



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

**REQUEST FOR QUOTATION**

**2020-0023**

PHILGEPS REF. NO.: 6858728  
February 10, 2020 DATE POSTED : 02-12-20  
Date POSTED BY : ERIKA

Sir / Madam:

Please furnish us with your quotation on or before **February 18, 2020 @ 5:00PM** for the following items:

No.	Quantity	PARTICULARS	Unit Cost	Total Cost
1	1 Lot	Supply of labor & materials for draining & cleaning of the Cistern & Overhead Tanks located at the Basement & Roof Deck of SSS Main Office Building, East Avenue, Diliman, Quezon City  <i>(Please see attached Scope Of Works, General Conditions, Bill Of Quantities &amp; Lay-Outs)</i>  ABC = P 72,149.35 / Lot EFMD – Revised Memo & PR # 1014-20 received by PPMD dated 02-10-2020 with Request # 2020-0069 [APP FY 2020, Original – M/R Building – Repairs & Others – Standard Repairs & Renovations, #356]	P _____ /Lot P _____	P _____

**Delivery Terms: Three (3) Calendar Days to commence on Maundy Thursday (April 9, 2020).**

**Payment Terms: Government Terms (Payment is upon delivery of items / services & 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.) Quantity is subject to change but not to exceed of the approved P.O.**
  - 5.) Alternative offer is not allowed.
  - 6.) For clarification of details, please call Engr. Ryan Charles Reyes / EFMD @ 920-6401 local 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**  
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

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## REQUEST FOR QUOTATION (RFQ)

PROJECT DESCRIPTION	: <u>Supply of labor, materials &amp; monitoring/supervision for the draining &amp; cleaning of the Cistern &amp; Overhead Tanks, located at the Basement &amp; Roof Deck of the SSS Main Office Building.</u>
PROJECT OBJECTIVE	: <u>To ensure that the Cistern &amp; Overhead Tanks will be drained, cleaned and ready for use with safe &amp; potable drinking water on the following working day.</u>
LOCATION	: <u>Basement &amp; Roof Deck of the SSS Main Office Building</u>
Approved Budget	: <u>₱ 72,149.35</u>
Source of Fund	: <u>M/R Building - Repairs &amp; Others - Standard Repairs &amp; Renovations</u>
Schedule of Submission	: <u>Please refer to PPMD's schedule</u>

### SCOPE OF WORK

#### I. DRAINING & CLEANING WORKS

1. Draining of the tanks.
2. Cleaning of the tanks of all debris & sediments.
3. Washing & disinfecting of the tanks with soap and disinfectants.
4. Cleaning of the whole area of the Cistern Tank (Interior & exterior).

#### II. TECHNICAL SPECIFICATIONS (including approved plans and drawings)

#### III. BILL OF QUANTITIES

For the SUMMARY OF BIDS – Please refer to ANNEX- A

For the Bid Breakdown – Please refer to ANNEX - B

#### IV. GENERAL CONDITIONS (whichever is applicable)

- **Terms of the Contract/JO;** Pls. refer to the CANVASS FORM

- **Contract Duration;**

The Contractor shall complete the above-captioned subject project in accordance with Plans, Specification and other Contract Documents within **Three (3) calendar days**. To commence on **Maundy Thursday (April 9, 2020)**.

- **Payment scheme** (with applicable Tax deductions);

One-time payment only.

- **Warranty and Liability statements;**

- a. The contractor warrants to the Owner that all Contractor's supplied equipment materials and work, will be of the quality specified or of the best grade of their respective kind if no quality is specified; will conform to the Specification, Drawings, samples or other description furnished by the Owner's; will be of good material and workmanship and free from defect.

*re*

- b. The contractor shall assume full responsibility for the contract work from the time project construction commenced up to the final acceptance by the SSS and shall be held responsible for any damage or destruction of the works except those occasioned by force majeure. The contractor shall be fully responsible for the safety, protection, security, and convenience of his personnel, third parties, and the public at large, as well as the works, equipment, installation and the like to be affected by his work.

- **Accomplishment of the BOQ;**

- **Submission and Receipt of the RFQ** - should be submitted on or before the deadline indicated in the Canvass Form.

- **Failure To Complete The Work;**

Time being of the essence under this Agreement and the *CONTRACTOR* acknowledges that the SSS will suffer loss by the delay or failure of the *CONTRACTOR* to have the PROJECT completed in all parts within the period stipulated under the contract, the *CONTRACTOR* hereby expressly covenants and agrees to pay the SSS liquidated damages in the amount determined in accordance with the following formula:

$$\text{TLD} = 1/10 \text{ of } 1\% \text{ of TCP per day of Delay}$$

Where:

$$\text{TLD} = \text{Total Liquidated Damages, in Pesos.}$$

$$\text{TCP} = \text{Total Contract Price, in Pesos.}$$

- **Documentation requirements prior to payments** (e.g. Inspection Reports; Accomplishment Report; Certificate of Completion and Acceptance; certification that all materials were fully paid and/or actually used in the project)

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**ANNEX "A" – SUMMARY OF BID (see below)**

- NOTE:
1. This form is to be used as guide only. Please supply and itemize each type as called for in the bid breakdown per Bill of Quantities.
  2. The cost shall include profit, overhead, taxes and fees.
  3. The bid price shall address the actual quantities of each item necessary for its complete installation without having to cause any additional change orders if ever such do not tally with the estimated quantities reflected herein.

ITEM NO	DESCRIPTION	AMOUNT
1	Supply of labor, materials, supervision & monitoring for the project "Draining & Cleaning of the Cistern & Overhead Tanks"	₱
	MOB/De-MOB	₱
	Total Direct Cost	₱
	Mark-up	₱
	VAT	₱
	Total Project Cost	₱

Amount in Words	
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**ANNEX "B" - BILL OF QUANTITIES**

**ANNEX "D" - CANVASS FORM**

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**ANNEX "B" - DETAILED ESTIMATE OF BID BREAKDOWN**



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

Date:

**PROJECT NAME : DRAINING & CLEANING OF THE CISTERN & OVERHEAD TANKS**  
**LOCATION : Basement & Roof Deck of the SSS Main Office Building**

**B I L L O F Q U A N T I T I E S**

ITEM	DESCRIPTION	QTY.	UNIT	MATERIALS		LABOR & EQUIPMENT		MOB/DEMOB	TOTAL DIRECT COST		MARK-UP	VAT	TOTAL COST
				UNIT COST	TOTAL	UNIT COST	TOTAL		DIRECT COST	TOTAL COST			
				(E)	(F) = (C) * (E)	(G)	(H) = (C) * (G)		(J) = (F) + (H) + (I)	(K) = % * (J)			
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	
1	Draining & cleaning of the Cistern Tank (+/-) 288 sq.m. surface area							1% (F+H)					
	4.0m.(W) x 12.0m.(L) x 4.5m.(D)												
	Draining & cleaning of the Overhead Tank (+/-) 184.0 sq.m. surface area												
	4.0m.(W) x 8.0m.(L) x 3.70m.(D)												
1.1	Equipment/tools & materials/supplies to be used												
1.1.1	Submersible pump, 5HP capacity w/3"dia. heavy-duty hose (rental)	2	units										
1.1.2	Pressure washer, heavy-duty (rental)	3	units										
1.1.3	Chlorox/disinfectants	9	gals.										
1.1.4	Powdered soap/detergent	14	kgs.										
1.1.5	Push brush	10	pcs.										
1.1.6	Hand brush	8	pcs										
1.1.7	Pails w/handle	8	pcs										
1.1.8	Cotton rags	5	kgs.										
1.1.9	Labor (10M x 2D)	20	md										
	<b>TOTAL COST – DRAINING &amp; CLEANING WORKS</b>												
	<b>TOTAL PROJECT COST</b>												

**GENERAL CONDITIONS**

1. 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.

2. Each bidder shall be provided with hard copy of the BOQ Form. The hard copy shall serve as the bidder's reference as to completeness of work items, quantity, formula, format, etc. in the BOQ Form

3. Bidders shall include in the detailed estimate the breakdown of materials & labor for quantities specified in LOT (unit of measure) in BOQ

4. Mark-up / Indirect Cost as indicated in the Summary of Estimates shall include the following:

**Overhead Expenses** such as office expenses, supervision, transportation allowances, and financing costs (premium on CARI, Bid Security, Performance Security, Surety for Advance payment, Warranty Bond)

**Contingencies, Miscellaneous Expenses and Contractor's Profit Margin**

**SUBMITTED BY:**

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

**PREPARED BY:**

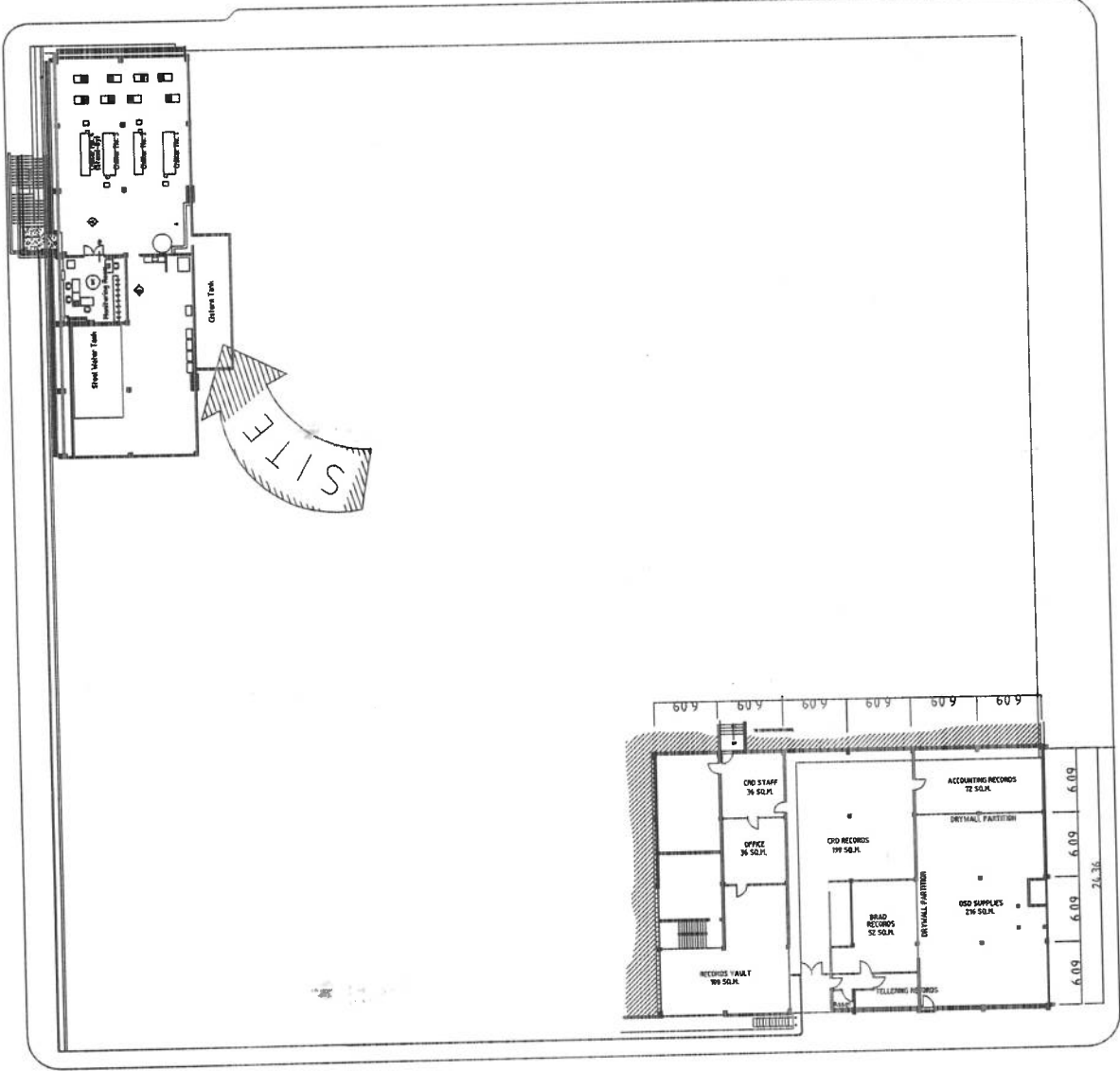
\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Date

PC



NOT TO SCALE  
**BASEMENT**



ENGINEERING AND  
 FACILITIES  
 MANAGEMENT  
 DEPARTMENT

SOCIAL SECURITY SYSTEM

DRAINING AND CLEANING OF THE  
 CISTERN AND OVERHEAD TANKS

RECOMMENDING APPROVAL:

BALTAZAR C. CAJILIG  
 Acting Head, EPMD

APPROVED BY:

EDWIN B. MACWAT  
 Acting Head, OSD

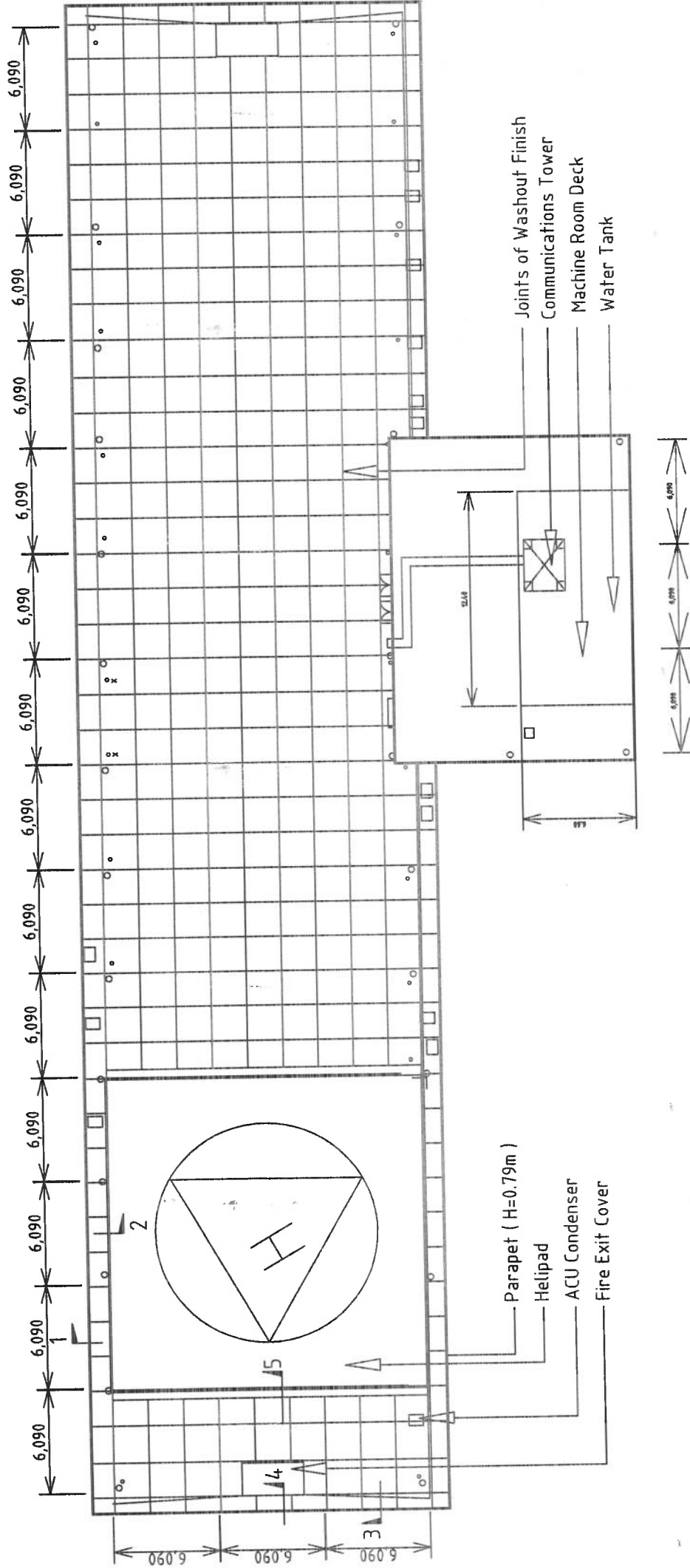
SHEET CONTENT:  
 BASEMENT PLAN

BUILDING AND EQUIPMENT TEAM  
 PREPARED BY: RYAN CHARLES G. REYES - JO. JR. ENGINEER  
 DESIGNED BY:  
 REVIEWED BY: HAROLD R. CORPUS - ACTING TEAM HEAD/RET  
 CHECKED BY: ALBERTO A. DIAZ - ACTING SECTION HEAD, TMS 1

SHEET NO.

A1

DATE:  
 JAN 20, 2020



Roof Deck Plan  
Scale 1:300

	<b>ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT</b> <b>SOCIAL SECURITY SYSTEM</b>	
	<b>DRAINING AND CLEANING OF THE CISTERN AND OVERHEAD TANKS</b>	
<b>RECOMMENDING APPROVAL:</b>  BALTAZAR C. CAJILIG Acting Head, EFM	<b>APPROVED BY:</b>  EDWIN B. MALMAT Acting Head, OSD	<b>BUILDING AND EQUIPMENT TEAM</b> PREPARED BY: BRYAN CHARLES G. REYES - JO. JR. ENGINEER DESIGNED BY: [Signature] REVIEWED BY: HAROLD R. CORPUS - ACTING TEAM HEAD - ESE CHECKED BY: ALBERTO A. DIAZ - ACTING SECTION HEAD - FMS 1
<b>SHEET CONTENT:</b> ROOF DECK PLAN		<b>SHEET NO.</b> A2 <b>DATE:</b> JAN 26, 2026