



Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

BIDS AND AWARDS COMMITTEE

Request for Quotation for Infrastructure Project

Date: **June 5, 2024**

Purchase Request No.: **2024-131**

To: All Eligible Suppliers

Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms & Conditions of this Request for Quotation (RFQ) and submit your quotation duly signed by you or your authorized representative in the return envelope not later than the prescribed period. Do not forget to write the Quotation No./ Purchase Request (PR) No. in front of the envelope which you must seal, sign, and submit to ASDS Office, DepEd SDO Catanduanes, San Roque, Virac, Catanduanes.

For any clarification, you may contact us at telephone phone no. **052-8114063** or email address at bac.ctd@deped.gov.ph.


CECILE C. FERRO
BAC-Chairman

Signature over Printed Name
Canvasser ____

.....
TERMS & CONDITIONS

A. Submission of Requirements

1. All entries in the RFQ form must be accurate and legibly written. The RFQ and other requirements stated herein shall be submitted in a sealed envelope to the Bids & Awards Committee (BAC) at ASDS Office, DepEd SDO Catanduanes, San Roque, Virac, Catanduanes.
2. Document requirements: *(Suppliers who had contract/s with SDO Catanduanes previously and whose documents are still valid may no longer submit these)*
 - a. Philgeps Registration
 - b. DTI/SEC Registration
 - c. Mayor's Permit/Business Permit
 - d. Tax Clearance Certificate
 - e. PCAB License *(for Infrastructure Projects)*

B. Evaluation of Quotations

1. Quotation shall be compared and evaluated based on the following criteria:
 - a. Completeness of Submission
 - b. Compliance with Technical Specifications
 - c. Price (to be denominated in Philippine peso shall include all taxes, duties and/or levies payable).



San Roque, Virac, Catanduanes

052-8114063

catanduanes@deped.gov.ph

www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph

2. Quotations exceeding the Approved Budget for the Contract shall be rejected.
3. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BAC 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.

C. Award

1. The Supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the BAC.
2. Prior to award, Supplier with the lowest calculated responsive quotation must submit the following:
 - a. Organizational Chart for the Project
 - b. List of Contractor's Personnel to be assigned to the Project with their complete qualification and experience data
 - c. List and Certificate of Availability of Equipment to be used for the Project
 - d. Construction Safety and Health Program
 - e. Warranty Security, and
 - f. Omnibus Sworn Statement
3. Once Purchase Order is awarded, the bank account number of the Supplier must be submitted (*preferably Land Bank, if available*)

D. Instructions

1. Supplier shall pick-up the Purchase Order issued in its favor within three (3) calendar days from the date of receipt of notice. A telephone call, text message, email or use of messaging app shall constitute an official notice to the Supplier. Thereafter, if the Purchase Order remains unclaimed, the purchase shall be cancelled.
2. Supplier who accepted a Purchase Order but failed to implement the Project within the time called for in the purchase order shall be disqualified from participating in DepEd's future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under RA 9184 and it's IRR against the supplier.
3. Delayed project implementation shall be subject to liquidated damages.
4. All duties, excise taxes and revenue charges shall be paid by the Supplier.
5. All transactions are subject to withholding of creditable Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.
6. All pages of the Request for Quotation shall be initialed by the bidder/supplier to ensure that terms and conditions were read and to protect the BAC from any insinuation of tampering with the said documents.

E. Project Implementation

1. Project shall be implemented within 20 calendar days from the date of the receipt of the Purchase Order.
2. The project shall be implemented according to the requirements specified in the Technical Specifications/ Program of Works.
3. Upon completion of the Project, the supplier shall notify SDO Catanduanes Head of the Procuring Entity and present the following documents:
 - a. Approved Purchase Order
 - b. Statement of Work Accomplished
 - c. Inspection Report by the Agency's Authorized Engineer
 - d. Certificate of Completion
 - e. Certificate of Payment
 - f. Pictures before, during and after construction of items of work especially the embedded items
 - g. Letter request for final billing

F. Inspection

To confirm their conformity to the technical specifications, compliance to the Program of Works shall be subject to inspection and acceptance by the DepEd Inspectorate team and the end-user.

G. Liquidated Damages

A penalty of one-tenth of the percent (0.001) of the unperformed work (per program of works) shall be charged as liquidated damages for every day delay. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity may rescind the contract, without prejudice to other courses of action and remedies open to it.

H. Warranty

Warranty shall be for the period of one (1) year reckoned from date of acceptance of the project by the Procuring Entity.

I. Payment

One hundred percent (100%) of the contract price shall be paid to the Supplier/Contractor after acceptance of the project and compliance to all requirements.

The Bids and Awards Committee:

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I/We quote you on the project at price noted in this RFQ. The quotation shall be binding upon us for thirty (30) calendar days reckoned from the last day of submission indicated in the Submission Requirement. The corresponding Award or Purchase Order shall be accepted by us within 3 days from notification by SDO Catanduanes BAC.

Approved Budget of the Contract for this project: **P79,651.50**

ITEM NO.	PROJECT DESCRIPTION	QTY.	UNIT	ESTIMATED PRICE	State COMPLY or NOT COMPLY	UNIT PRICE	TOTAL PRICE
	Labor and Materials: Repair/Improvement of BAC Office						
	<i>Allotment Availability:</i>						
1	Masonry Works	1	Lot	2,372.50			
2	Doors and Windows	1	Lot	3,508.00			
3	Ceiling & Carpentry Works	1	Lot	23,092.00			
4	Electrical Works	1	Lot	21,345.40			
5	Painting Works	1	Lot	13,570.00			
6	Waterproofing	1	Lot	10,552.75			
	Tax 7% of (I&II)	1	Lot	5,210.85			
	(Please see attached POW and Bill of Quantities)						

Note: Any interlineations, alteration/ erasures or overwriting shall be valid only if they are signed or initialled by you or any of your duly authorized representative/ sp.

Supplier's Company Name: _____

Philgeps Registration Number: _____ TIN _____

Address: _____

Telephone/Cellphone Number: _____ Email: _____

Supplier or Authorized Representative: _____

Signature over Printed Name: _____ Date: _____

Note: A Special Power of Attorney is required for the Authorized Representative



Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES

PROGRAM OF WORKS

BILL OF QUANTITIES

REPAIR - Catanduanes - SDO

School : SCHOOLS DIVISION OFFICE	Date: May 9, 2024
School I.D :	Budget Allocation: PHP 79,651.50
Region : V	Eng'g and Administrative Overhead
Division : CATANDUANES	Approved Budget for the Contract:
Project Title REPAIR/IMPROVEMENT OF BAC OFFICE	Completion Period:
	Minimum Required Manpower:
	Carpenter
	Helper Mason Painter -
Location : SAN ROQUE, VIRAC, CATANDUANES	Minimum Required Equipment:
	Hand Tools

ITEM NO.	Item Description	% of Total	Unit	Quantity	Total Cost	Remarks
I. DIRECT COST						
5.000	Masonry Works	2.98%	lot	1.00	2,372.50	
6.000	Doors and Windows	4.40%	lot	1.00	3,508.00	
9.000	Ceiling & Carpentry Works	28.99%	lot	1.00	23,092.00	
10.000	Electrical Works	26.80%	lot	1.00	21,345.40	
13.000	Painting Works	17.04%	lot	1.00	13,570.00	
15.000	Waterproofing	13.25%	lot	1.00	10,552.75	
					74,440.65	
II. TAX 7% of (I+II)						
		6.54%			5,210.85	
IV. TOTAL CONSTRUCTION COST (I + II +					79,651.50	


Prepared:

Recommending Approval:

Approved:


 RODGER A. MATIENZO
 Engineer III


 MARY JEAN S. ROMERO
 Chief, SGOD


 SOCORRO V. DELA ROSA
 Head of Procuring Entity (HOPE)



Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES

PROGRAM OF WORKS

DETAILED COST ESTIMATE

PROJECT **REPAIR/IMPROVEMENT OF THE BAC OFFICE**
 LOCATION **: SCHOOLS DIVISION OFFICE**


ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT COST		TOTAL COST		GRAND TOTAL
				MATERIAL	LABOR	MATERIAL	LABOR	
	Plastering	sq.m	6.57					
2.0200	Portland Cement	bag	5.00	240.00	72.00	1,200.00	360.00	1,560.00
2.0500	Washed Sand	cu.m	0.50	1,250.00	375.00	625.00	187.50	812.50
	Sub-total							2,372.50
6.0000	Doors and Windows							
	D-1, (1.00m x 2.10m) KD and Termite - treated Panel Door Type Hinged Door and Fixed Glass Transom on 50mm x 150mm Wood Jamb/ Frame and Lever - type Knob	set	1.00	8.00	0.00	8.00	0.00	8.00
	W - 1, (0.7 x 1.20 m) Sliding Window with 6mm Clear Glass Blades on Steel Jamb/ Framing	set	1.00	3,500.00	0.00	3,500.00	0.00	3,500.00
	Sub-total							3,508.00
9.0000	Ceiling and Carpentry Works							
	Interior Ceiling	sq.m	33.48					
9.1700	Rough Lumber, Sun Dried, Tanguile	bd.ft	100.00	65.00	19.50	6,500.00	1,950.00	8,450.00
9.0200	Plywood, Ordinary 1/4" x 4' x 8'	pc	20.00	488.00	146.40	9,760.00	2,928.00	12,688.00
9.2100	Finishing Nails	kg	1.00	80.00	24.00	80.00	24.00	104.00
4.0400	CWVN, Assorted	kg	5.00	70.00	14.00	350.00	70.00	420.00
9.2200	Concrete Nails	kg	1.00	80.00	24.00	80.00	24.00	104.00
9.1900	Wood Preservative, Brown	L	1.00	1,020.00	306.00	1,020.00	306.00	1,326.00
	Sub-total							23,092.00
10.0000	Electrical Works							
	Roughing-ins							
10.1200	Junction Box, 4" x 4" G.I.	pc	2.00	80.00	20.00	160.00	40.00	200.00
10.1300	Utility Box, 2" x 4" G.I.	pc	4.00	80.00	20.00	320.00	80.00	400.00
	Wires & Fixtures							
10.1710	8.0 mm ² THHN Wire, Stranded	box	1.00	2,500.00	15.80	2,500.00	15.80	2,515.80
10.2700	Duplex Convenience Outlet, Grounding Type, 16A, 250V	set	4.00	299.00	59.80	1,196.00	239.20	1,435.20
10.2900	1 Gang Wall Switches in One Switch Plate (16 AMP, 230V)	set	2.00	111.00	22.20	222.00	44.40	266.40
10.3100	2 Gang Wall Switches in One Switch Plate (16 AMP, 230V)	set	2.00	180.00	36.00	360.00	72.00	432.00
10.3400	2 - 36W, 230V, 60Hz, T5 LED Lighting Fixture, (Box Type)	set	4.00	2,600.00	390.00	10,400.00	1,560.00	11,960.00
10.3700	Panel Box, Flush Type, 4 Branches	set	1.00	1,360.00	136.00	1,360.00	136.00	1,496.00
10.4100	Circuit Breaker, 20A 2P	set	4.00	550.00	55.00	2,200.00	220.00	2,420.00
10.5500	Electrical Tape	pc	5.00	40.00	4.00	200.00	20.00	220.00
	Sub-total							21,345.40
13.0000	Painting Works							
	Concrete surfaces	sq.m	32.48					
13.0200	Latex, Flat	gal	4.00	572.00	143.00	2,288.00	572.00	2,860.00
13.0300	Masonry Putty	gal	1.00	397.00	99.25	397.00	99.25	496.25
13.0400	Latex, Semi Gloss	gal	4.00	629.00	157.25	2,516.00	629.00	3,145.00
13.0500	Acri Color	qrt	2.00	206.00	51.50	412.00	103.00	515.00
	Wood surfaces	sq.m	15.43					
13.0600	Enamel, Flatwall	gal	4.00	611.00	152.75	2,444.00	611.00	3,055.00
13.0700	Glazing Putty	gal	1.00	612.00	153.00	612.00	153.00	765.00
13.0800	Enamel, Semi Gloss	gal	3.00	621.00	155.25	1,863.00	465.75	2,328.75
13.0900	Paint Thinner	gal	1.00	324.00	81.00	324.00	81.00	405.00

ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT COST		TOTAL COST		GRAND TOTAL
				MATERIAL	LABOR	MATERIAL	LABOR	
	Sub-total							13,570.00
15.0000	Waterproofing							
15.0100	Waterproofing, Cementitious	gal	10.00	811.75	243.53	8,117.50	2,435.25	10,552.75
	Sub-total							10,552.75
I.	DIRECT COST							74,440.65
II	TAX (7%)							5,210.85
I.	Construction Cost							79,651.50


Prepared by:

Recommending Approval:

Approved:


RODGER A. MATIENZO
 DEPED Engineer


MARY JEAN S. ROMERO
 Chief, SGOD


SOCORRO V. DELA ROSA
 Schools Division Superintendent