



**Republic of the Philippines  
SOCIAL SECURITY SYSTEM  
East Avenue, Diliman, Quezon City**

**REQUEST FOR QUOTATION**

**2020-0013**

**SEALED CANVASS**

January 22, 2020  
Date

PHILGEPSS REF. NO.: 6911737  
DATE POSTED : 01-22-20  
POSTED BY : FRICA  
POSTPONED : 01-29-2020

Sir / Madam:

Please furnish us with your quotation on or before **February 4, 2020 @ 5:00 PM** for the following items:

No.	Quantity	PARTICULARS	Unit Cost	Total Cost
1	1 Lot	Supply of Labor and Materials for the Upgrading of the Overhead Main Water Distribution System at 12/F, PWD Comfort Room, SSS Main Building, East Avenue, Diliman, Quezon City  <i>(Please see attached Scope of Works, General Conditions, Technical Specifications &amp; Bill Of Quantities)</i>  GRAND TOTAL ABC = P 200,000.00 / Lot EFMD – Revised Memo, PR # 1003-20 received by PPMD dated 1-22-2020 with Request # 2020-0037 [APP FY 2020, Original - #355 M/R Building – Repairs & Others – Standard Elec./ Mechanical (Pool)]	P _____ /Lot	P _____

**Delivery Terms: Fifteen (15) Calendar Days upon receipt of Job Order.**

**Payment Terms: Government Terms (Payment is upon delivery of items / services and submission of billing documents.)**

**Price validity : Three (3) Months.**

- NOTE/S:**
- 1.) **For canvass with an ABC of P 100,000.00 and above**, the winning bidder is required to post a Performance Bond from receipt of Notice of Award equivalent to 5% Cash (Goods & Consulting Services) & 10% Cash (Infrastructure), Cashier's / Manager's Check, Bank Guarantee / Draft or 30% Surety Bond callable upon demand, of the contract price.
  - 2.) **Supplier is required to indicate his PhilGeps Registration Number on the canvass form.**
  - 3.) SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.
  - 4.) Alternative offer is not allowed.
  - 5.) **Quantity is subject to change but not to exceed of the approved PO.**
  - 6.) **For clarification of details, please call Engr. Ryan Charles Reyes / EFMD @ 920-6401 loc 5528.**

This is to certify that my Company is updated in the payment of contributions and loans to SSS, and conformed with the above terms & conditions, and the data / quotation indicated are valid.

\_\_\_\_\_  
Owner/Company Representative  
(Sign over Printed Name)

Reminder : Price quotation should be made with extra care taking into account the specification and unit of quantity to avoid errors. The offeror binds himself to this quotation.

**Please indicate below your Business Name, Address and Telephone Number and Date Received.**

Your Business SSS No. \_\_\_\_\_  
PhilGeps Registration No. \_\_\_\_\_  
T I N no. \_\_\_\_\_  
Date Received : \_\_\_\_\_

\_\_\_\_\_  
(Business Name)

\_\_\_\_\_  
(Address & Telephone No.)

\_\_\_\_\_  
(E-mail Address)

Very Truly Yours,

*Hydee R. Raquid*  
**HYDEE R. RAQUID**

Department Manager III

Procurement, Planning & Management Department

Tel No. 920-6401 loc 5504-5507

Fax No. 435-9861

E-mail Address: bansilea@sss.gov.ph; pmd@sss.gov.ph



**SOCIAL SECURITY SYSTEM**  
Engineering and Facilities Management Department

**PROJECT : Supply of Labor and Materials for the Upgrading of the Overhead Main Water Distribution System at 12th Floor, PWD Comfort Room, SSS Main Building**

**I. SCOPE OF WORK**

**A. Scope of Work**

The work contemplated under this contract shall consist of the furnishing of all materials, labor, plant, tools and equipment, permits including the satisfactory performance of all work necessary for the complete execution of all the work as shown on the plans, specifications and other contract documents.

Materials deemed necessary to complete the work but not specifically mentioned in the specifications, working drawings or in the other contract documents are inferred, and shall be supplied and installed by the contractor without extra cost to the owner. Such material shall be of the highest quality available, installed and applied in workmanlike manner at prescribed or appropriate locations.

**1. PIPING WORKS FOR MAIN WATER SUPPLY LINES**

- a. Dismantling and pulling-out of existing gate valves, pipes, and other related accessories.
- b. Installation of new ball valves, flanges and other related accessories.
- c. Installation of new Motorized Valve, Ball Valve, Pressure Gauge, G.I. Pipes, G.I. T-Connectors, Elbows with Flanges, Bolts and Nuts, and Rubber Gasket (with appropriate sizes as required to complete the project).
- d. Pressure and leak test of new Motorized Valve, Ball Valve, Pressure Gauge, G.I. Pipes, G.I. T-Connectors, Elbows with Flanges, Bolts and Nuts, and Rubber Gasket.
- e. Start-up, testing and commissioning.
- f. Turn-over of waste materials to Main Building Electro-Mechanical Facilities Team, Maintenance Section, EFMD.
- g. Supply and installation of other miscellaneous materials to complete the project.

*K* 01/22/2020

**B. Workmanship**

1. All required phases of work shall be done by skilled and competent men who regularly engage or specialize in the type of work specified. Workmanship shall be the very best trade practice.

**C. Site Examination**

1. Examine the site premises and all conditions apparent and visible therein. Consider all such conditions that may affect work.
2. Measure every existing work/structure at site. Verify all given dimensions and deviations. It shall be understood that the work covers all exposed external surfaces regardless of measurements made.

**D. Protection of Work and Property**

1. Provide adequate protection for existing structures and other areas not affected by the work specified and the ground below. Place warning signs where work is being undertaken.
2. Remove work materials damaged by failure to provide protection. Replace with new work materials at no extra cost to the **OWNER**.

**E. Cleaning**

1. Leave premises clean, neat and orderly. Remove all stains, spots, blemishes, soil dirt from all finished work.
2. Remove all excess materials, used containers, tools, equipment and supplies out of the SSS premises during the progress of work and upon completion of work.

**F. Submittals**

1. Samples of finishes, furnished materials and equivalent materials for approval by the Engineering and Facilities Management Department prior to installation / application.

**G. Quality of Materials**

1. All replacement materials shall be new, free from defects, passed and conformed to International Standard and Philippine Standard set forth by Bureau of Product Standards – Department of Trade and Industry.

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**SOCIAL SECURITY SYSTEM**  
Engineering and Facilities Management Department

**II. TECHNICAL SPECIFICATIONS**

<b>Motorized Valve, Gate Valve, B.I. Pipes and Accessories</b>	
Motorized Gate Valve	Industrial Grade; 4" diameter; (100DM), C.I., Flange type with appropriate voltage rating and torque capacity
Ball Valve	Industrial Grade; 4" diameter; (100DM), C.I., Flange type
G.I. Pipe	Industrial Grade; 4" diameter; (100DM), C.I., Flange type
G.I. T-Connectors	Industrial Grade; 4" diameter; (100DM), C.I., Flange type
G.I. Elbow	Industrial Grade; 4" diameter; (100DM), C.I., Flange type
G.I. Flange	Industrial Grade; 4" diameter; (100DM), C.I., Flange type
Pressure Gauge Pipe	With appropriate size and specification

**Prepared by:**

  
**EFMD Staff**

Republic of the Philippines  
**SOCIAL SECURITY SYSTEM**  
 East Avenue, Diliman, Quezon City  
**ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT**

PROJECT : **SUPPLY OF LABOR AND MATERIALS FOR THE UPGRADING OF THE OVERHEAD MAIN WATER DISTRIBUTION SYSTEM AT 12TH FLOOR, PWD COMFORT ROOM, SSS MAIN BUILDING**  
 LOCATION : SSS MAIN BUILDING, EAST AVENUE, DILIMAN, QUEZON CITY

**BILL OF QUANTITIES**

ITEM NO.	DESCRIPTION	QTY	UNIT	MATERIALS		LABOR & EQPT		TOTAL MAT'L, LABOR AND EQPT COST	MARK-UP	VAT	TOTAL COST
				UNIT COST	AMOUNT	UNIT COST	AMOUNT				
(A)	(B)	(C)	(D)	(E)	(F) C X E	(G)	(H) C X G	(I) F + H	(K) % x J	(L) % x (I + K)	(M) J + K + L
<b>I PLUMBING WORKS</b>											
1.1	Ball Valve, Industrial Grade, 4" dia.	2.00	pcs		0.00			-			-
1.2	Motorized Valve, Industrial Grade, 4" dia.	1.00	set		0.00			-			-
1.3	Flange, Industrial Grade, 4" dia.	12.00	pcs		0.00			-			-
1.4	G.I. Pipe, Schedule 40, Industrial Grade, 4" dia.	1.00	length		0.00			-			-
1.5	G.I. Pipe T-connector, Schedule 40, Industrial Grade, 4" dia.	2.00	pcs		0.00			-			-
1.6	G.I. Pipe Elbow, Schedule 40, Industrial Grade, 4" dia.	4.00	pcs		0.00			-			-
1.7	Nuts, Bolts & Washer	48.00	set		0.00			-			-
1.8	Consumables	1.00	lot		0.00			-			-
<b>TOTAL PROJECT COST</b>											

**GENERAL INSTRUCTIONS:**

- For uniformity and evaluation purposes, a bidder shall adhere to the herein prescribed format of BOQ, specifically in the formula for computation, given quantity and inclusive pay items. Any deviation from the format shall be a ground for disqualification of bid.
- Fill out all required items/field in the BOQ (**Shaded cells**). Failure to indicate any of the following shall mean outright disqualification since bid is considered Non-responsive per Section II Instruction to Bidders, Items 15.2 and 27.3:
  - \* If item is given for free, indicate dash (-), zero (0) or free
  - \* If the item is not applicable, indicate N/A
- Each bidder shall be provided with hard copy of the BOQ Form (attached in the PBD) and a soft copy for faster and easier encoding. The hard copy shall serve as the bidder's reference as to completeness of work items, quantity, formula, format, etc. in the BOQ Form. Any discrepancy on the contents (specially on the quantity and inclusive pay items) between the hard copy and electronic copy, the contents of the hard copy shall prevail.
- Bidders are not allowed to include any pay items that were not indicated in the hard copy of BOQ. In instances where necessary work items are inadvertently left out in BOQ Form, a bidder should make a written query to the Bids and Awards Committee so that the same shall be addressed in the Bid Bulletin which will be issued to all participating bidders.
- Mark-up / Indirect Cost as indicated in the Summary of Estimates shall include the following:
  - 5.1 Overhead Expenses such as office expenses, supervision, transportation allowances, and financing costs (premium on CARL Bid Security, Performance Security, Surety for Advance payment, Warranty Bond)
  - 5.2 Contingencies, Miscellaneous Expenses and Contractor's Profit Margin

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6. Each and every page of the Bid Proposal (Legal, Technical, Financial) shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be ground for the rejection of the bid.
7. Bid proposal must be inclusive of all applicable taxes per Section II Instruction to Bidders, Item 27.6
8. Warranty requirement is at no cost to SSS

**SUBMITTED BY:**

\_\_\_\_\_  
(Name of Bidder)

**PREPARED BY:**

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Address

\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

*W*