



REPUBLIC OF THE PHILIPPINES  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY  
**REQUEST FOR QUOTATION**

P.R. No/Date: 19-07-186  
July 4, 2019

RFQ No./Date: 19-07-129  
July 18, 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 July 30, 2019.

The mode of procurement is Small Value Procurement, with an Approved Budget for the Contract (ABC) of PhP889,928.37

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 PhP889,928.37
- ✓ 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 30 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. Mayra Fe N. Estocapio in the address/telephone numbers below.

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

Dear Ms. Pagunsan,

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 Fabrication and Installation			
			of Nineteen (19) sets of Modular Workstation			
			(See attached Specifications and Terms and Conditions for details.)			
			<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. Income or Business Tax Return.			
<b>Note:</b>						
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).						
Please take note of the stated requirements above.						
<b>Delivery Period:</b> see stated schedule above.						
*****Nothing Follows*****					<b>TOTAL:</b>	
				<b>Amount in Words:</b>		
<b>Contractor's Declaration:</b>				<b>CONFORME</b>		
a. I/We have "Read and Accepted and Good for Agreement" the attached detailed specifications or				<b>Signature :</b> _____		
Terms of Reference (TOR), whichever is applicable, with page and annexes signed by duly authorized				<b>Name/Designation :</b> _____		
representative of _____ (company) on the provided "Conforme Box".				<b>Name of Company :</b> _____		
b. I/We abide by this bid/quotation for the period of 30 days from the deadline of submission of bid as				<b>Cheque payment payable to:</b> _____		
indicated in the Request for Quotation (RFQ) and it shall remain binding upon us; and				<b>Address :</b> _____		
c. I/We shall undertake, if our bid is accepted, to commence the Service Works as soon as is				<b>Telephone/Fax/Email :</b> _____		
reasonably possible after the receipt of the Notice of Award or Notice to Commence, and deliver the whole				<b>TIN No. :</b> _____   VAT   Non- VAT		
of the Services/Works in the Job Order/Purchase Order within the time stated in the TOR/detailed						
specification.						

## ANNEX A

PRAA No. 19-07-186

Description Supply of Labor and Materials for the Fabrication and Installation of Nineteen (19) sets of Modular Workstation

Specifications
<b>a. Office of Asec. Planta</b>
-One set 1500mm (W) x 1600mm (L) Division Chief Workstation with aluminum partition, details in Annex 1;
-Two (2) sets of 1500mm (W) x 1600mm (L) Staff Modular Workstation with aluminum partition, details in Annex 1;
<b>b. Administrative Staff (AS)</b>
-Five (5) sets of 1500mm (W) x 1600mm (L) Staff Modular Workstation with partition, details in Annex 2;
<b>c. Human Resource Development Division (HRDD)</b>
-Four (4) sets of 1025mm (W) 500mm (L) Staff Workstation with aluminum partition, details in Annex 3;
<b>d. Trade, Services and Industry Staff (TSIS)</b>
-One (1) set 1500mm (W) x 2120mm (L) Division Chief Workstation with aluminum partition, details in Annex 4;
-Six (6) sets of 1500mm (W) x 1600mm (L) Staff Modular Workstation with aluminum partitions, details in Annex 4;
<b>Terms and Conditions:</b>
a. All works shall be completed thirty (30) calendar days from acceptance of Job Order;
b. All works and materials used to the project shall be guaranteed to all defects six (6) months from final acceptance of work;
c. Liquidated damages shall be applied in accordance to the provisions of the Revised Implementing Rules and Regulations of RA9184;
d. Other Requirements:
➤ Site inspection shall be conducted by the Service Provider to ensure compliance to technical specifications of the project;
➤ Certificate of site inspection issued by the General Services Division (GSD), Administrative Staff shall be submitted by the Service Provider as part of post-qualification requirements.

Conforme:

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 Bidder's Company Name

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 Name & Signature of Authorized Representative

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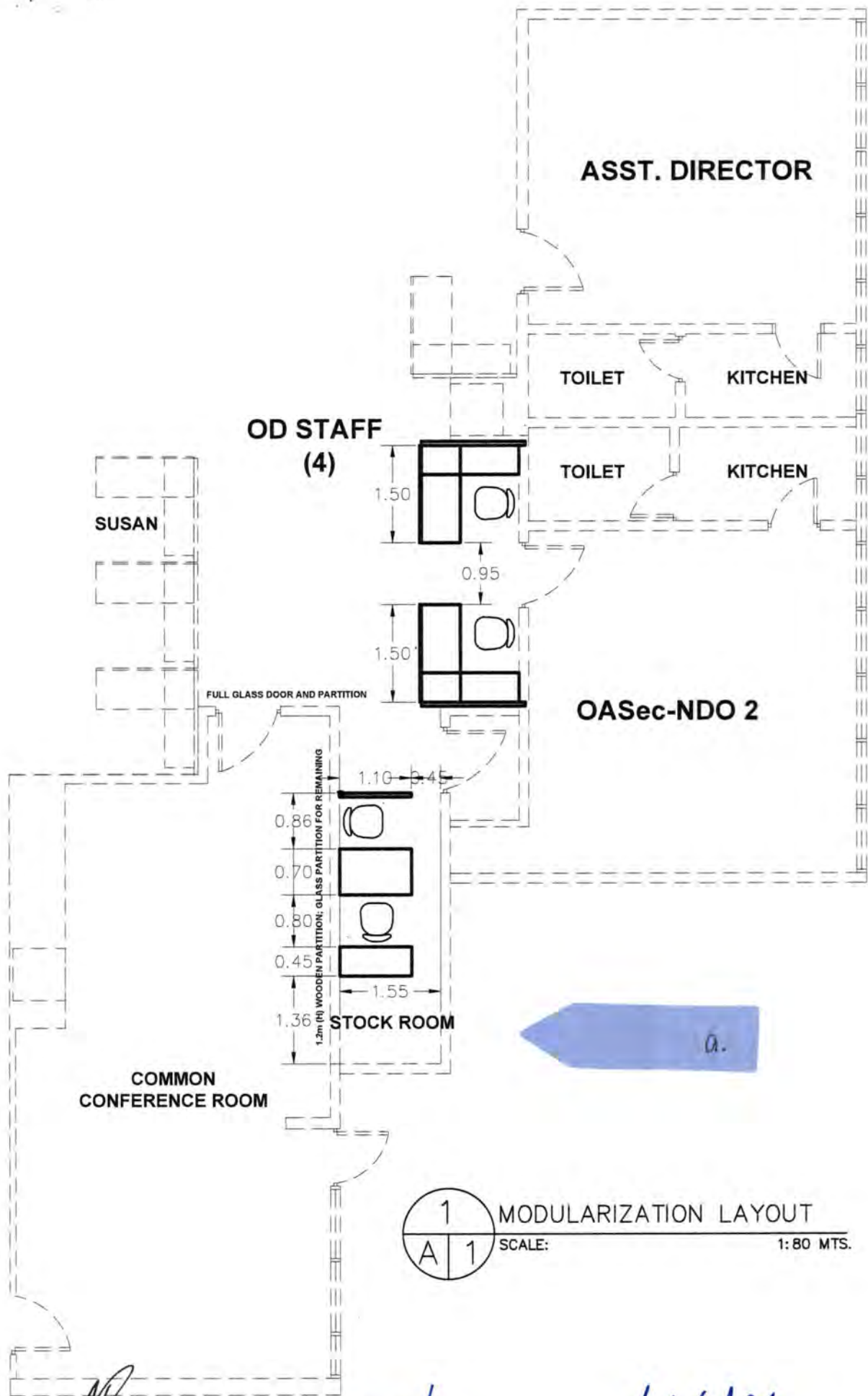
 Designation

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 Date

**TABLE OF CONTENTS**  
**FABRICATION AND INSTALLATION OF NINETEEN (19) SETS MODULAR WORK STATION**  
**For FY 2019**

Tab	Particulars	Remarks
a.	Office of Assistant Secretary Roderick M. Planta National Development Office II - Investment Programming 3rd Floor	<i>for Executive Assistant and two (2) staff</i>
b.	Administrative Staff for Use by the General Services Division (GSD) Communication and Records Section 2nd Floor - 120 File Room (Separated Personnel)	<i>for five (5) staff of GSD; to transfer Building Maintenance Section (BMS) staff from the Basement</i>
c.	Human Resource Development Division Administrative Staff 2nd Floor	<i>for four (4) staff</i>
d.	Trade, Services and Industry Staff National Development Office I - Policy and Planning 5th Floor	<i>for a new Division: one (1) Chief and six (6) staff</i>



# MODULARIZATION LAYOUT

SCALE:

1: 80 MTS.

Prepared by:

JOHN RONEL D. ESPARTINEZ

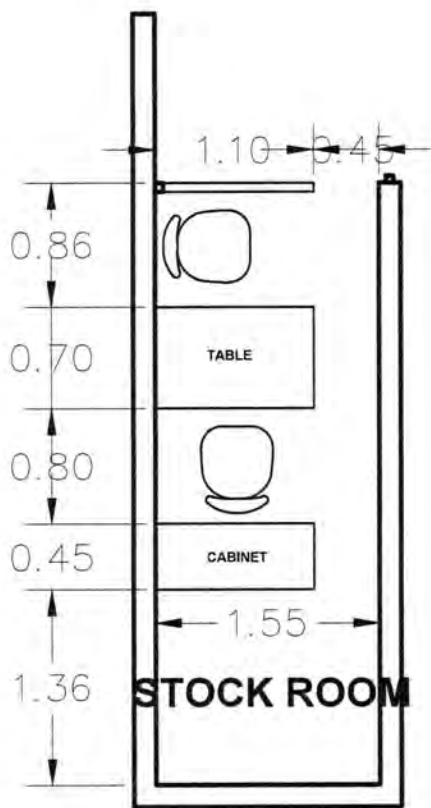
Reviewed by:

JOSE RENATO T. SASOT II  
Supervising Administrative Officer

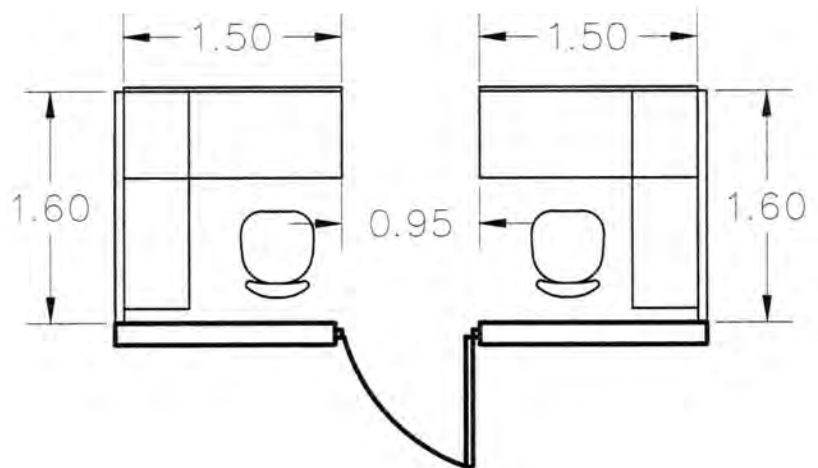
Approved by:

RODERICK M. PLANTA  
Assistant Secretary

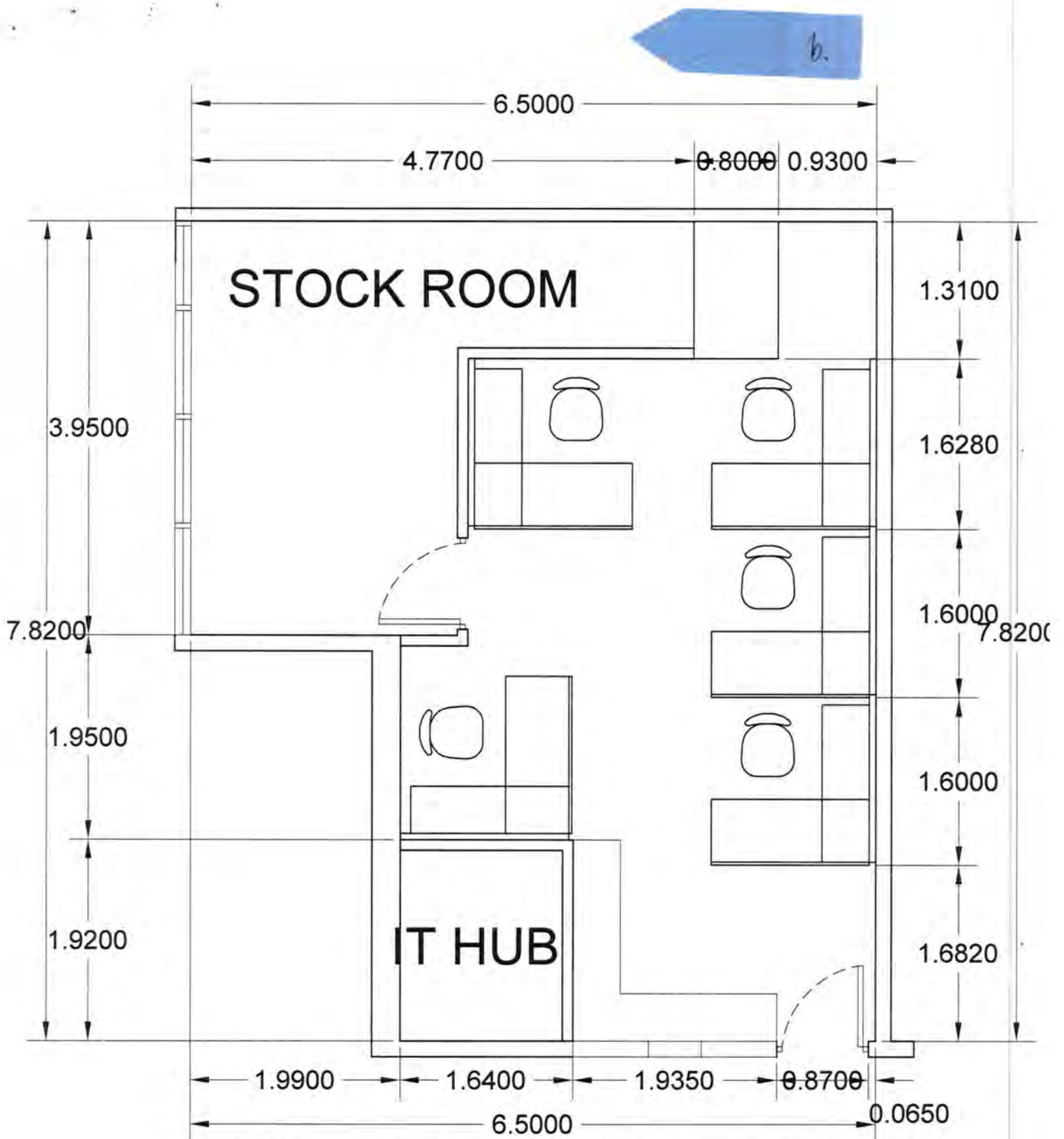




1 E.A.'s WORKING STATION  
SCALE: 1:50 MTS.



2 STAFF WORKING STATION  
SCALE: 1:50 MTS.



# GSD MODULAR PLAN

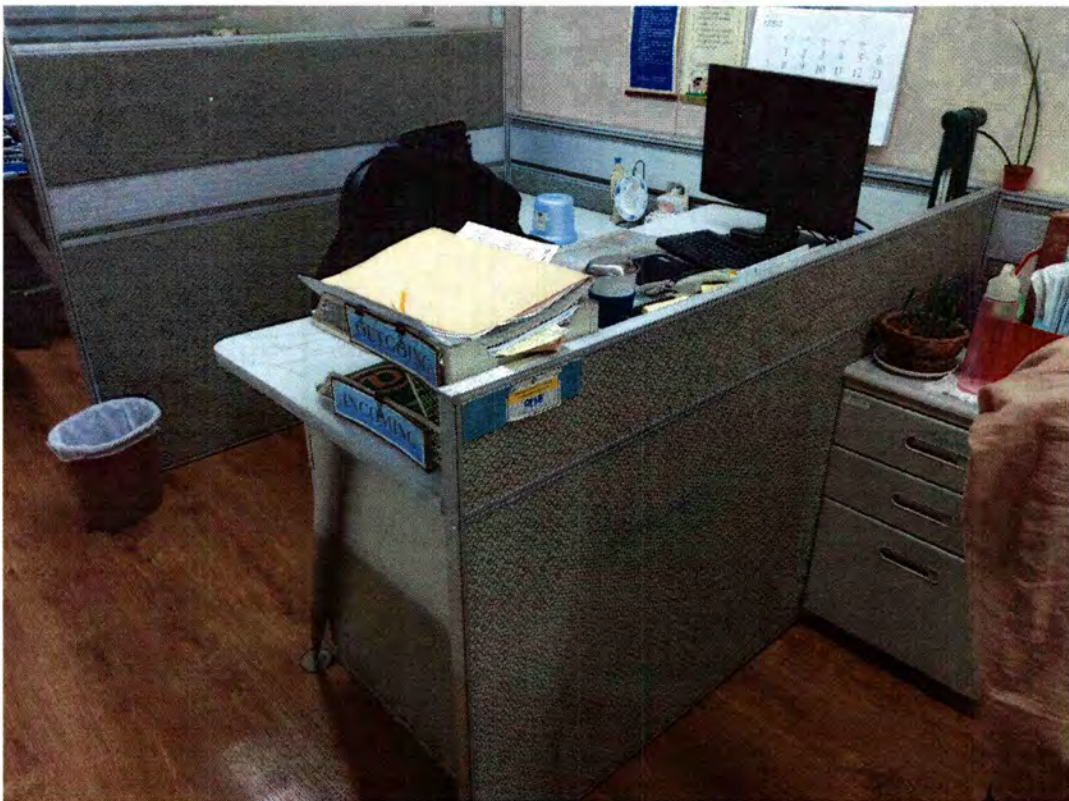
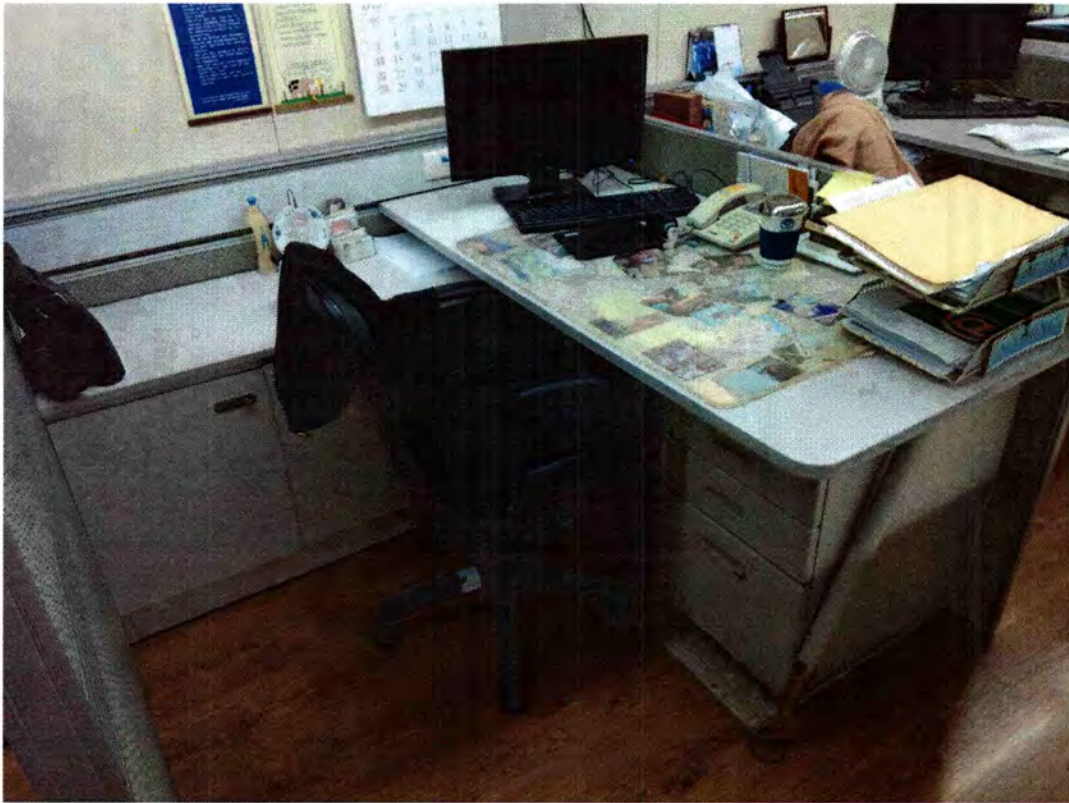
SCALE

1 : 50 MTS

Prepared by:  
JOHN RONEL D. ESPARTINEZ

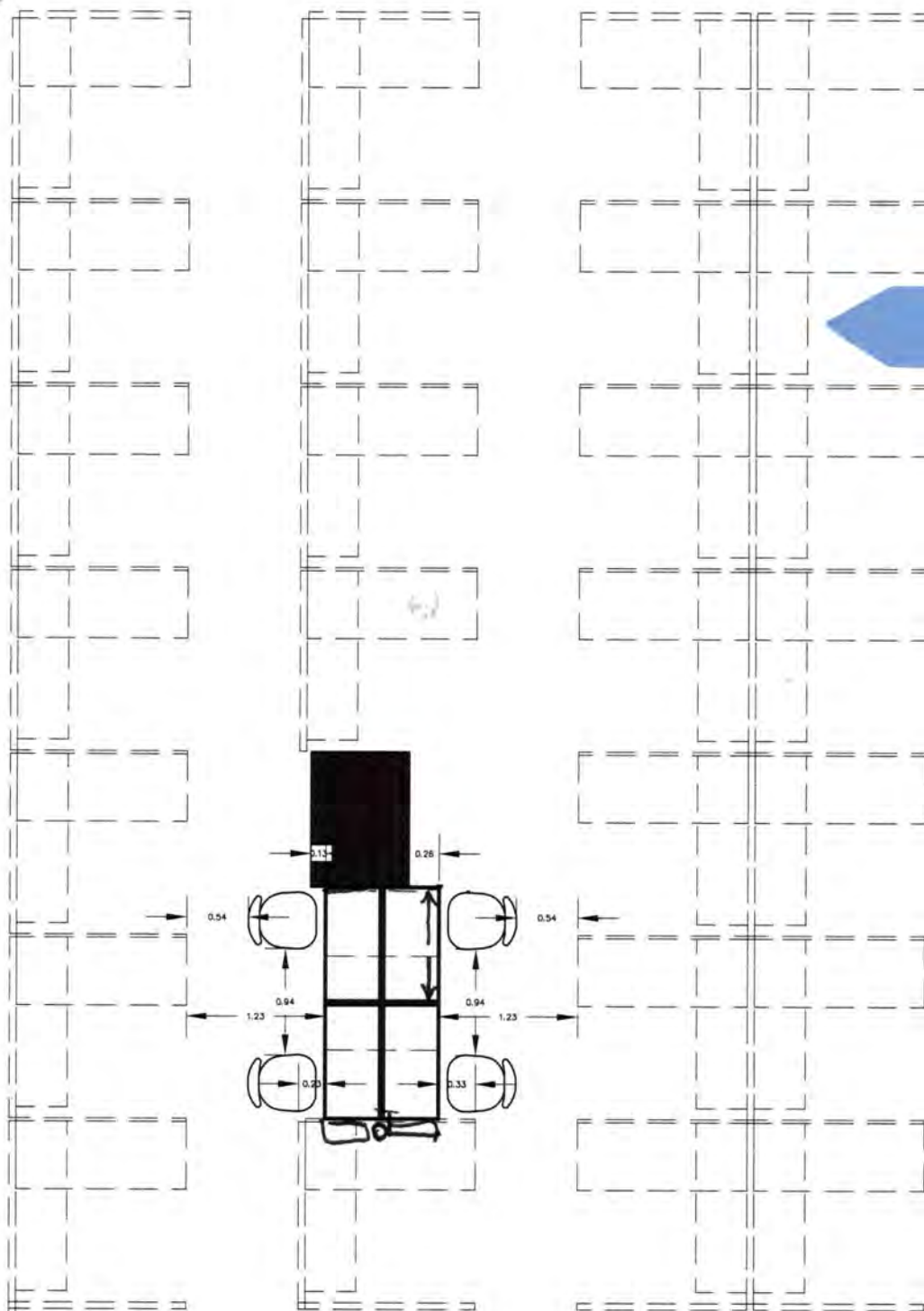
Reviewed by:  
ENGR. JOSE RENATO T. SASOT II  
Supervising Administrative Officer

Approved by:  
MA. MONICA P. PAGUNSAN  
Director IV, Administrative Staff



2





**HRDD (20)**



**FLOOR PLAN**

SCALE:

1:60 MTS.

Prepared by:

**JOHN RONEL D. ESPARTINEZ**

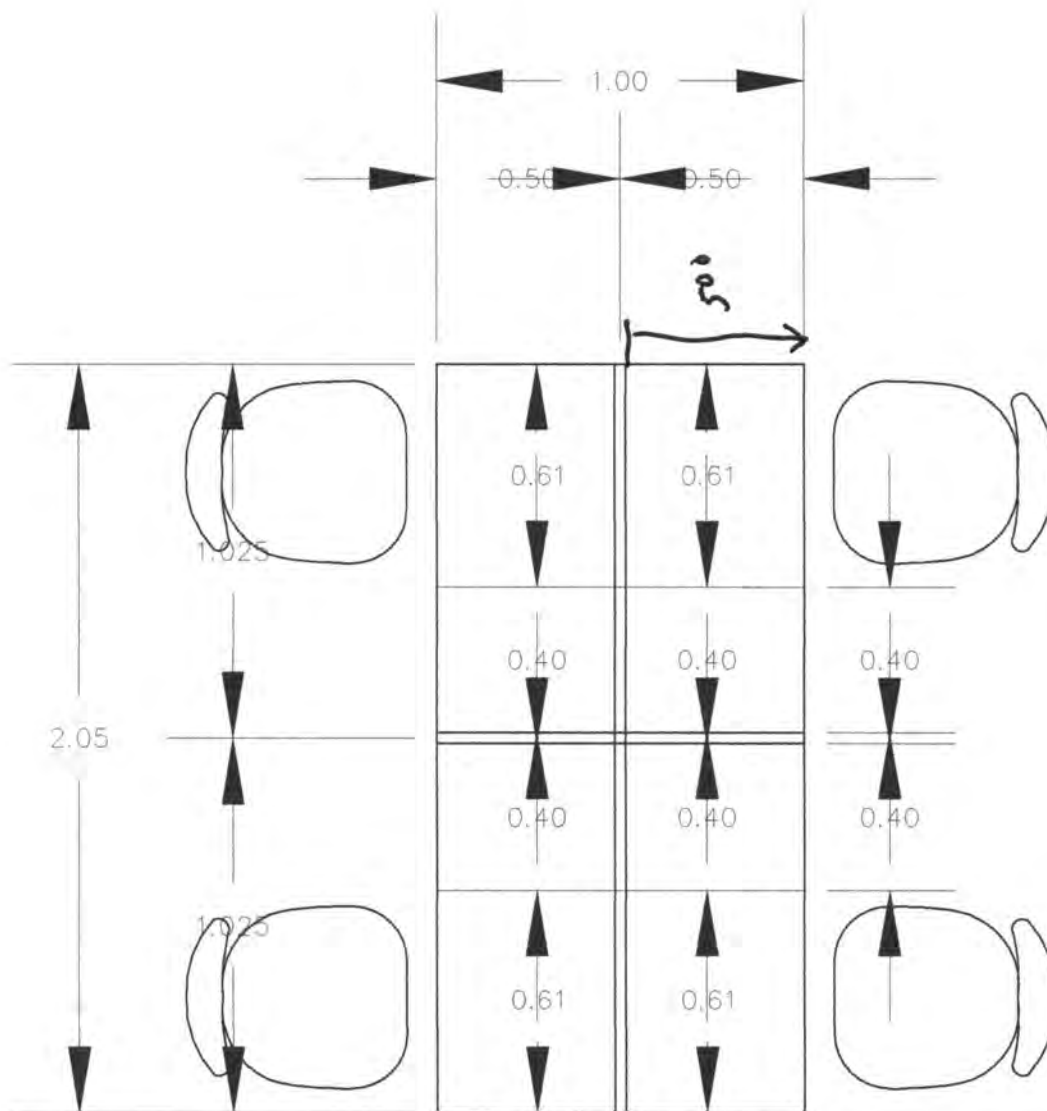
Reviewed by:

**ENGR. JOSE RENATO T. SASOT II**

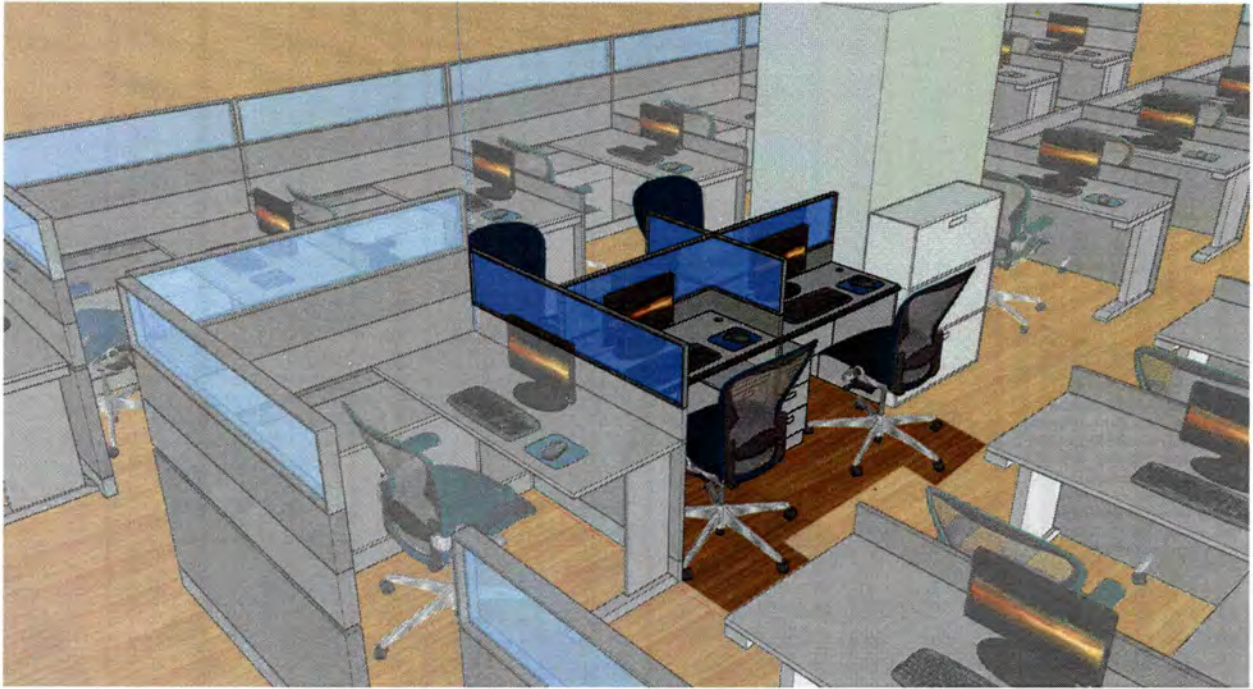
Approved by:

**SERGIO N. GARCIA**  
OIC Chief, HRDD



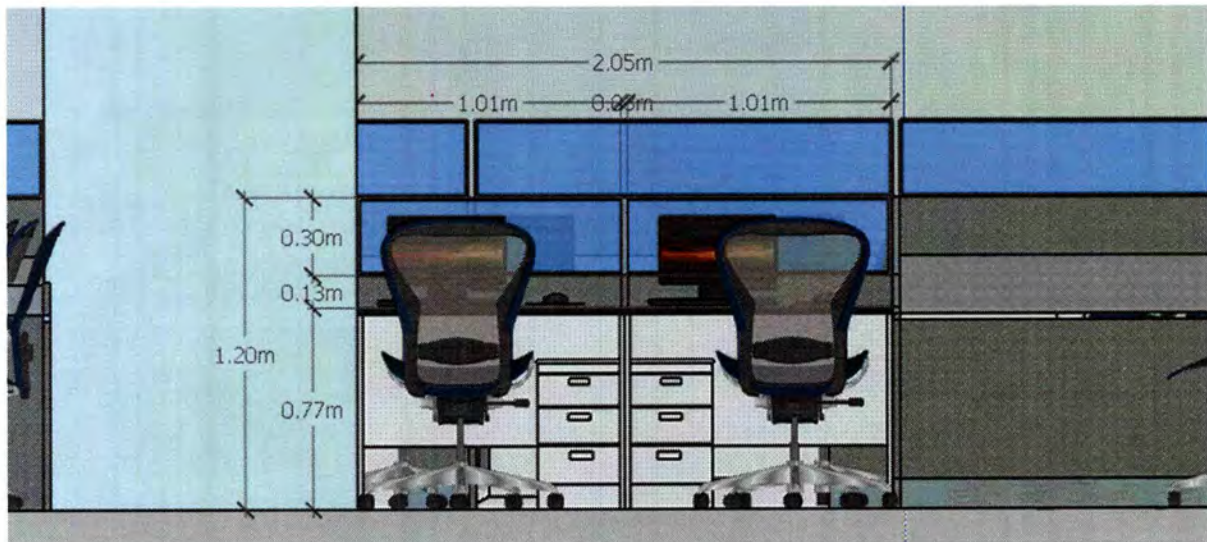
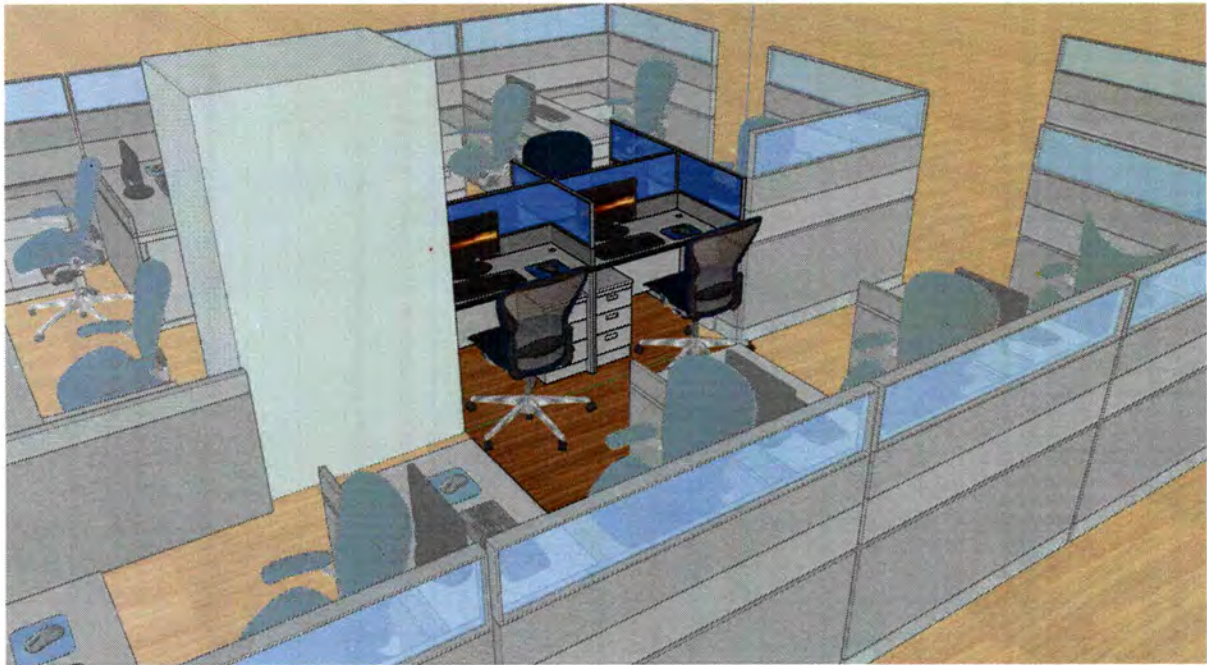


1 DESK PLAN  
A 2 SCALE: 1:20 MTS.



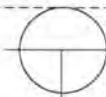
i





j





# TSIS MODULARIZATION PLAN

SCALE

1 : 100 MTS

Prepared by:

JOHN RONEL D. ESPARTINEZ

Reviewed by:

ENGR. JOSE RENATO T. SASOT II

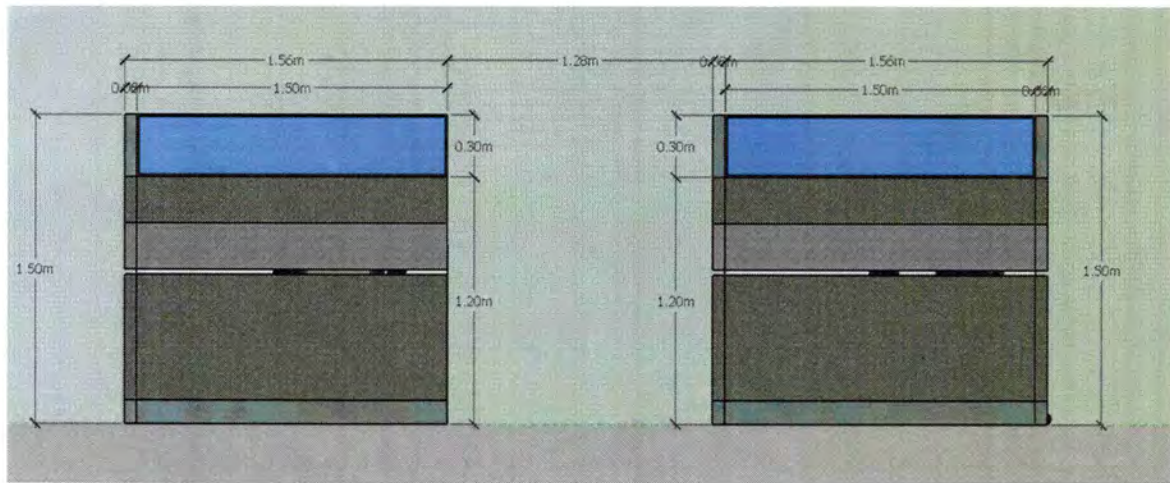
Approved by:

RICHARD EMERSON D. BALLESTER  
Director III, TSIS

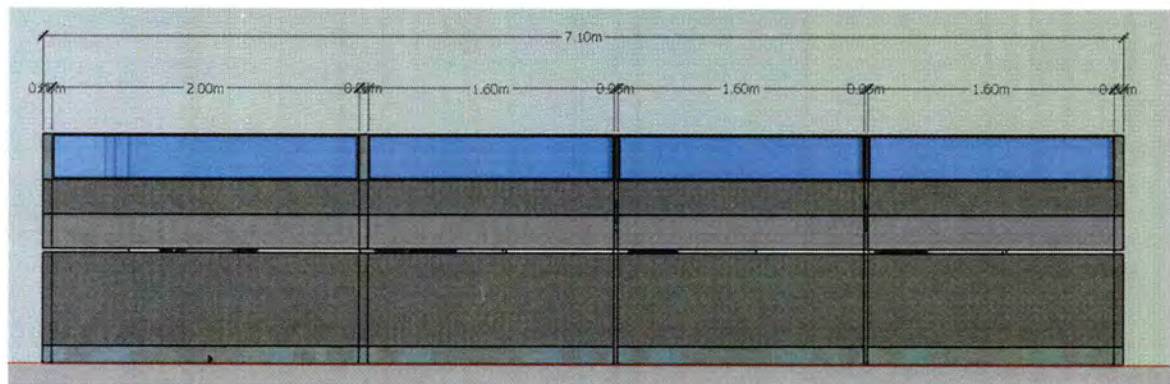


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**FRONT AND REAR PARTITION**



**RIGHT AND LEFT SIDE PARTITION**



**TABLE DIMENSIONS**

3



## DIVISION CHIEF TABLE





## STAFF WORKSTATION





**60mm x 60mm x 1500mm (H) aluminum connector**

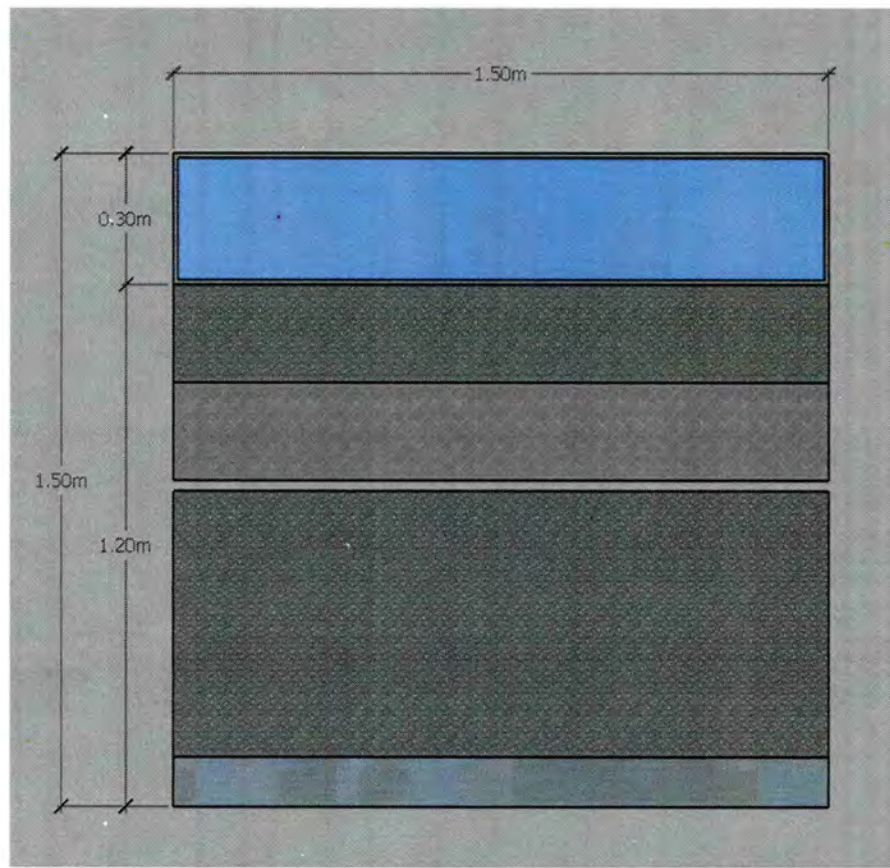


**60mm x 60mm floor-to-ceiling aluminum connector**

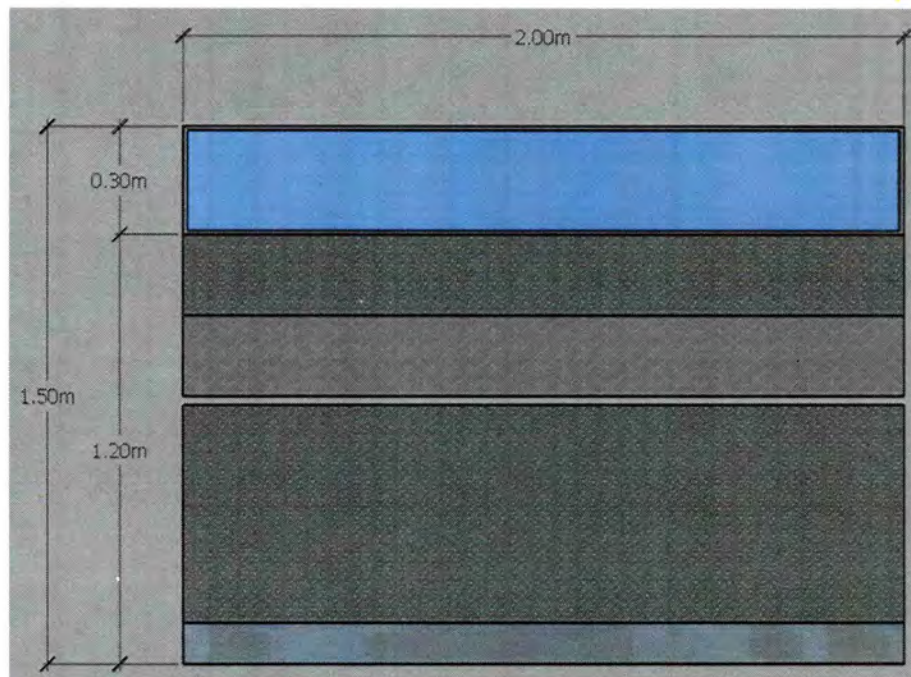




**1500mm(W) x 1500mm(H) x 60mm Aluminum Partition with Glass**

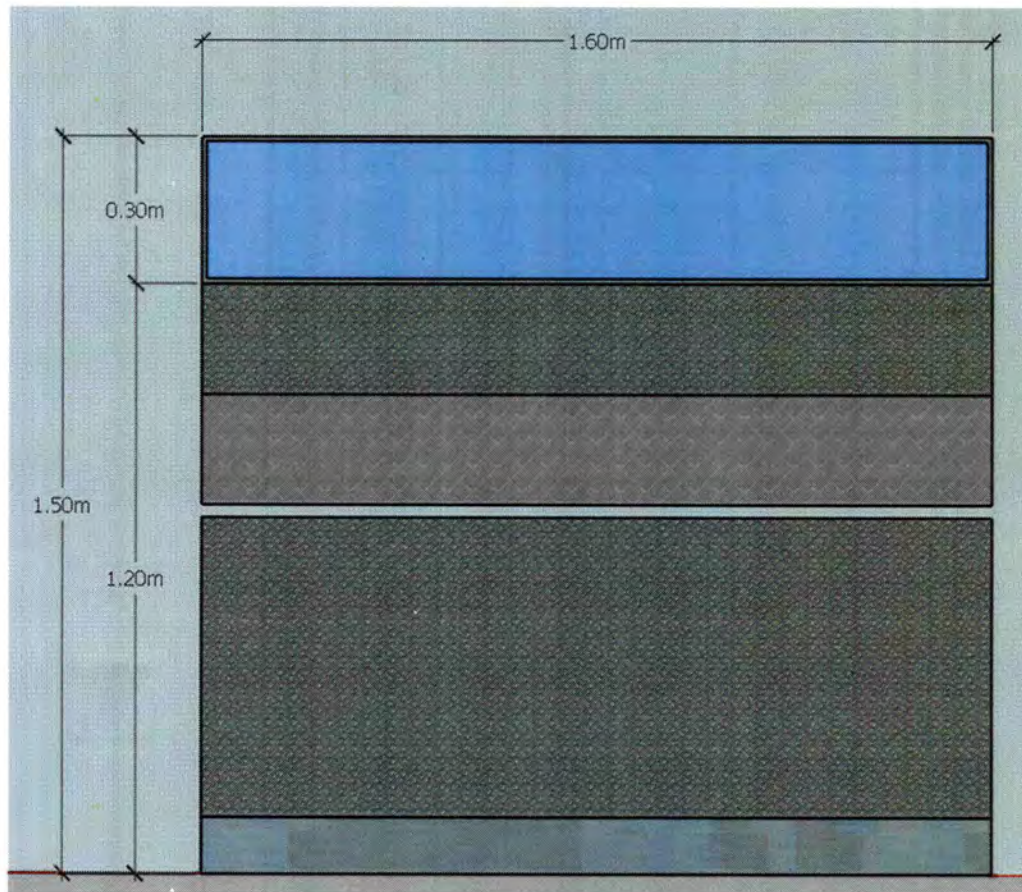


**2000mm(W) x 1500mm(H) x 60mm Aluminum Partition with Glass**





**1600mm(W) x 1500mm(H) x 60mm Aluminum Partition with Glass**



**1500mm(W) x 900mm(H) x 30mm & 60mm (THK) Aluminum Partition without Glass**

