



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

**PROCUREMENT PLANNING & MANAGEMENT DEPARTMENT**  
Tel. No. 8709-7198 loc 5504-5507/6391

September 20, 2021

Sir/Madam:

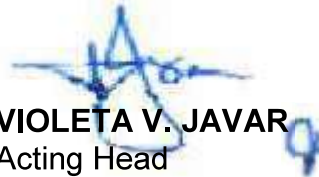
Please furnish us with your quotation on or before **September 27, 2021 @ 4:00 PM** for the items listed in the attached Request for Quotation (RFQ).

Kindly accomplish the Request for Quotation and Bidder's Information and affix your confirmation on the Terms and Conditions by signing the certification.

Refer to the Instruction to Suppliers for the procedure on the submission of quotation.

Thank you.

Very Truly Yours,



**VIOLETA V. JAVAR**  
Acting Head

<b>PHILGEPS REF. NO.:</b>	<b><u>8012871</u></b>
<b>DATE POSTED</b>	<b>: <u>9/21/21</u></b>
<b>POSTED BY</b>	<b>: <u>AMY</u></b>

## REQUEST FOR QUOTATION (RFQ) FORM

RFQ Number	RFQ Date	ABC	APP Number
<b>2021-0158</b>	<b>08 September 2021</b>	<b>₱410,705.06</b>	<b>277</b>

Lot No.	P A R T I C U L A R S	Total Cost
1	<p><b>Supply of Materials and Labor for the Minor Renovation at BAC Bidding Room, 2nd Floor, SSS Main Office</b></p> <p><i>Please see attached documents: Annex A – Technical Specifications Annex B – Bill of Quantities Annex C – Layout</i></p>	

**Date Receipt of Request for Quotation Form:**

<b>Price Validity</b>	Three (3) Months
<b>Delivery Terms</b>	Thirty (30) calendar days upon receipt of Approved Purchase Order / Job Order
<b>Payment Terms</b>	<ul style="list-style-type: none"> <li>• Government Terms</li> <li>• The SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.</li> <li>• Payment is upon delivery of items/services &amp; submission of billing documents.</li> </ul>

BIDDER'S INFORMATION		
<b>Business Name</b>	<b>Address</b>	
<b>Name of Company Representative</b>	<b>Email Address</b>	<b>Telephone/Mobile Number</b>
<b>PhilGEPS Registration No.</b>	<b>SS Number</b>	<b>BIR TIN</b>

NOTE: The Supplier must ensure to fill-out the owner/company representative signature over printed name and business details. Incompletely filled-out RFQ Form is a ground for disqualification of submitted quotation.

## TERMS AND CONDITIONS

1. **For contract price amounting to P100,000.00 and above**, the winning supplier shall be required to post a Performance Security from receipt of Notice of Award equivalent to the Percentage (%) of Contract Price as follows:
  - 5% (Goods & Consulting Services) or 10% (Infrastructure) Cash, Cashier's/Manager's Check, Bank Draft/Guarantee, or
  - 30% Surety Bond callable upon demand.
2. In case two or more suppliers submitted the same price quotation and have been evaluated as the Lowest Calculated and Responsive Quotation, submission of best offer in a sealed envelope to be dropped at the drop box located at Procurement Planning & Management Dept., 2nd Flr., SSS Main Bldg., East Ave., Diliman, Quezon City or password-protected zipped file folder sent via e-mail at **bacsealedquotations@sss.gov.ph** shall be adopted as the tie-breaking method to finally determine the single winning supplier.
3. Alternative offer shall not be allowed. Any bid exceeding the ABC shall be ground for disqualification.
4. Quantity is subject to change but not to exceed the quantity in the approved PO/JO/LO.
5. Award shall be on a per "LOT BASIS" and date of conduct/start of the project is subject to change.

## INSTRUCTIONS TO SUPPLIERS

1. For Clarification of details, please call Mr. Ryan Charles G. Reyes @ **(8) 709-7198 loc 5535** or via e-mail @ **floresff@sss.gov.ph** cc: [efmd@sss.gov.ph](mailto:efmd@sss.gov.ph).
2. Supplier should indicate "COMPLIED" or "NOT COMPLIED" in the STATEMENT OF COMPLIANCE COLUMN. Failure to indicate compliance or non-compliance will mean automatic disqualification.
3. Sealed quotation maybe submitted through any of the following:
  - a. DROP BOX located at the Procurement Planning & Management Dept. (PPMD), 2nd Floor, SSS Main Bldg., East Ave., Diliman, Quezon City. It shall be addressed to Ms. VIOLETA V. JAVAR – Acting Head of the PPMD.  
  
Indicate in the sealed envelope the RFQ Number, company name, name of company representative, business address and contact details.
  - b. ELECTRONIC MAIL at **bacsealedquotations@sss.gov.ph** with the following requirements:
    - i. Quotations and attachments should be in portable document format (pdf), compressed/ziped and protected by a password. (See attached Guide in Creating password protected zip file folder.)
    - ii. File name of the zip file folder shall be by **RFQ number and Project Title**.
    - iii. The Supplier who timely submitted its Sealed Quotation but who fails to provide its password on the date and time of opening shall be disqualified.
    - iv. Passwords shall be made available only (not earlier and not beyond the prescribed schedule) through email (**bacsealedquotations@sss.gov.ph**) or SMS (**09062603807**) during opening of bids which is scheduled on:  
**DATE: September 28, 2021** **TIME: 1:30 PM - 2:00 PM**
4. After evaluation of offer, the SUPPLIER is required to submit complete documentary requirements after receipt of notice or advise from SSS, as follows:
  - a. Valid Mayor's/Business Permit;<sup>1</sup>

<sup>1</sup> Per GPPB Resolution No. 09-2020, dated 7 May 2020, Expired Business or Mayor's permit with Official Receipt of renewal application and Unnotarized Omnibus Sworn Statement may be submitted for procurement activities during a State of Calamity, or implementation of community quarantine or similar restrictions subject to compliance therewith after award of contract but before payment.

- b. PhilGEPS Registration Number (Red Membership) or PhilGEPS Certificate (Platinum Membership);
- c. Certificate of Registration whichever may be appropriate under existing laws of the Philippines:
  - i. Bureau of Domestic Trade & Industry (DTI) – Sole Proprietorship
  - ii. Incorporation Papers registered and approved by the Securities & Exchange Commission - Partnership/Corporation
  - iii. Philippine Contractors Accreditation Board License (PCAB) - Contractors/Civil Works
  - iv. Cooperative Development Authority (CDA) – Cooperatives;
- d. Latest Annual Income / Business Tax Return (for ABCs above P500K);
- e. BIR Certificate of Registration Form 2303;
- f. SSS ID Number (Employer/Self-Employed);
- g. Notarized Omnibus Sworn Statement (for ABCs above ₱50,000);<sup>1 and</sup>
- h. For ABCs amounting to ₱50,000 and below, the supplier with lowest calculated & responsive quotation/bid shall be required to submit a Notarized Special Power of Attorney (SPA) for Sole Proprietorship or Secretary's Certificate for Partnership/Corporation.

## **GENERAL CONDITIONS OF THE CONTRACT**

1. The SUPPLIER shall deliver the goods in accordance with the description and quantity specifications of the Purchase Order/Job Order.
2. The SUPPLIER shall deliver the goods within the period indicated in the Purchase Order. A penalty of 1/10 of 1% of the total amount of the items shall be imposed for every day of delay in delivery.
3. The SUPPLIER shall deliver Goods/Services which must all be fresh stock, brand-new, unused, properly sealed, and which are not set to expire within two (2) years from date of delivery to the SSS, if applicable.
4. The SUPPLIER warrants that all the Goods/Services have no defect arising from design, materials, or workmanship or from any act or omission of the SUPPLIER or the manufacturer that may develop under normal use of consumables, if applicable.
5. For Goods, the SUPPLIER shall replace any defective item within twenty-four (24) hours from the time that it was notified by the SSS of the defect. Defects detected only after the item is installed and used are covered by the replacement warranty which will be in effect for every item until its expiry date. Replacement of defective items shall have no cost to the SSS, if applicable.
6. To assure that manufacturing defects shall be corrected by the SUPPLIER, a warranty security shall be required from the SUPPLIER for a minimum period of three (3) months, in the case of expendable items, or a minimum period of one (1) year, in the case of non-expendable items, after acceptance of the delivered items. The obligation for the warranty shall be covered, at the Supplier's option, by either retention money in an amount equivalent to five percent (5%) of total purchase price, or a special bank guarantee equivalent to five percent (5%) of the total purchase price with validity period starting from the date of acceptance. The said amounts shall only be released after the lapse of the warranty period.
7. If the SUPPLIER, having been notified, fails to remedy the defect(s) within the specified period, the SSS may proceed to take such remedial action as may be necessary, at the SUPPLIER's risk and expense and without prejudice to any other rights which the SSS may have against the SUPPLIER under these Terms and Conditions and under the applicable law.
8. The pricing of the Goods/Services shall be in Peso and inclusive of Twelve Percent (12%) Value-Added Tax (VAT).

## MISCELLANEOUS PROVISIONS

1. **Confidentiality.** Neither Party shall, without the prior written consent of the other, disclose or make available to any person, make public, or use directly or indirectly, except for the performance and implementation of the works, any confidential information acquired from an information holder in connection with the performance of this Agreement, unless: (i) the information is known to the disclosing Party, as evidenced by its written records, prior to obtaining the same from the information holder and is not otherwise subject to disclosure restrictions on the disclosing Party, (ii) the information is disclosed to the disclosing Party by a third party who did not receive the same, directly or indirectly, from an information holder, and who has no obligation of secrecy with respect thereto, or (iii) required to be disclosed by law.

The obligation of confidentiality by both Parties, as provided herein, shall survive the termination of this Agreement.

2. **Merger and Consolidation.** In case of merger, consolidation or change of ownership of the SUPPLIER with another company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform the SSS of the change in corporate structure/ownership. Failure to do so shall translate in such company assuming all liabilities of the acquired/merged company under this Agreement.
3. **Force Majeure.** The SUPPLIER shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the SUPPLIER's delay in performance or other failure to perform its obligations under this Agreement is the result of a force majeure.

For purposes of this Agreement the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which the SUPPLIER could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the SUPPLIER. Such events may include, but not limited to, acts of the SSS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

4. **Non-Assignment.** Neither Party may assign the Contract in whole or in part without the consent of the other Party.
5. **Waiver.** Failure by either Party to insist upon the other the strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of the terms and conditions hereof, which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as modification of any of the provisions of this Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.
6. **Cumulative Remedies.** Any and all remedies granted to the Parties under the applicable laws and this Agreement shall be deemed cumulative and may, therefore, at the sole option and discretion, be availed of by the aggrieved Party simultaneously, successively, or independently.
7. **No Employer-Employee Relationship.** It is expressly and manifestly understood and agreed upon that the employees of the SUPPLIER assigned to perform the PROJECT are not employees of the SSS. Neither is there an employer-employee relationship between the SSS and the SUPPLIER.

This Agreement does not create an employer-employee relationship between the SSS and the SUPPLIER including its personnel; that the PROJECT rendered by the personnel assigned by the SUPPLIER to the SSS in the performance of its obligation under this Agreement do not represent government service and will not be credited as such; that its personnel assigned to the SSS are not entitled to benefits enjoyed by SSS' officials and employees such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), ACA, etc.; that these personnel are not related within the third degree of

consanguinity or affinity to the contracting officer and appointing authority of the SSS; that they have not been previously dismissed from the government service by reason of an administrative case; that they have not reached the compulsory retirement age of sixty-five (65); and that they possess the education, experience and skills required to perform the job. The SUPPLIER hereby acknowledges that no authority has been given by the SSS to hire any person as an employee of the latter. Any instruction given by the SSS or any of its personnel to the SUPPLIER's employees is to be construed merely as a measure taken by the former to ensure and enhance the quality of the PROJECT performed hereunder. The SUPPLIER shall, at all times, exercise supervision and control over its employees in the performance of its obligations under this Agreement.

8. **Partnership.** Nothing in this Agreement shall constitute a partnership between the Parties. No Party or its agents or employees shall be deemed to be the agent, employee or representative of any other Party.
9. **Compliance with SS Law.** The SUPPLIER shall report all its employees to SSS for coverage and their contributions, as well as all amortizations for salary/education/calamity and other SSS loans shall be updated. Should the SUPPLIER fail to comply with its obligation under the provisions of the SS Law and Employees' Compensation Act, the SSS shall have the authority to deduct any unpaid SS and EC contributions, salary, educational, emergency and/or calamity loan amortizations, employer's liability for damages, including interests and penalties from the SUPPLIER's receivables under this Agreement.

Further, prescription does not run against the SSS for its failure to demand SS contributions or payments from the SUPPLIER. Moreover, the SUPPLIER shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to the SSS.

10. **Compliance with Labor Laws.** The SUPPLIER, as employer of the personnel assigned to undertake the PROJECT, shall comply with all its obligations under existing laws and their implementing rules and regulations on the payment of minimum wage, overtime pay, and other labor-related benefits as well as remittances or payment of the appropriate amount or contributions/payment (SSS, EC, Pag-IBIG, PhilHealth and taxes) with concerned government agencies/offices.

It is agreed further, that prior to the release of any payment by the SSS to the SUPPLIER, its President or its duly authorized representative, shall submit a sworn statement that all moneys due to all the employees assigned to the PROJECT as well as benefits by law and other related labor legislation have been paid by the SUPPLIER and that he/she assumed full responsibility thereof.

11. **Compliance with Tax Laws.** The SUPPLIER shall, in compliance with tax laws, pay the applicable taxes in full and on time and shall regularly present to the SSS within the duration of this Agreement, tax clearance from the Bureau of Internal Revenue (BIR) as well as copy of its income and business tax returns duly stamped by the BIR and duly validated with the tax payments made thereon. Failure by the SUPPLIER to comply with the foregoing shall entitle the SSS to suspend payment of the Contract Price.
12. **Liquidated Damages.** If the SUPPLIER fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the PBD inclusive of duly granted time extensions if any, the SSS shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), the SSS may rescind or terminate this Agreement, without prejudice to other courses of action and remedies open to it.
13. **Hold Free and Harmless.** The SUPPLIER agrees to defend, indemnify, and hold the SSS free and harmless from any and all claims, damages, expenses, fines, penalties and/or liabilities of whatever nature and kind, whether in law or equity, that may arise by reason of the implementation of the Agreement. In addition, the SUPPLIER agrees to indemnify the SSS for any damage as a result of said implementation.

14. **Settlement of Disputes.** All actions and controversies that may arise from the Contract involving but not limited to demands for specific performance of the obligations as specified herein and/or in the interpretation of any provisions or clauses contained herein, shall, in the first instance, be settled within thirty (30) calendar days through amicable means, such as, but not limited to mutual discussion. Should the dispute remain unresolved by the end of the aforementioned period, the dispute shall be settled in accordance with applicable provisions of Republic Act No. 9285, otherwise known as the Alternative Dispute Resolution Act of 2004.
15. **Venue of Actions.** Any suit or proceeding arising out of relating to the contract shall be instituted in the appropriate court in Quezon City, the Parties hereto waiving any other venue.
16. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the Republic of the Philippines.
17. **Amendments.** This Agreement may be amended only in writing and executed by the Parties or their duly authorized representatives.
18. **Separability.** If any one or more of the provisions contained in this Agreement or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: (i) the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the Parties immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid, illegal or unenforceable term or provision.
19. **Binding Effect.** This Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.
20. **Non-Publicity.** No press release in oral, written or electronic form shall be issued covering this transaction without prior written approval of the SSS. Inclusion in any reference shall also be undertaken only upon prior written approval of the SSS.

#### CERTIFICATION

**This is to certify that my Company is updated in the payment of contributions and loans to SSS, and conforms with the above Terms and Conditions, and that the data / quotation indicated is valid.**

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

\_\_\_\_\_  
Date

## ANNEX A. TECHNICAL SPECIFICATIONS

Suppliers/Bidders should indicate "COMPLIED" or "NOT COMPLIED" to the specifications below.

Item	Specification	Statement of Compliance
<b>Supply of Materials and Labor for the Minor Renovation at BAC Bidding Room, 2nd Floor, SSS Main Office</b>		
	<p><b>A. Scope of Work</b></p> <p><b>1. SITE PREPARATION WORKS</b></p> <ol style="list-style-type: none"> <li>1. Dismantling of Existing Vinyl Floor Tiles</li> <li>2. Hauling &amp; Disposal of Debris &amp; Waste Materials</li> </ol> <p><b>2. ARCHITECTURAL FINISHES</b></p> <ol style="list-style-type: none"> <li>1. Installation of 300mm x 300mm x 3mm THK Homogenous Vinyl Floor Tiles including Surface Preparation</li> <li>2. Refurbishment of WD-01 including re-alignment and replacement of door hinges if necessary</li> </ol> <p><b>3. PAINTING WORKS</b></p> <ol style="list-style-type: none"> <li>1. Surface preparation of all painting works (sanding and application of putty)</li> <li>2. Painting of Existing Ceiling Board Surfaces (White)</li> <li>3. Painting of Existing Fiber Cement Board Surfaces - Drywall Partition (Moonlight Color by Davies or approved equivalent shade of off-white)</li> <li>4. Painting of Existing Masonry Surfaces - Partition, Columns &amp; CHB (Moonlight Color by Davies or approved equivalent shade of off-white)</li> </ol> <p><b>4. ELECTRICAL WORKS</b> (with separate Scope of Works)</p>	
	<p><b>B. Workmanship</b></p> <p>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.</p>	
	<p><b>C. Site Examination.</b></p> <ol style="list-style-type: none"> <li>1. Examine the site premises and all conditions apparent and visible therein. Consider all such conditions that may affect work.</li> <li>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.</li> </ol>	
	<p><b>E. Protection of Work and Property</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Remove work materials damaged by failure to provide protection. Replace with new work materials at no extra cost to the <b>OWNER</b>.</li> </ol>	
	<p><b>F. Cleaning</b></p> <ol style="list-style-type: none"> <li>1. Leave premises clean, neat and orderly. Remove</li> </ol>	



	<p>all stains, spots, blemishes, soil dirt from all finished work.</p> <p>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.</p>	
	<p><b>G. Submittals</b></p> <p>Samples of finishes, furnished materials and equivalent materials for approval by the Engineering and Facilities Management Department prior to installation / application.</p>	
	<p><b>H. Quality of Materials</b></p> <p>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.</p>	
	<p><b>I. Other Requirements</b></p> <p>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.</p>	

Item	Specification	Statement of Compliance
<b><u>ELECTRICAL WORKS</u></b>		
	<p><b>1.0 GENERAL CONDITIONS</b></p> <p>1.1 All electrical works shall comply with the plan and specification in accordance with the latest edition of the Philippine Electrical Code (PEC).</p> <p>1.2 The contractor shall be responsible for the coordination, securing all necessary permits and requirements in the renovation works.</p> <p>1.3 Any works and materials specification changes shall be discussed prior to the SSS Project Representative.</p> <p>1.4 All UPS circuits/ outlets shall be tapped to the nearest existing branch circuit; All outlet, UPS and normal shall be three wire or with appropriate grounding system.</p> <p>1.5 All new wiring installations shall be tested, and measured parameters shall be recorded and submitted accordingly.</p> <p>1.6 Roughing-ins layout or exposed above ceiling shall be conceded with Polyvinyl Chloride (PVC) pipes and provided with rigid support of standard interval; under flooring roughing-in shall be embedded using PVC conduit of appropriate size and application.</p> <p>1.7 Roughing-ins concealed between walls shall be Polyvinyl Chloride (PVC) pipes and properly secured with clamps/ mounting supports.</p>	

	<p>1.8 PVC pipe fitting layout shall be provided with an appropriate PVC adapter with locknut and glued with PVC solvent and properly anchored with clamps/ supports.</p> <p>1.9 Minimum size of conduit to be used shall be 15 mm inside diameter.</p> <p>1.10 Minimum size of conduit for long runs exceeding 270° bends shall be 20 mm inside diameter and pull box shall be provided as necessary.</p> <p>1.11 Color coding for wiring installations shall be as follows:  1) For normal power circuits, 230 VAC:  Line 1 - Black wire  Line 2 - Red wire  Ground - Green wire.</p> <p>1.12 The Contractor Shall be responsible for determining the existing branch circuit of the BAC Bidding room from the existing Panel; Labeling/marketing for the existing branch circuit prior to turnover to the owner.</p> <p>1.13 All materials and equipment to be used shall be brand new and must be of the approved type and application.</p>	
	<p><b>2.0 SCOPE OF WORKS</b></p> <p>2.1 Supply and installation of brand-new electrical LED Lighting fixtures and devices <b>complete</b> with essential electrical wiring's, conduits and fittings for the power supply as indicated in the plan of the following fixtures and devices:</p> <p>a. Duplex convenience Outlets (Parallel Slot with ground)</p> <ul style="list-style-type: none"> <li>- Duplex with grounding, universal type, 3 prong, 230V, 15A, 60Hz (Note: UPS - white color and Normal - beige color)</li> <li>- Floor Mounted/Pop-up with safety shutter Convenience Outlet w/ ground 3- Prong, 240V, 15A, 2P</li> <li>- Microphone Jack Outlet with shielded microphone wires</li> <li>- Floor Mounted Data Outlet</li> </ul> <p>b. Switch</p> <ul style="list-style-type: none"> <li>- Two gang switch, single pole, 15A, 250V, flush type, metallic white.</li> </ul> <p>2.2 Replacement of all existing wiring devices based on the proposed plan.</p> <p>2.3 All existing exposed wiring layout, microphone, voice and data shall be concealed in PVC pipe and embedded between two sides of the walls and finish floors.</p> <p>2.4 Painting of existing 3 diffusers and 2 returns.</p>	

- 2.5 Chipping works, restoration of all affected areas during the implementation and other incidental expenses for the completion of the project.
- 2.6 The Contractor shall be responsible in determining the existing branch circuit of the BAC Bidding room; Homerun for the proposed lighting circuit shall be tapped to nearest tapping point. Labeling/marking for the existing branch circuit prior to turnover to the owner.
- 2.7 Dismantling of **all** electrical materials and devices not necessary for the project.
- 2.8 All termination for convenience outlets shall be wrapped with electrical tapes at least three (3) layers. Proper fittings, locknuts and bushing shall be properly provided.
- 2.9 Interconnections in the junction boxes shall be rat-tail splices and the exposed connection shall be properly secured with electrical tape at least four (4) layers minimum. All junction/utility boxes shall be provided with appropriate covers to secure wiring interconnections.
- 2.10 Supply and installation of conduits supports, miscellaneous and other incidental materials for the completion of the project.
- 2.11 Complete continuity of all electrical installation/branch circuits and home runs for both normal and UPS System with the presence of the Owner's/SSS representative, measured data shall be recorded and submitted.
- 2.12 Supply of labor, materials and devices that are essential to complete the project, may it be mentioned or not in the Terms of Reference (TOR), specified or not in the Bill of Quantities (BOQ) and proposed plan layout.
- 2.13 During the progress of work, the contractor shall keep a record of all changes where the actual installation differs from that shown in the contract drawings. Upon completion, the contractor shall finalize the "as-built" drawings on tracing paper and submit to the Engineer for approval before reproduction.
- 2.14 Preparation and submission of blueprint as-built plans in standard size (20in x 30in) duly signed and sealed by the Professional Practitioners (Electrical and Mechanical Engineer), start-up operation test result of the installed air-conditioning units.
- 2.15 Termination, testing and commissioning of electromechanical equipment and facilities.
- 2.16 Other works -- Any damage incurred during the

	<p>activity shall be restored / repaired by the Contractor at his own expense and shall be done in a satisfactory and approved manner. Paint dropping and other stains relative to the project shall be removed from all areas.</p>	
	<p><b>3.0 SUBMITTALS</b></p> <p>3.1 Manufacturer's data, shop drawings and samples required for the specific materials shall be submitted for approval to the Engineer prior to procurement and delivery to job site.</p> <p>3.2 Manufacturer's data shall be descriptive item catalog cut which shall include the manufacturer's name, trade name, model number, name plate data, and others.</p> <p>3.3 Shop drawings when required shall show type, size, sectional view, installation details, and elementary and wiring diagrams.</p> <p>3.4 A certified test results for specific items when deemed necessary shall be submitted to the Engineer by the Contractor.</p> <p>3.5 Manufacturer's data or samples should be submitted on the following items:</p> <ul style="list-style-type: none"> <li>a. Conduits and Fittings;</li> <li>b. Boxes and Accessories;</li> <li>c. Wires and Cables; and</li> <li>d. Other items required by the Engineer.</li> </ul>	
	<p><b>4.0 STANDARD OF MATERIALS AND WORKMANSHIP</b></p> <p>All materials to be used in this installation shall be of high quality, free of any defect and of proven acceptability for the purpose it is intended for application. It shall conform to the latest applicable standards of the following:</p> <ul style="list-style-type: none"> <li>a. Philippine Electrical Code;</li> <li>b. ASTM and NSC; and</li> <li>c. NEC.</li> </ul> <p><b>4.1 Raceways, Conduit Pipes and Fittings</b></p> <p><i>4.1.1 Polyvinyl Chloride (PVC)</i> PVC conduits conforming to recognized standards for conduit as manufactured by Matsushita or approved equal.</p> <p><i>4.1.2 Outlet Boxes and Covers</i> Terminations of pipes to outlet boxes shall be provided with suitable fitting and other devices especially designed for the purpose.</p> <p>Receptacles : 2" x 4" x 2.5" Pull Boxes : depends on the number of conductor to occupy the boxes</p> <p><b>4.2 Conductors, Wires and Cables</b></p> <p>All wires and cables shall be copper, soft drawn and annealed with ninety-eight percent (98%) conductivity. For power systems, the conductors shall be thermoplastic and insulated to withstand a working pressure rated at 230 Volts, THHN/THWN type as</p>	

indicated in the drawings. The feeder lines to panel boards shall be heat and moisture resistant, with size as indicated in the drawings.

The minimum size to be used in the installation shall be #3.5 mm sq. except for the controls where #2.0 mm sq. may be allowed. All conductors from sizes of #3.5 mm sq. or larger shall be stranded for additional flexibility while in transit inside pipe.

All wires and cables described above shall be of reputable manufactures.

#### **4.3 Electrical and Wiring Devices**

##### *4.3.1 Wall Receptacles*

Wall receptacles shall be of conventional type with an ampere rating of 15A, 230V, duplex, flush mounted. The mounting height shall be 300 mm above floor finish.

##### *4.3.2 Wall Plates for Switches and Receptacles*

Wall plates for receptacles, with regard to colors shall be the sole choice of the Engineer. The brand shall be the same as specified above.

#### **4.4 STANDARD OF WORKMANSHIP**

4.4.1 The workmanship required in this section shall be the generally accepted engineering practice standard of safety. Defective workmanship shall be redone outright without extra cost to the Owner. Conduit installations, boxes, fittings and accessories shall conform to the requirements of the Philippine Electrical Code and other standards required locally.

4.4.2 During installation, due to precautions shall be observed to protect the conduit and thread from mechanical injuries. The conduit ends shall be sealed in an approved manner during the installation whenever the work is interrupted.

4.4.3 Conduit shall be checked for freedom from obstruction by pulling galvanized wire through the entire run of the conduit. The galvanized wire shall be maintained inside the pipe until the conductors have been pulled permanently. Termination boxes for conduits shall be free from dirt and other debris which may cause obstructions.

4.4.4 All joints between lengths of conduit shall be watertight with red lead paints or other approved sealing agent.

4.4.5 Conduit shall be held firmly on pipe termination by a pair of locknuts and bushing. All outlets shall be truly centered, plumb and leveled. Any discrepancy on outlet location between the electrical plans and the architectural plans shall be submitted to the attention of the Engineer.

4.4.6 Wiring method in general shall be installed inside rigid steel conduit as required in the plan; no such

wire shall be pulled inside the pipe if the conduit system is not complete in all aspect, so that the conductor will be protected from damages and abrasion.

4.4.7 Conductors terminated in any kind of outlet box shall have at least 150 mm of wire extended free from the box as allowance for splicing. Color coding shall be observed throughout the installation to provide easy identification.

4.4.8 Installation of lighting fixtures, wall-mounted receptacles and switches shall be given due care as to prevent contact of live wire parts to respective fixtures.

4.4.9 Conductor joints or splices will only be allowed in boxes and should be properly insulated by means of a wire nut fitted to the size of conductor being joined. Splices will never be tolerated inside pipe.

#### **4.5 Material Testing and Workmanship**

##### **4.5.1 Grounding**

All exposed non-current carrying parts of Electrical Equipment and apparatus shall be properly grounded by means of ground rod driven one (1) meter below the ground level or connect to existing cold-water pipeline. All metal conduit systems and other parts required at ground potential shall be efficiently grounded. All panel boards' cabinet shall likewise be solidly grounded.

##### **4.5.2 Materials and Workmanship Tests**

All wiring systems must be tested for shorts and grounds after the installation has been completed. The Contractor shall furnish all necessary apparatus and testing equipment and will have to make good whatever deficiencies may be found. Test shall be conducted in the presence of the authorized representative of the Owner or the Engineer

#### **4.6 Guarantee**

All materials and accessories furnished/installed under this part of the specifications shall be guaranteed for a period of one (1) year from date of acceptance thereof, and materials and equipment furnished shall be free from any defects in the materials, workmanship and design. At any time within one year after acceptance and upon proper notice, the Contractor shall rectify any and all deficiencies including replacement of parts or the entire units without additional cost to the Owners, if such deficiencies have been caused directly or indirectly by inferior materials, faulty workmanship and/or defective design or parts. Expendable items are included in this one-year guarantee. During the guarantee period the Contractor shall perform free monthly inspection for the proper and efficient operation of the electrical system.

## TECHNICAL SPECIFICATIONS

Item	Specification	Statement of Compliance
<b>ITEM 1 – Civil Works/Materials</b>		
Vinyl Tiles		
	Dimensions	300mm x 300mm
	Thickness	3mm THK
	Material/ Finish:	Homogenous
	Color:	Light Beige or approved equivalent (Supplier must submit sample prior to installation for approval.)
Permacoat Semi-gloss Latex Paint		
	Color:	Moonlight Color by <i>Davies</i> or approved equivalent shade of off-white
Permacoat Flat Latex Paint		
	Color:	White
Compliance to hereto attached Scope of Works		

### ITEM 2 – Electrical Works/Materials

Item	Specification	Statement of Compliance
<b>ITEM 2 – Electrical Works/Materials</b>		
PVC Pipes		
	20mm diameter	
	25mm diameter	
PVC Elbow, Long radius		
	20mm diameter	
	32mm diameter	
PVC Adapter		
	20mm diameter	
PVC Junction Box		
	Octagonal shape	
	Deep type, with cover	
PVC Utility Box		

	2" x 4"	
	Deep type	
Electrical Wire		
	3.5mm <sup>2</sup>	
	THHN/THWN stranded wire PVC insulated	
	Nylon jacketed	
	Moisture and heat resistant	
	600V	
	90°C operating temperature	
	Lead free	
	Gasoline resistant	
	Flame retardant	
Microphone Cable		
	3 conductor	
	24 AWG	
Data Cable		
	Cat 5E UTP Cable 4-pair solid	
	24 AWG	
Convenience Outlet		
	Duplex with grounding, universal type, 3 prong	
	230V	
	15A	
	60Hz	
	For Normal Power – Beige color plate)	
Pop-up Outlet		
	Pop-up outlet with safety shutter, grounding, universal type, 3 prong	
	230V	
	15A	
	60Hz	
Microphone Outlet		
	Wall mounted with microphone cable	



	Floor mounted with microphone cable	
Data Outlet		
	Floor mounted	
Switch		
	2 gang switch	
	Single pole	
	15A	
	250V	
	Metallic White	
Conduit Support		
	Threaded bar with grip anchor	
Conduit Clamp		
	U-bolts / strapped	
Mounting of Conduit		
	Angular bar, 1 1/4' x 1 1/4" x 1/4"	
Compliance to attach Scope of Works		

## ANNEX B. BILL OF QUANTITIES

**PROJECT NAME : Supply of Materials and Labor for the Minor Renovation at BAC Bidding Room**

**LOCATION : Second Floor, SSS Main Building, East Ave., Diliman, Quezon City**

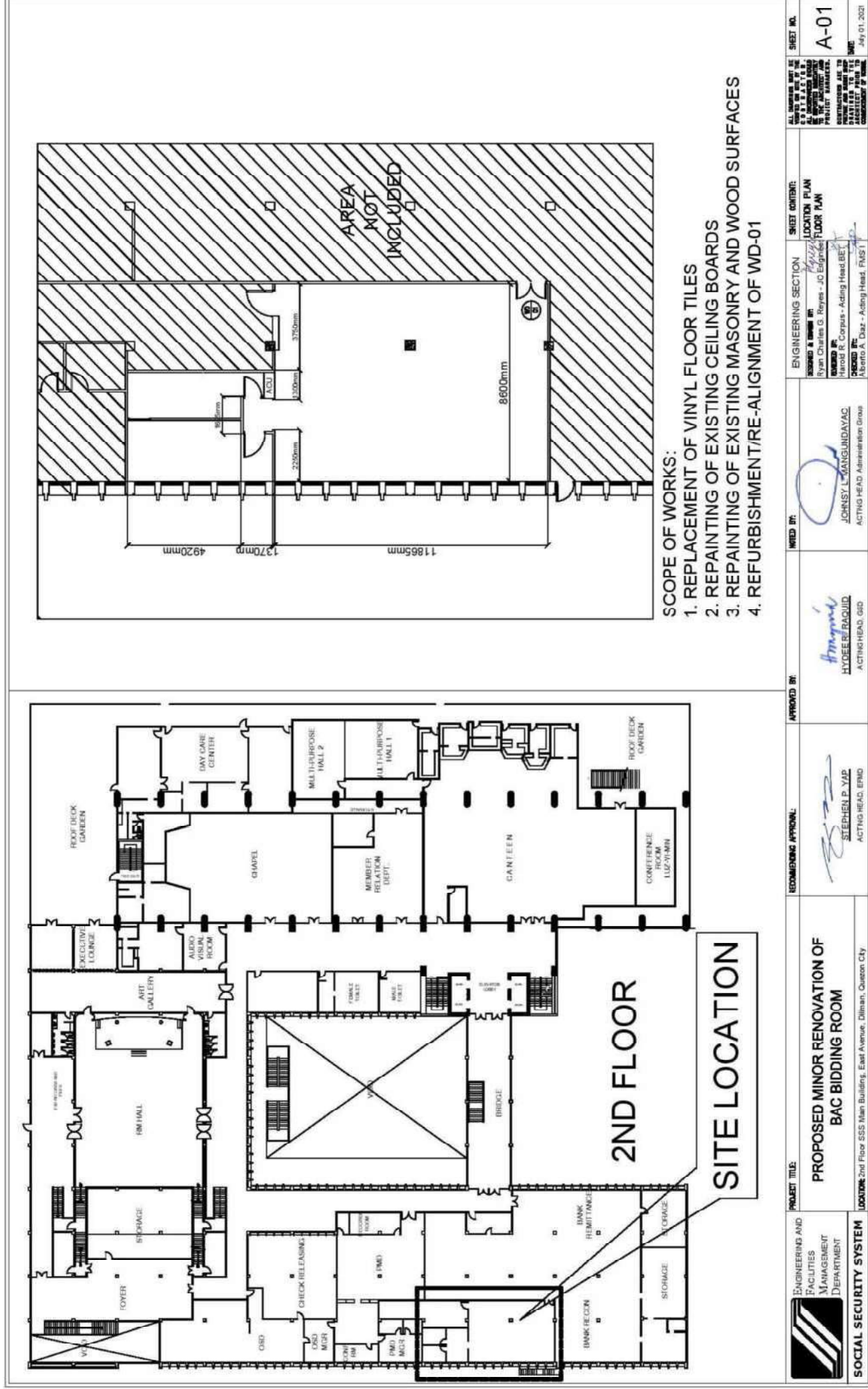
### BILL OF QUANTITIES

ITEM	DESCRIPTION	QTY.	UNIT	MATERIALS, LABOR, EQUIPMENT & MARK-UP	
				UNIT COST	TOTAL
(A)	(B)	(C)	(D)	(E)	(F)
					F= C x E
<b>1</b>	<b>Site Preparation</b>				
1.1	Dismantling of Existing Floor Finish	1	lot		-
<b>2</b>	<b>Architectural Finishes</b>				
2.1	Installation of Vinyl Tiles for the Main Office Area	130.62	sq. m.		-
2.2	Refurbishment and re-alignment of GD-01	1	lot		-
<b>3</b>	<b>Painting Works</b>				
3.1	Painting on Masonry and Wood Surfaces (Columns, CHB Wall, Drywall Partitions, Doors and Jambes – Existing)	164.01	sq. m.		-
3.1	Painting on Existing Acoustic Ceiling Boards	130.62	sq. m.		-
<b>4</b>	<b>Electrical Works</b>				
4.1	Electrical Works	1	lot		-
<b>A</b>	<b>TOTAL MATERIAL, LABOR, EQUIP &amp; MARK-UP COST</b>				-
<b>B</b>	<b>MOB/DEMOB (1% OF A)</b>				-
<b>C</b>	<b>VAT (12% of A &amp; B)</b>				-
<b>C</b>	<b>TOTAL BID COST</b>				-

#### GENERAL CONDITIONS

- For uniformity and evaluation purposes, a bidder shall adhere to the herein prescribed format of Bill of Quantities (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 a 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 (especially 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.

# ANNEX C. LAYOUT









 <p><b>SOCIAL SECURITY SYSTEM</b> ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT</p>	<p><b>PROJECT TITLE:</b> PROPOSED MINOR RENOVATION OF BAC BIDDING ROOM</p> <p><b>LOCATION:</b> 2nd Floor SSS Main Building, East Avenue, Diliman, Quezon City</p>	<p><b>RECOMMENDING APPROVAL:</b></p> <p><i>Stephen P. Yap</i> STEPHEN P. YAP ACTING HEAD, ERMO</p>	<p><b>APPROVED BY:</b></p> <p><i>Hydee B. Raquid</i> HYDEE B. RAQUID ACTING HEAD, GSD</p>	<p><b>WROTE BY:</b></p> <p><i>Johnsy L. Mangundavac</i> JOHNSY L. MANGUNDAVAC ACTING HEAD Administration Group</p>	<p><b>ENGINEERING SECTION:</b> REVISION &amp; CHECK BY: Ryan Charles G. Reyes - JC Engineer CHECKED BY: Harold R. Corpus - Acting Head BE CHECKED BY: Alberto A. Daza - Acting Head, PMSI</p> <p><b>SHEET CONTENT:</b> LOCATION PLAN FLOOR PLAN</p>	<p><b>SHEET NO.:</b> A-01</p> <p><b>DATE:</b> July 01, 2021</p>
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## GENERAL NOTES

- ALL ELECTRICAL WORKS HEREIN SHALL BE DONE IN ACCORDANCE WITH THE PROVISIONS OF THE LATEST EDITION OF THE PHILIPPINE ELECTRICAL CODE (PEC), LAWS AND ORDINANCES OF THE LOCAL CODE ENFORCING AUTHORITIES AND REQUIREMENT OF THE LOCAL POWER AND TELEPHONE COMPANY.
- SERVICE POWER SHALL BE 230 VOLTS, 3 $\phi$ , 4 WIRES, 60HZ.
- SMALLEST BRANCH CIRCUIT WIRE SHALL BE 3.5 MM<sup>2</sup> THHN FOR POWER AND LIGHTING AND SHALL BE INSULATED FOR 600 VOLTS.
- WHenever necessary provide pull box of proper size and dimension although not indicated in the plan.
- ALL BRANCH CIRCUIT SHALL BE INSTALLED AS INDICATED IN THE PLAN. INDIVIDUAL BRANCH CIRCUIT HOMERUNS SHALL NOT BE COMBINED IN THE SAME CONDUIT.
- ALL SWITCHES, PANELBOARDS, LIGHTING FIXTURES AND ALL NON-CURRENT CARRYING METAL PARTS SHALL BE PROPERLY GROUNDED IN ACCORDANCE WITH THE LATEST EDITION OF THE PEC.
- ROUGHING-IN CONDUITS SHALL BE OF APPROVED TYPE AND APPLICATION, RSC EXPOSED, IMC AND PVC FOR LATERAL AND EMBEDDED LAYOUT.
- THE ELECTRICAL CONTRACTOR IS REQUIRED TO VISIT AND SURVEY THE SITE TO ASCERTAIN THE LOCAL CONDITION THAT MAY AFFECT THE IMPLEMENTATION OF THE PROJECT.
- ALL AREA AFFECTED BY THE CHIPPING/REMOVAL WORKS SHALL BE PATCHED OR RESTORED TO ITS ORIGINAL AESTHETIC CONDITION.
- Mounting heights shall be as follows:
 

SWITCHES	---	1.40 m	ABOVE FINISHED FLOOR
CONVENIENCE OUTLETS	---	0.30 m	ABOVE FINISHED FLOOR
COUNTERTOP	---	0.15 m	ABOVE COUNTERTOP
- ALL ELECTRICAL WORKS HEREIN SHALL BE DONE UNDER THE SUPERVISION OF DULY LICENSED ELECTRICAL ENGINEER OR MASTER ELECTRICIAN


## SYMBOLS & LEGEND:

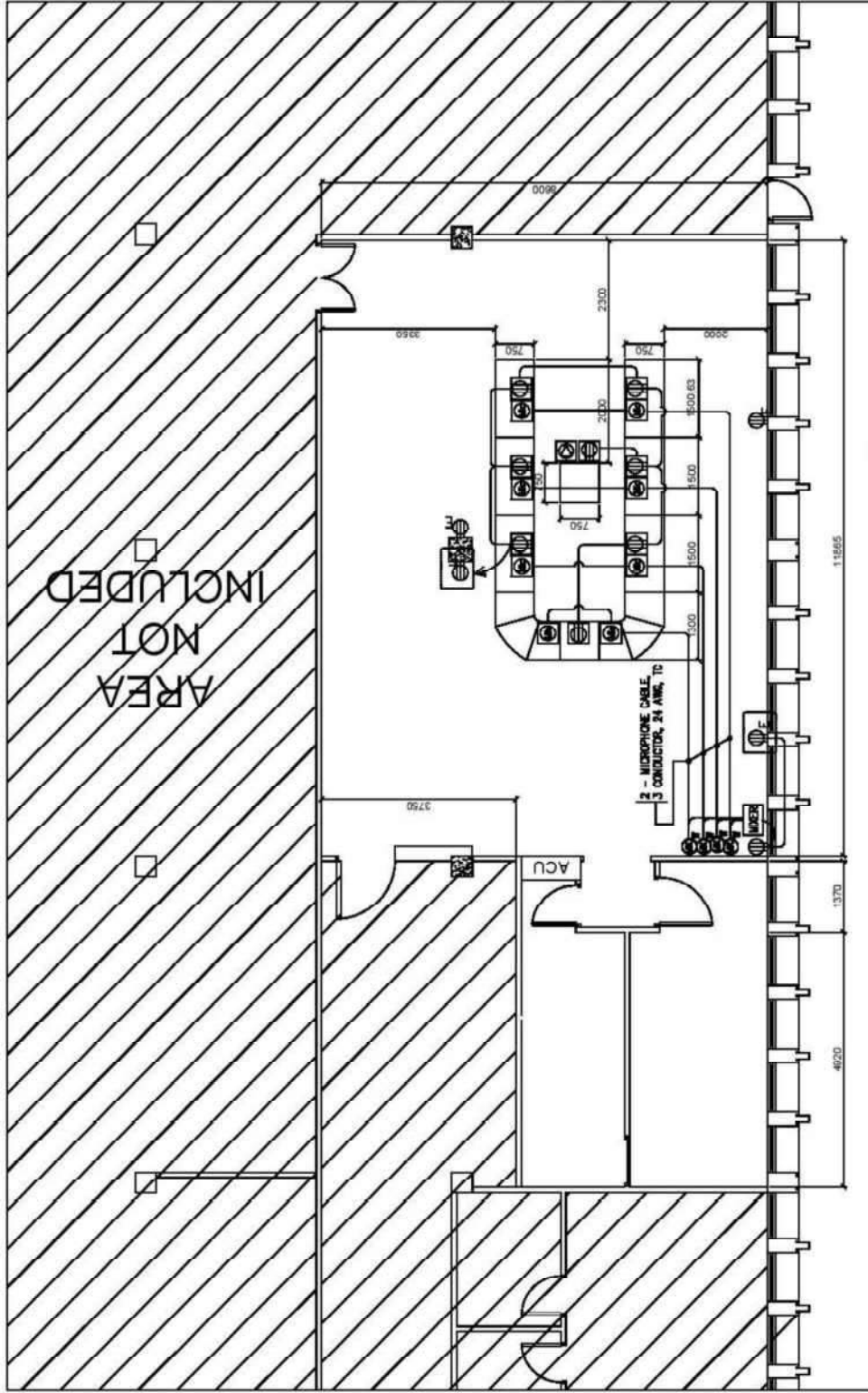
-  DUPLEX CONVENIENCE OUTLET, 3 PRONG, PARALLEL SLOT WITH GROUND, 15A, 2P, 230V BY NORMAL POWER IN FLUSH MOUNTED TYPE WITH BEIGE PLATE COVER
-  DUPLEX CONVENIENCE OUTLET, 3 PRONG, PARALLEL SLOT WITH GROUND, 15A, 2P, 230V BY UPS POWER IN FLUSH MOUNTED TYPE WITH OFF-WHITE PLATE COVER
-  FLOOR MOUNTED/POP-UP, DUPLEX CONVENIENCE OUTLET, 3 PRONG, PARALLEL SLOT WITH GROUND, 15A, 2P, 230V, BY NORMAL POWER
-  FLOOR MOUNTED/POP-UP, DUPLEX CONVENIENCE OUTLET, 3 PRONG, PARALLEL SLOT WITH GROUND, 15A, 2P, 230V BY UPS POWER
-  FLOOR MOUNTED/POP-UP MICROPHONE JACK OUTLET WITH SHIELDED MICROPHONE WIRES
-  WALL MOUNTED MICROPHONE JACK OUTLET, DUPLEX WITH SHIELDED MICROPHONE WIRES

-  (1200X300)MM TROFFER TYPE LIGHTING FIXTURE
-  LUMINAIRE HOUSING: #18 THICK SHEET METAL PAINTED WITH ENAMEL OR EPOXY, WITH SNAP OR PUSH BUTTON STAINLESS CLIP FOR LOUVER AND BI-PIN END HOLDER, PRE-WIRED WITH 22MM STRANDED WIRE
-  REFLECTOR: ANODIZED SPECULAR ALUMINUM FINISH WITH PINHOLES FOR LOCKING SYSTEM, 0.4MM THICKNESS
-  LOUVER: SEMI-SPECULAR OR MULTI-LINE SATIN FINISH, ANODIZED ALUMINUM LOUVER, DEEP CELL LOUVER (GLARING CANCELLATION EFFECT)
-  LED LINEAR TUBE: 2 X T8, 18W, 1520 LUMENS WITH BUILT-IN DRIVER, BI-PIN TERMINAL, 200-250VAC, 60Hz, 140 DEG. BEAM ANGLE, 30,000 BURNING HOURS, CRI > 85 (MINIMUM), 6500K, DAYLIGHT

- S** ONE GANG SWITCH, SINGLE POLE 15A, 250V FLUSH TYPE (NATIONAL/PANASONIC BRAND OR APPROVED EQUIVALENT)
- Sw** TWO GANG SWITCH, SINGLE POLE 15A, 250V FLUSH TYPE (NATIONAL/PANASONIC BRAND OR APPROVED EQUIVALENT)
- Sw3** THREE GANG SWITCH, SINGLE POLE 15A, 250V FLUSH TYPE (NATIONAL/PANASONIC BRAND OR APPROVED EQUIVALENT)

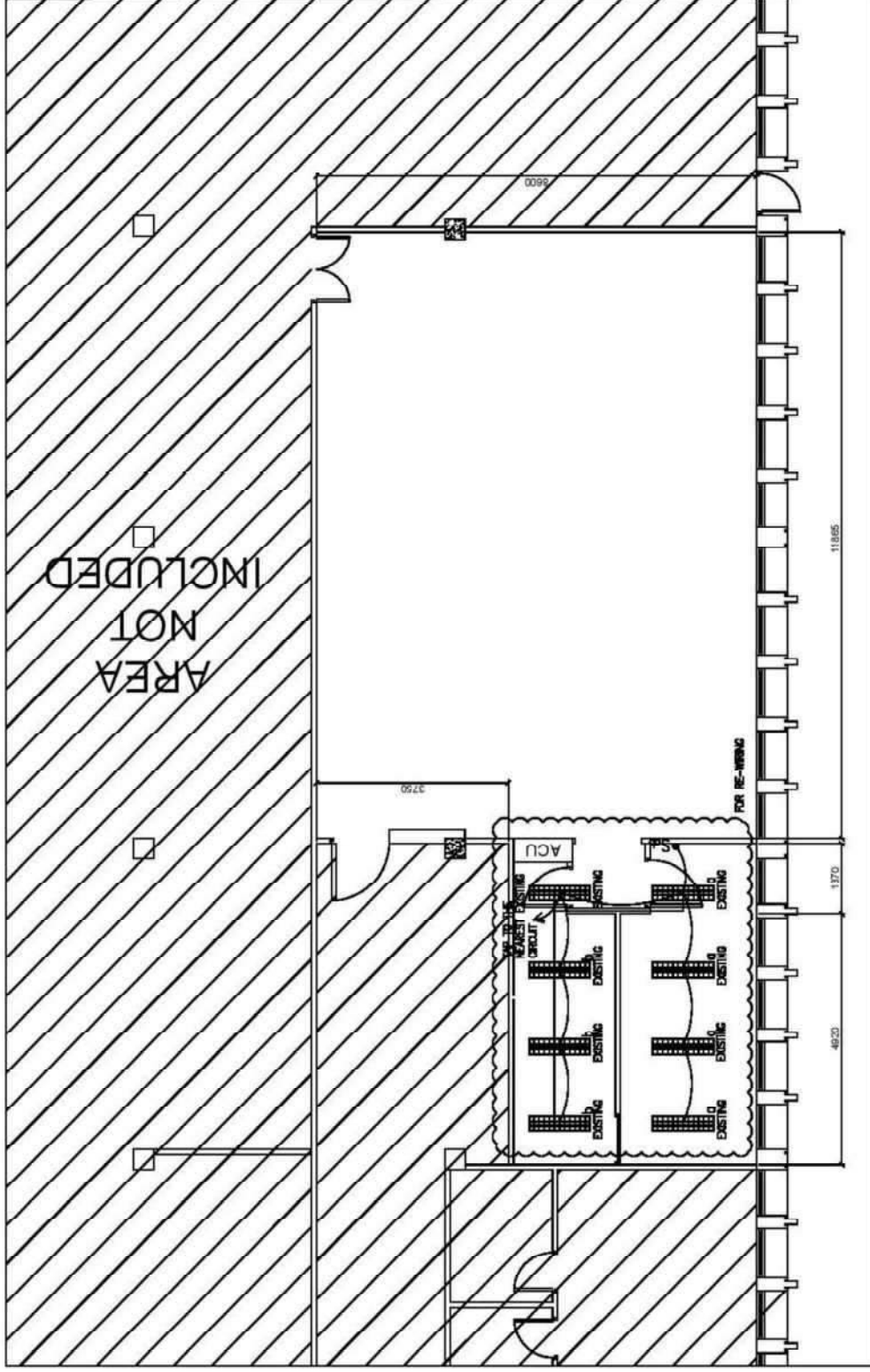
BRANCH CIRCUIT HOMERUN

 <b>SOCIAL SECURITY SYSTEM</b> FACILITIES MANAGEMENT DEPARTMENT	<b>PROJECT TITLE:</b> <b>PROPOSED MINOR RENOVATION OF BAC BIDDING ROOM</b>	<b>RECOMMENDING APPROVAL:</b>  STEPHEN P. YAP ACTING HEAD, ERMD	<b>APPROVED BY:</b>  HYDEE E. BAQUID ACTING HEAD, BSSD	<b>NOTED BY:</b>  JOHNNY MANGUNDAYAO ACTING HEAD, Administration Group	<b>ENGINEERING SECTION</b> DESIGNED & DRAWN BY: MMK A. Sapugay - Sr. Analyst CHECKED BY: George N. Carreon - SSO V	<b>SHEET CONTENT:</b> GENERAL NOTES SYMBOLS AND LEGENDS	<b>SHEET NO.</b> <b>E-01</b> July 08, 2021
	ALL DIMENSIONS UNLESS OTHERWISE SPECIFIED ARE IN METERS. ALL DIMENSIONS SHALL BE TO THE FACE UNLESS OTHERWISE SPECIFIED. CUSTOMERS ARE TO PROVIDE AND VERIFY THE EXISTING CONDITIONS AND ARCHITECT SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED.						



1 PROPOSED POWER LAYOUT  
E-02 SCALE 1:100

<p>ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT</p> <p><b>SOCIAL SECURITY SYSTEM</b></p>	<p>PROJECT TITLE:</p> <p><b>PROPOSED MINOR RENOVATION OF BAC BIDDING ROOM</b></p>	<p>RECOMMENDING APPROVAL:</p> <p><i>[Signature]</i> STEPHEN P. YAP ACTING HEAD, ERMD</p>	<p>APPROVED BY:</p> <p><i>[Signature]</i> HYDEE E. RAJOLID ACTING HEAD, GSD</p>	<p>NOTED BY:</p> <p><i>[Signature]</i> JOHNSY C. MANGUNDAYAO ACTING HEAD, Administration Group</p>	<p>ENGINEERING SECTION</p> <p>DESIGNED &amp; DRAWN BY: MMR A. Saugoy - Sr. Analyst</p> <p>REVIEWED BY: George N. Carreon - SSO V</p>	<p>SHEET CONTENT:</p> <p>PROPOSED POWER LAYOUT</p>	<p>SHEET NO.</p> <p><b>E-02</b></p> <p>DATE: July 08, 2021</p>
	<p>ALL DIMENSIONS SHOWN IN THIS DRAWING ARE IN METERS UNLESS OTHERWISE SPECIFIED. ALL DIMENSIONS ARE TO THE CENTERLINE UNLESS OTHERWISE SPECIFIED. ALL DIMENSIONS ARE TO BE TAKEN TO THE CENTERLINE UNLESS OTHERWISE SPECIFIED.</p>						



1 PROPOSED LIGHTING LAYOUT  
E-03 SCALE 1:100

ALL DIMENSIONS SHOWN ARE IN METERS UNLESS OTHERWISE SPECIFIED. ALL DIMENSIONS SHALL BE TO THE CENTERLINE UNLESS OTHERWISE SPECIFIED. CONTRACTORS ARE TO VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE ARCHITECT PRIOR TO THE COMMENCEMENT OF WORK.