



REQUEST FOR QUOTATION

Name of Business: _____

Address: _____

Name of Consultancy Firm: _____

Business Permit No. _____

Tax Identification No. _____

The Philippine Science High School – Central Mindanao Campus, through its Bids and Awards Committee, intends to procure Architectural and Engineering Design and Consulting Services for the Completion of Multi-Purpose Gymnasium – Phase 3:

SCOPE OF SERVICES

1. Pre-Construction Phase
 - a. Prepare building plans, architectural, structural, electrical, sanitary/plumbing and mechanical plans (if necessary);
 - b. Prepare bill of materials and cost estimate based on the approved building plans;
 - c. Prepare technical specification for all the construction materials used in the construction based on the approved building plans; and
 - d. Prepare the design analysis.
2. Construction Phase
 - a. Be available for any consultation necessary for the project upon request of the Philippine Science High School-CMC;
 - b. Monitor work in progress to assure compliance with drawings, specifications and schedules and submit to the Philippine Science High School-CMC on matters requiring immediate action or decision;
 - c. Conduct joint inspection of the project at specified regular intervals during construction, with the contractor and the Philippine Science High School-CMC and other concern parties; and
 - d. Additional items during the construction phase will be on the final contract agreement.
3. Post Construction Phase
 - a. Upon completion of the corrections in the punch list, conduct a final inspection with the Philippine Science High School-CMC and other interested parties;
 - b. Certify completion of works in accordance with the approved plans and specifications and recommend the issuance of certificate of completion after final inspection and acceptance;
 - c. Assist the Philippine Science High School and the contractor on the preparation and submission of all forms and supporting documents required by the concerned

government agencies; and d. Additional items during the post construction phase will be on the final contract agreement.

Approved Budget for the Contract (ABC) = Three Hundred Thousand Pesos & 00/100 (P300,000.00)

Please submit your quotations/proposals duly signed by you or your authorized representative not later than August 24, 2015, at exactly 4:00 pm for the services described above, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ).

Quotations may be submitted manually at the address and contact number indicated above.

For any clarification, you may contact Mr. Ian Cris L. Cadile through cellphone no. 09275159601 or email address at iancris2003@yahoo.com.

(SGD)
FRANKLIN L. SALISID
Chairman, PSHS-CMC BAC

TERMS AND CONDITION

1. Bidders shall provide **correct and accurate information** required in this form.
2. Quotations must be placed inside an envelope and duly sealed.
3. **Duration of Contract: sixty (60) days upon signing of Notice to Proceed.**
4. **Price quotation/s** must be valid for a period of one hundred twenty (120) calendar days from the date of submission.
5. Price quotation/s, to be denominated in **Philippine pesos** include all taxes, duties, and/or levies payable.
6. Bidder must **submit a copy** of the following documents **together** with the quotations/proposals to ensure that the said consultant is technically, legally and financially capable to undertake the proposed project:
 - Registration certificate from **SEC**, Department of Trade and Industry (**DTI**) for sole proprietorship, or **CDA** for cooperatives;
 - **Mayor's permit** issued by the city or municipality where the principal place of business of the prospective bidder is located;
 - **PhilGEPS certificate** of registration;
 - Statement of the prospective bidder of all its **ongoing and completed** government and private contracts, including contracts awarded but not yet started, with similar in nature and complexity to the contract to be bid. The statement shall include the name and nature of contract, date of award or date of completion and amount of contract;
 - Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions;
 - **Annual Income Tax Return for CY 2014 and audited financial statements**, showing among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions;
 - **Latest quarterly income tax return (1st quarter 2015);**
 - **Tax Clearance**
 - **Bid security** in the prescribed form, amount and validity period. The bid security shall be in an amount equal to a percentage of the ABC in accordance with the following schedule:

FORM OF BID SECURITY	AMOUNT OF BID SECURITY
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
b) 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.	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)
d) any combination of the foregoing.	Proportionate to share of form with

	respect to total amount of security
e) Bid Securing declaration	

Note: As per GPPB issued Resolution No. 25-2013 dated August 30, 2013, amending among others, Section 27.2 of the IRR of RA 9184, the prospective bidders will submit at least two (2) forms of bid security, which shall include the Bid Securing Declaration, from which the prospective bidders will choose and submit during public bidding.

- **Company’s Manpower Profile and Organizational Chart**
- **Omnibus Sworn Statement** by the prospective bidder or its duly authorized representative in the new form prescribed by the GPPB Resolution No. 22-2013.

7. Negotiation will be done to the consultant with the lowest and responsive bid. The aim is to reach agreement on all points.
8. Upon determination of the responsive consultant, post qualification process will follow to verify, validate, and ascertain all statements made and documents submitted by the bidder with the Lowest Calculated Bid.
9. **Award of contract** shall be made to the lowest and responsive quotation which complies with the terms and conditions stated herein.
10. To guarantee the faithful performance by the winning bidder of its obligations under the contract, it shall post a **performance security** prior to the signing of the contract. The performance security shall be in an amount equal to a percentage of the total contract price in accordance with the following schedule:

FORM OF PERFORMANCE SECURITY	AMOUNT OF PERFORMANCE SECURITY
a) Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank.	Five percent (5%)
b) 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.	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
d) any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

As per GPPB issued Resolution No. 25-2012 dated November 23, 2012 amending among others, Section 39.2 of the IRR of RA 9184, the prospective bidders will submit at least two (2) acceptable forms of performance security taken from the two (2) categories stated in the schedule, which shall include the Surety Bond, that the bidders may opt to use, the amount of which shall be equal to a percentage of the total Contract Price.

10. All submitted documents **must be signed** in the bottom by the bidder or any authorized representative and place it in an envelope and must be sealed.