



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

REQUEST FOR QUOTATION

2020-0168

SEALED QUOTATION FORM

October 29, 2020
Date

PHILGEPS BID ID NO.: 72684
DATE POSTED : 11-04-20
POSTED BY : ERIKA

Sir / Madam:

Please furnish us with your quotation on or before **November 9, 2020 @ 5:00PM** for the following items:

No.	Quantity	PARTICULARS	Unit Cost	Total Cost
	1 Lot	Supply of Labor & Materials for re-varnishing & re-upholstery of furniture of Comm. Diana Pardo-Aguilar's Office at 7/F, SSS Main Office, East Avenue, Diliman, Quezon City ABC = P 150,000.00 / Lot (Please see attached Bill Of Quantities & General Conditions) EFMD – Memo dated 10-27-2020 & PR # 1225-20 dated 10-27-2020 received by PPMD thru e-mail on 10-29-2020 (Revised) with Request # 2020-0277 [APP FY 2020, October 4th Update #1 - Revarnishing and re-upholstery of furniture for the office of Commissioner Pardo-Aguilar]		P _____ /Lot

DELIVERY TERMS: Services rendered should be completed on or before December 15, 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 Request For Quotation 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 Purchase Order/Job Order.
 - 6.) Award shall be on a "PER LOT" basis.
 - 7.) For clarification of details, please call Engr. Ryan Reyes/EFMD @ 8920-6401 local 5534/5536 or via email at corpushr@sss.gov.ph or floresff@sss.gov.ph.
 - 8.) Please submit the accomplished Request for Quotation (RFQ) Form before the closing date at PPMD, 2nd Flr., SSS Main Bldg., East Ave., Quezon City. Submit in Sealed Envelope address to Ms. HYDEE R. RAQUID - Department Manager III, Procurement Planning & Management Department and indicate the RFQ Form no., company name, name of company representative, business address and contact details.

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



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

PROJECT NAME : Revarnishing and Re-upholstery of Furniture for the Office of Commissioner Pardo-Aguilar
LOCATION : 7/F SSS Main Bldg. East Avenue, Diliman, Quezon City

BILL OF QUANTITIES

ITEM	DESCRIPTION	QTY.	UNIT	MATERIALS, LABOR, EQUIPMENT & HAULING	
				UNIT COST	TOTAL
(A)	(B)	(C)	(D)	(E)	(F)
					F=C x E
OFFICE OF COMMISSIONER PARDO-AGUILAR					
1	Revarnishing of Furniture				
1.1	Display Table	1	pc.		-
1.2	Guest Chair	3	pcs.		-
1.3	Side Cabinet	1	pc.		-
1.4	Round Conference Table	1	pc.		-
1.5	Side Table	3	pcs.		-
1.6	Center Table	1	pc.		-
1.7	Round Coffee Table	1	pc.		-
1.8	Conference Chair	5	pcs.		-
1.9	Executive Desk	1	pc.		-
1.10	Executive Back Cabinet	1	pc.		-
1.11	Pantry Table	1	pc.		-
1.12	Pantry Chair	4	pc.		-
1.13	3-seater Bench	2	pc.		-
	SUB-TOTAL 1				-
2	Re-upholstery of Furniture				
2.1	3-seater Sofa with Armrest	1	pc.		-
2.2	Guest Chair	3	pcs.		-
2.3	Conference Chair	5	pcs.		-
2.4	Executive Chair	1	pc.		-
	SUB-TOTAL 2				-
3	VAT (12% of 1 & 2)				-
TOTAL PROJECT COST (Item 1, 2 & 3)					

GENERAL CONDITIONS

- 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, put N/A or Not Applicable
- Each bidder shall be provided with hard copy of the BOQ Form (attached in the RFQ form) 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 Engineering and Facilities Management Department (EFMD) 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 (Performance Security)
 5.2 Contingencies, Miscellaneous Expenses and Contractor's Profit Margin

SUBMITTED BY:

 (Name of Bidder)

PREPARED BY:

 Company Representative

 Address

 Telephone Number

 Date

Pardo-Aguilar