



Republic of the Philippines  
Republic Act 7611  
**PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT STAFF**  
**BIDS AND AWARDS COMMITTEE**  
PCSD Bldg., Sports Complex Road, Brgy. Sta. Monica, Puerto Princesa City, Palawan

## REQUEST FOR QUOTATION

- A. The Palawan Council for Sustainable Development Staff (PCSDS) invites all eligible and PhilGEPS-registered suppliers to quote the best offer for this procurement item subject to the specifications and/or terms and conditions and within the Approved Budget for the Contract, to wit:

Project Title: **PR No. 21-11-23-116: Contract of Service for Envilab Building Repair**

Mode of Procurement: **Negotiated Procurement - Small Value Procurement (Sec. 53.9 of RA 9184, IRR)**

Approved Budget for the Contract: **Php 341,200.00**

Mode of Payment: **By billing**

Terms of Reference: **Please see attached "Terms of Reference" and Work Plan**

- B. Interested suppliers are required to submit the following Eligibility Documents during submission of offer/quotation:

- B.1. Mayor's Permit/Business Permit;***
- B.2. PhilGEPS Registration Number;***
- B.3. Notarized Omnibus Sworn Statement;***
- B.4. PCAB License;***
- B.5. BIR Certificate of Registration;***

- C. The pro-forma quotation maybe submitted through registered or electronic mail to the PCSDS BAC Secretariat at above address or email to bacpcsd@gmail.com on or before **13 December 2021, 10:00 AM** subject to the following Terms and Conditions:

- All entries shall be typed or written in a clear legible manner. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.
- All prices offered shall be valid, binding and effective for THIRTY (30) calendar days upon issuance quotation.
- Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to (BIR 2306) 5% R-VAT and (BIR 2307) 1% (PO) or 2% (JO) deductions.
- Award of contract shall be made to the lowest quotation, which complies with the minimum specification as stated above and other terms and conditions stated in the Price Quotation Form.
- Partial Bids are not allowed. Bids not addressing or providing all of the required items in the RFP/RFQs including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. Where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) or dash (-) for the said item would mean that it is being offered for free to the Government.
- In the event two or more bidders submitted the same amount of quotations, the tie shall be resolved using "draw lots" or similar methods of chance.

- D. For inquiry, you may contact us at (048) 434-4235.

Very truly yours,

  
**MARIANNE FAITH M. PEREZ**  
BAC Secretariat, Head



Republic of the Philippines  
**Palawan Council for Sustainable Development Staff  
 BIDS AND AWARDS COMMITTEE**  
 PCSD Bldg., Sports Complex Road, Brgy. Sta. Monica,  
 Puerto Princesa City, Palawan

## PRICE QUOTATION FORM

Project Title:	Contract of Service for Envilab Building Repair	Date:	
		PQF No.:	<b>21-11-23-116</b>

Sir/ Madam:

After having read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows;

Item No.	Description and Specification	Unit	Quantity	Unit Price	Total Price
	Contract of Service	contract	1		
<b>TOTAL AMOUNT</b>					

AMOUNT IN WORDS:

*We undertake, if our quotation is accepted, to supply/deliver the goods in accordance with the technical specifications and delivery instructions.*

*We agree to abide by this Quotation for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.*

*Until a Purchase Order or a Contract is prepared and executed, this Quotation shall be binding upon us. We understand that you are not bound to accept the lowest or any Quotation you may receive.*

*(Please provide complete information below)*

Signature over Printed Name : \_\_\_\_\_  
 Designation/Position : \_\_\_\_\_  
 Name of Company : \_\_\_\_\_  
 Business Address : \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Company TIN: \_\_\_\_\_

## **Terms of Reference**

For the Contract of Service for the Repair of the PCSD Environment Laboratory Building  
Palawan Agricultural Center, Bgy. Irawan Puerto Princesa City

### **I. Background**

The old PCSD EnviLab building, constructed in the 1980s, has shown deterioration through time and was evaluated in April 2019 to be unsafe working area. It was also noticed lately that the cracks on the walls and floors are getting longer and bigger, while gaps are becoming wider. One of these cracks resulted to leakage of water on the floor of the PhyChem room, which is unsafe as it may cause slippage.

With this, the management allowed the use of two units of the existing 5-units staff house, as temporary laboratory building. The units allocated for temporary use of the PCSD EnviLab should be repaired to meet the minimum requirements of the laboratory under the existing DENR regulations.

### **II. Objectives**

The general repair of staff house aims to ensure that the building for temporary use of the PCSD EnviLab is safe and meets the requirements under the existing government regulations in terms of layout, room safety and other parameters.

### **III. Methodology and Scope of Work**

Supply of manpower, materials and hand tools for the construction of the following:

#### **A. Welding works**

1. Fabrication and installation of steel truss, girt, and furlins/facia board bracket
2. Installation of Superlume corrugated GI sheet with sun foam insulation

#### **B. Ceiling works/carpentry works**

1. Installation of metal ceiling joist and wall angle
2. Installation of ceiling board (Hardiflex)
3. Installation of facia board

#### **C. Painting works**

For ceiling, truss and grills

#### **D. Electrical works**

Re-wiring, and lighting layout

Please refer to the attached Program of Works for details.

### **IV. Duration**

This contract shall commence immediately and be completed by 30 December 2021.


## **V. Cost of Services and Manner of Payment**

The cost of the repair is Three Hundred Forty One Thousand and Two Hundred Pesos (Php 341,200.00), Philippine currency. This is inclusive of the welding, carpentry, painting, and electrical works and other incidental expenses that will be incurred during the course of the repair.

Manner of payment is as follows:

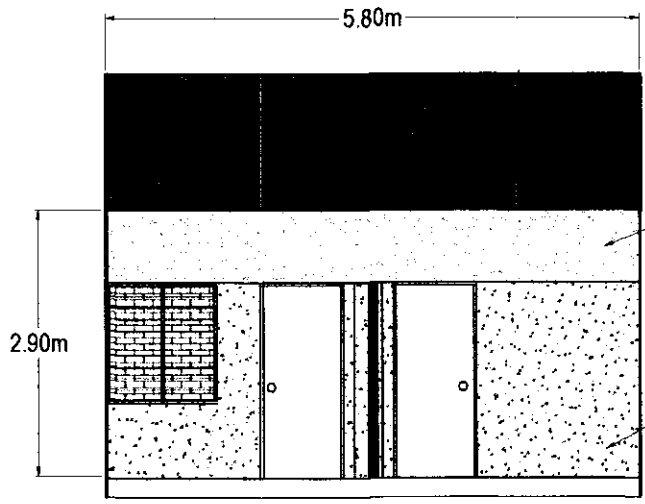
- 15% of the contract cost, upon submission of surety bond (Php 51,180)
- 60% of the contract cost, progressive billing upon approval of the PCSDS representative on the progress of work (Php 204,720)
- 25% of the contract cost, upon completion and acceptance of work (Php85,300)

Prepared by:

  
**ENGR. MADRONO P. CABRESTRANTE Jr.**  
PDO V, Division Head  
ECAN Monitoring and Evaluation Division

Conforme:

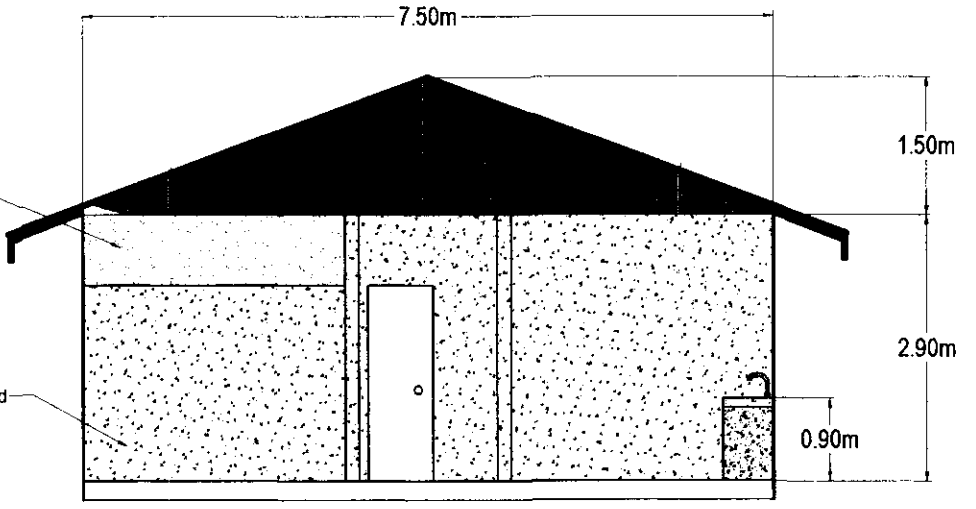
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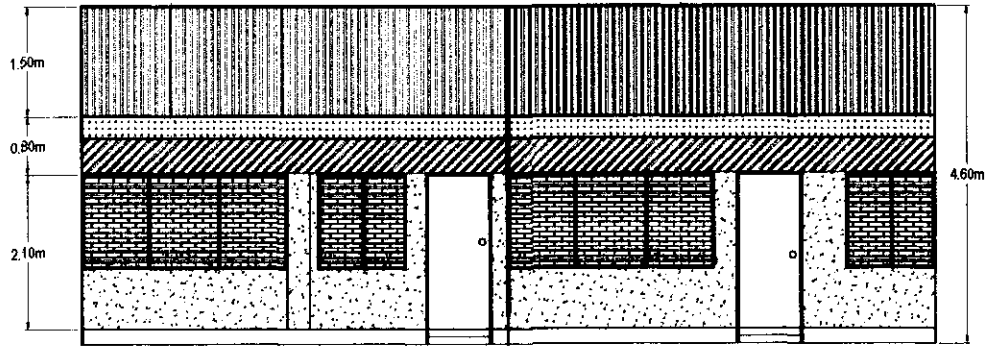
SECTION THRU - Y

Hardiflex

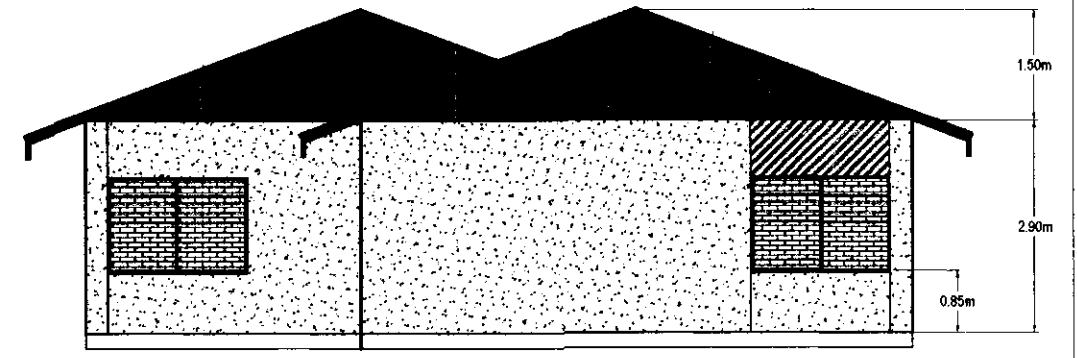
Concrete Finished



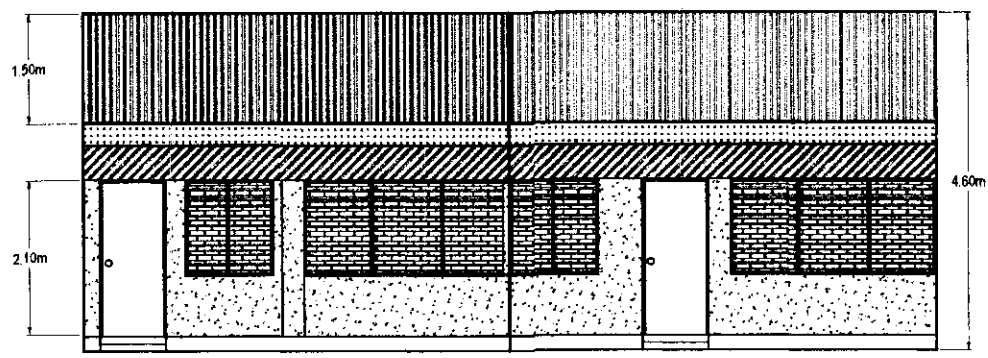
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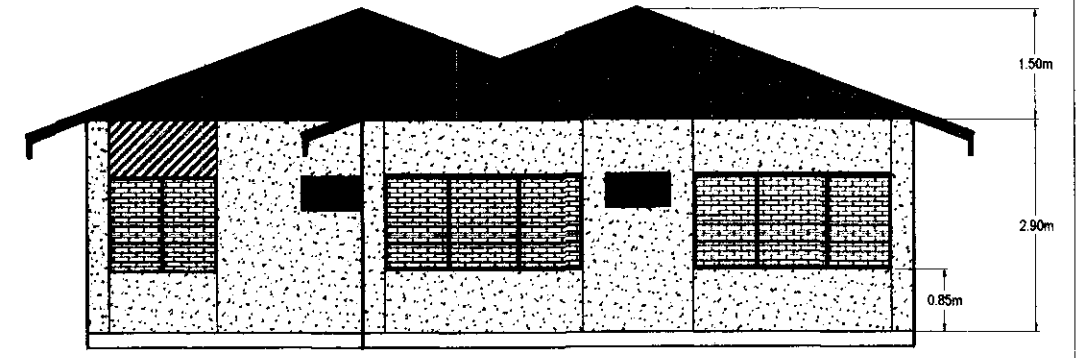
Front Elevation



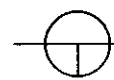
Right Elevation



Rear Elevation



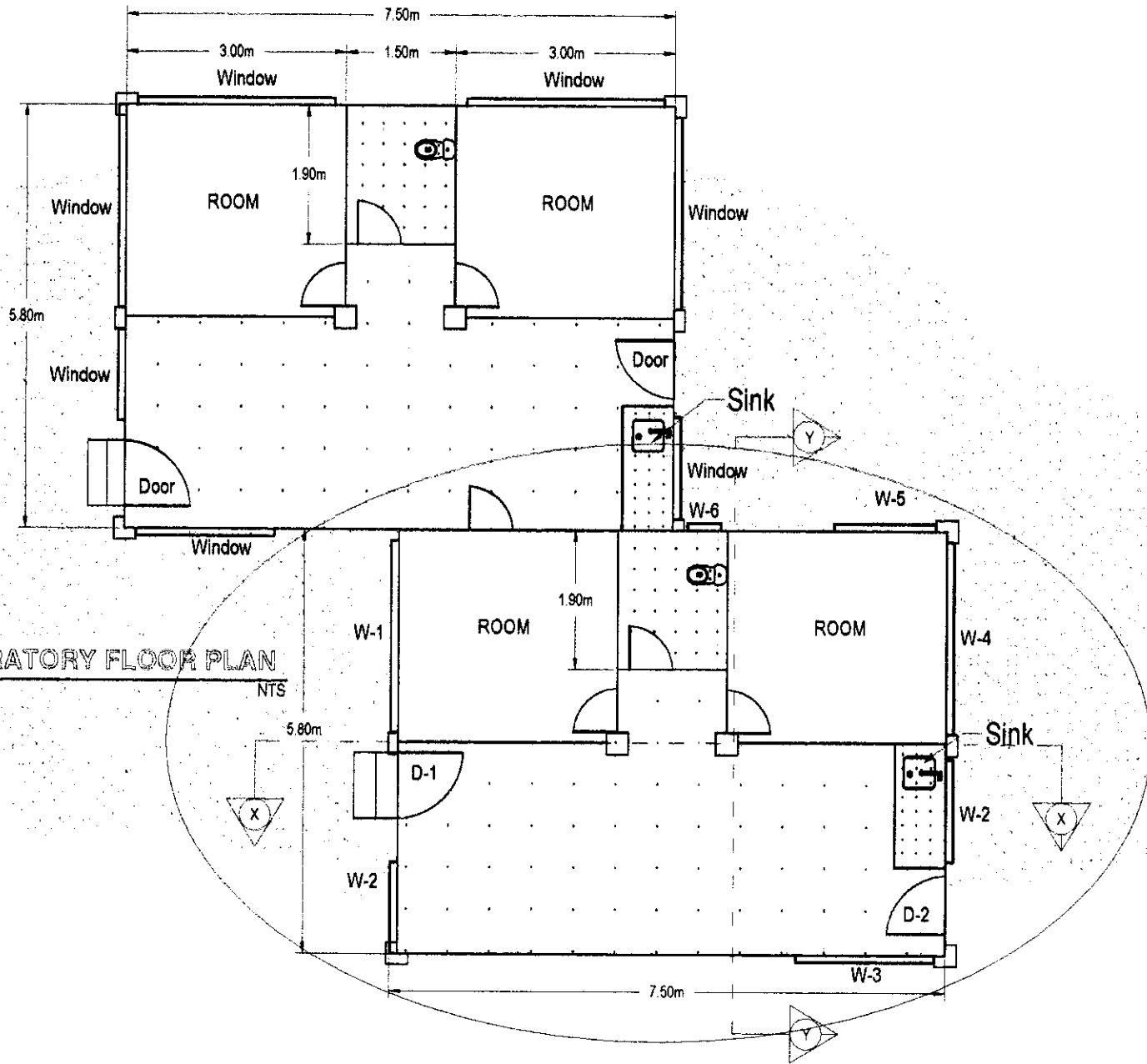
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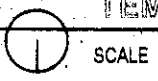
TEMPORARY LABORATORY ELEVATION

SCALE

NTS



TEMPORARY LABORATORY FLOOR PLAN



NTS

5.80m

7.50m

W-1

ROOM

1.90m

ROOM

W-4

D-1

W-2

D-2

W-2

Sink

Window

W-6

W-5

Sink

Door

Window

Door

Window

5.80m

ROOM

1.90m

ROOM

Window

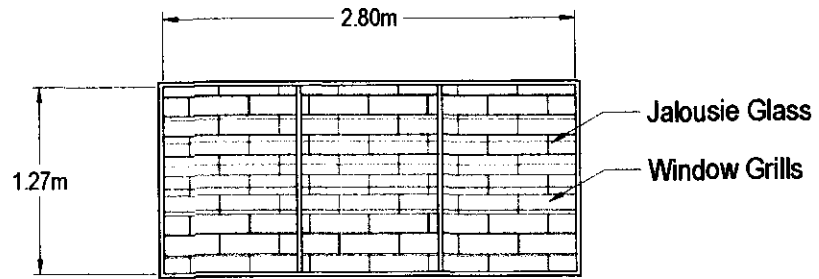
Window

3.00m

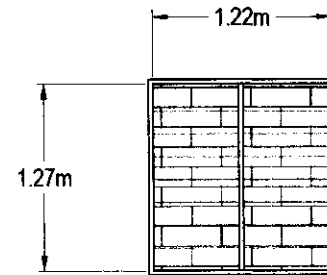
7.50m

3.00m

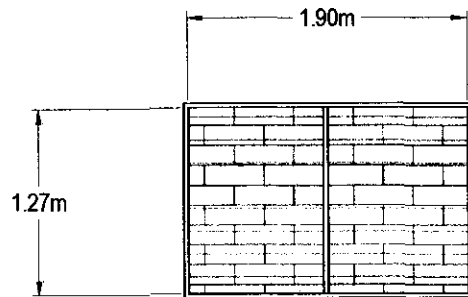
1.50m



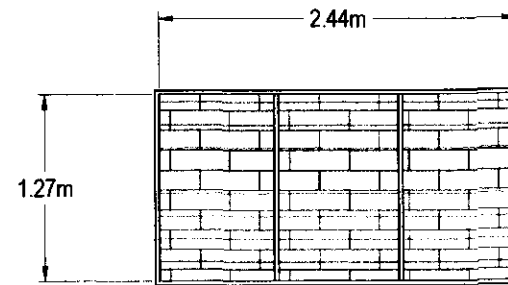
**W-1**



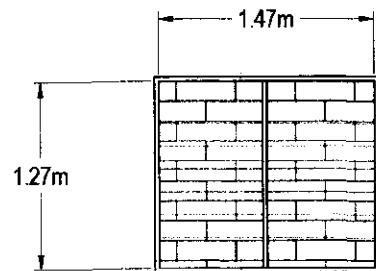
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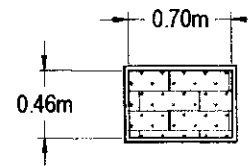
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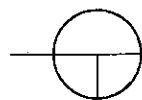
**W-4**



**W-5**



**W-6**



Windows and Doors

SCALE

NTS