

REQUEST FOR QUOTATION

<u>Title of Item to be procured:</u> Consulting Services for the Preparation of the Structural Retrofit Design of the Philippine Center for Economic Development (PCED) Library Building

Approved Budget for the Contract: PHP 360,000.00

The Philippine Center for Economic Development (PCED), through its Bids and Award Committee (BAC), intends to procure Consulting Services for the Preparation of the Structural Retrofit Design of the Philippine Center for Economic Development (PCED) Library Building through Section 53.9 (Negotiated Procurement - Small Value Procurement) of 2016 revised Implementing Rules and Regulation of Republic Act No. 9184.

Please quote your **best offer** for the Item/s described herein address to:

Dr. Laarni C. Escresa-Guillermo

Chairperson, Bids and Award Committee

UPSEAA Room Library Building, UP School of Economics Bldg., Diliman, Quezon City 1101

Telephone No.: (02) 8-9279686 local 207

Email:bacsec@pced.gov.ph

Subject to the Terms and Conditions provided on this Request for Quotation (RFQ).

Submit your quotation duly signed by your authorized representative <u>not later than November 24, 2023</u> <u>at 9:00AM.</u>

The following documents are also required to be submitted along with your quotation on the specified deadline above or before a notice of award are issued:

Document	
1. Mayor's / Business Permit	
2. PhilGEPS Registration	
3. Omnibus Sworn Statement (Notarized)	
4. Curriculum Vitae	

For any clarification, you may contact us at telephone no. or email address provided.



Date: November 20, 2023

¹ In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

² Submission of all pages of this Request for Quotation is *REQUIRED*.



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 the RFQ is **<u>REQUIRED</u>** to minimize errors or omissions of the mandatory provisions.
- 3. Quotations may be submitted IN PERSON or VIA COURIER addressed to:

Dr. Laarni C. Escresa-Guillermo

Chairperson, Bids and Award Committee

UPSEAA Room Library Building, UP School of Economics Bldg., Diliman, Quezon City 1101

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4. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotation submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

- 1. Bidders shall provide correct and accurate information required in this form.
- 2. Price quotation/s must be valid for a period of thirty (30) 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. Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
- 6. 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.
- 7. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PCED 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.
- 8. The item/s shall be delivered according to the accepted offer of the bidder.
- 9. Item/s delivered shall be inspected on the scheduled date and time of the PCED. The delivery of the item/s shall be acknowledged upon delivery to confirm compliance with the technical specifications.
- 10. Payment shall be made after the delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing Statement, by the supplier, contractor, or consultant.
- 11. Liquidated damages equivalent to the tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCED shall rescind the contract one 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.



After having carefully read and accepted the Instructions and Terms and Condition, I/we submit our quotation for the Item/s as follows:

General Scope of Work:	YES	NO	REMARKS
Preparation of structural retrofit plan, specifications, and calculations for the PCED Library Building in consideration of the construction work of proposed new floor located on the existing roof deck of 3-floor PCED Library Building. In general, the design engagement shall include, but not limited, to the following: - Analyze the proposed renovation of the Building; - Assess the existing structure's capability versus the proposed renovation; - Design structural retrofitting works needed to support the proposed renovation; - Submit the completed structural retrofitting plans; - Submit a Certificate of Structural Stability upon successful construction of the retrofitting works.			
Detailed Scope of Work:	YES	YES NO REMARKS	
PHASE I: DATA GATHERING – the Design Consultant shall:			
 Consult and verify with the PCED for this project to ascertain project requirements, establish protocols for reporting and project coordination, and to firm-up the project work program, schedule of coordination meetings and submission of project outputs. 			
 Conduct ocular visit of the site to gather the necessary data from the organization and administration patterns as well as procedures to optimize space allocation and increase productivity. 			
 Verification of the structural investigation report of the existing PCED Library Building 			
PHASE II: ASSESSMENT OF THE EXISTING STRUCTURE – the Design Consultant shall:			
a. Present and submit the Inception Report documenting the:			
 Work program and project schedule. Rapid site assessment and review of site data identifying site potentials and constraints. 			
 Request for additional site and project information b. Determine whether the structure is capable to support the proposed renovation. 			
 c. Conduct studies required for the project in compliance with government laws, ordinances, codes, rules and regulations, functional relationships, cost and effectiveness and others. 			
 d. Provide assessment of the structure based on the requirements of the latest National Structural Code of the Philippines. e. Investigate the Structure's weak points. f. Provide AsBuilt Plans 			
PHASE III: DESIGN DEVELOPMENT STAGE – the Design Consultant shall:			
 a. Assess the structure's weak points based on the investigation done. b. Design the proposed Structural Retrofitting for additional reinforcement based on the National Structural Code of the Philippines. c. Prepare and draw the Structural Plans, Specifications and Calculations. d. Prepare and submit initial Budgetary Cost Estimates. 			



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Schedule of Reports/Deliverables Phase I Data Gathering - 2 Calendar Days after NTP Deliverables: Ocular Inspection Report			
Phase II Assessment of the Existing Structure - 3 Calendar Days Deliverables: Inception Report and AsBuilt Plan			
Phase III Design Development Stage - 7 Calendar Days Deliverables: Initial submission of Construction documents and Budgetary Estimates			
Phase IV Contract Document Stage - 13 Calendar Days Deliverables: Performance Specifications and Criteria, five (5) sets of printed copy Construction Documents including Retrofitting Plans (20"x30") signed and sealed, soft copy of Construction Documents (CAD and PDF format), Terms of Reference for the Procurement of the Contractor, Printed Technical Specifications and Calculations (A4)			
Phase V Bidding and Construction Stage - To be Determined Deliverables: - Attendance and participation during pre-bid meetings/conferences. - Attendance and participation during the pre-construction meeting/conference. - Attendance on Construction Meetings (online and at least 5 face to face attendance). - Assistance during construction in responding to contractor's queries and other concerns. - At least five (5) site inspections during the construction of the proposed retrofit. - Final punchlisting/inspection upon retrofit construction completion. - Three (3) copies of Certificate of Structural Stability upon successful construction completion of the			
retrofitting works (A4) signed and sealed. TOTAL DURATION FROM PHASE I TO IV: 25 CALENDAR DAYS			
Payment Schedule Scope of Services Upon submission and approval of Ocular Inspection Report Upon submission and approval of Inception Report Upon completion of Design Development Stage Upon completion of Contract Documents Phase 100% completion of Retrofitting Construction Phase Total Percentage Amount 20% Php 72,000.00 Php 108,000.00 Php 72,000.00 Php 72,000.00 Php 36,000.00 Php 360,000.00			
QUALIFICATION OF THE FIRM	YES	NO	REMARKS
A. The Design Consultant shall be:			
1. A firm/company providing STRUCTURAL RETROFITTING DESIGN services, duly registered with the Security and Exchange Commission (SEC) or the Department of Trade and Industry (DTI), owned and managed by professionals qualified to undertake work in STRUCTURAL RETROFITTING DESIGN with previous experience in providing structural design, retrofitting design, or structural assessment for buildings that are: i) at least 45 years old in operation; or, ii) at least 50-storey high and above.			
2. An Engineering Firm, at least 70% owned by a Filipino Engineer, who must be registered and licensed to practice civil engineering in the Philippines, in full compliance with R.A. No. 544 and amended in R.A. No. 1582 (Civil Engineering Law), registered under Philippine Laws, a sole proprietorship, partnership or corporate entity;			
3. An Engineering Firm, partly owned by a Filipino Engineer, registered and licensed to practice civil engineering in the Philippines, in compliance with R.A. No. 544 and amended R.A. No. 1582, registered under Philippine Laws, a sole proprietorship, partnership or corporate entity, provided that said Engineer shall be nominated in the bid documents as the professional responsible to lead the Consultant's team in the design and who shall be tasked with signing all contract and permit documents;			



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The ownership of all design, drawings, specifications, calculations, and copies thereof including electronic files, prepared and furnished by the consultant in the performance of the services of this Agreement shall be

vested with the PCED.

WARRANTIES OF THE CONSULTANT		
A. The DESIGN CONSULTANT warrants that it shall conform strictly to the terms and conditions of these Terms of Conditions.		
B. The DESIGN CONSULTANT warrants, represents and undertakes reliability of the service required to the satisfaction of the PCED. It shall employ highly skilled, well behaved, and honest employee with ID displayed conspicuously while working within the compound. It shall not employ PCED employees to work in any category.		
C. The DESIGN CONSULTANT shall comply with the laws, governing employees' compensation, rules, and regulations applicable to its personnel employed on account of contract services. The CONSULTANT shall pay its personnel not less than the minimum wage and benefits mandated by law.		
D. The DESIGN CONSULTANT in the performance of its service shall secure and maintain at its own expense all registration, license or permits required by national or local laws and shall comply with the rules, regulations and directives of the regulatory Authorities and Commissions.		
E. The DESIGN CONSULTANT's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules, and practices.		
F. The DESIGN CONSULTANT shall coordinate with any authorized and/or designated PCED personnel in the performance of their jobs.		
G. The DESIGN CONSULTANT shall be liable for loss, damage or injury as may be due directly through the fault or negligence of its personnel. It shall assume responsibility thereof and the PCED shall be specifically released from any responsibility arising therefrom.		
H. The DESIGN CONSULTANT shall comply with all documents to be required by the Commission on Audit even after completion of the project at no additional cost to the PCED.		
I. The DESIGN CONSULTANT shall neither assign, transfer, pledge, nor subcontract any part or interest therein.		
J. The DESIGN CONSULTANT shall tender service at no cost in the PCED in case of any extension of the contract duration.		
K. The DESIGN CONSULTANT shall be liable in their design in the event of building collapse and defect during the period of occupancy. The liability shall run fifteen (15) years effective from the completion and formal turn-over to the PCED as stipulated in Article 1723 of the Civil Code of the Philippines. Furthermore, Article 1723 allows the PCED to claim damages within a ten (10) year claim period from the record of incidence.		
*******nothing follows*******		

FINANCIAL OFFER:



Consulting Services for the Preparation of the Development (PCED) Library Building	e Structural Retrofit Design of the Philippine Center for Economic	
	Total Offered Quotation: (Inclusive of all taxes and incidental expenses)	
Approved Budget for the Contract:	In Words:	
Three Hundred Sixty Thousand Pesos (Php 360,000.00)		
Company/Business Name:	In Figures:	

Signature over Printed Name
Position/Designation
Office Telephone/Fax/Mobile Nos.
Email address/es