAT		
of the Service/Works in the Job Order/Purchase Order within the time stated in the TOR/detailed						
specification.						

**PRAA No.** 19-05-129

**Description** Supply of Labor and Materials for the Construction of the Trade, Services and Industry Staff Conference Room Located at the 5th Floor of NEDA-Central Office Building

## **DESIGN BRIEF AND SPECIFICATION OUTLINE**

### **A. General:**

1. Function: TSIS Conference Room
2. Floor Area: 31.41 SQM.
3. Proximity: At the 5th floor of the NEDA-CO building, Pasig.
4. End-user: Trade, Services and Industry Staff (TSIS)

### **B. Material Specifications:**

1. Walls: Aluminum framing glass wall partitions (1/2 clear tempered glass), see attached drawings/plans.
2. Door: Leaf frameless swing door, see drawings/plans.
3. Built-in: Cabinets and shelves (must be movable), see detailed plans.
4. Equipment: Duplex universal outlet with ground WD 912, electrical distribution box and foldable metal mechanism/holder for 34" Samsung smart tv.

## **TERMS AND CONDITIONS**

### **A. General (Construction Conditions):**

1. All parts of the construction shall be finished with first class workmanship to the fullest talent and meaning of the plans and specifications, and to the satisfaction of the end-user;
2. Defective materials and poor workmanship should be replaced and improved by the contractor without additional cost to NEDA-CO;
3. The construction shall conform to all the requirements of the National Building Code of the Philippines and the rules and regulations enforced in the locality; and
4. For electro-mechanical requirements, the contractor shall supply the NEDA General Services Division-Building Maintenance Section with load schedule and computations signed by duly licensed Electrical Engineer.

### **B. Contract Conditions:**

1. All works shall be completed forty-five (45) calendar days from acceptance of Job Order;
2. All works and materials used to the project shall be guaranteed to all defects six (6) months from final acceptance of work;
3. Payment shall conform to the provisions of the Revised Implementing Rules and Regulations of 9184 regarding mobilization fee and progress billings; and
4. Liquidated damages shall be applied in accordance to the provisions of the Revised Implementing Rules and Regulations of 9184.

**Conforme:**

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**Bidder's Company Name**

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**Name & Signature of Authorized Representative**

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**Designation**

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**Date**