



REQUEST FOR QUOTATION NO.: 2024-05-028

Date: **May 13, 2024**

Procurement Title : Renovation and Refurbishment Services for CFO Davao Office

Purchase Request No. : 2024-04-093

Approved Budget for the Contract : Php 350,000.00 (Vat Inclusive)

Sir/Madam:

The Commission on Filipinos Overseas (CFO) invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. The bidders have the option to submit quotations either by manual submission or via email **on or before May 20, 2024; 10:00 A.M.**

For manual submissions:

- Two (2) sealed brown envelopes must be submitted at CFO office located on the **21st Floor, The Upperclass Tower, Quezon Avenue, cor Sct. Reyes St, Diliman, Quezon City**
- The 1st envelope must contain original or certified true copies of your documentary requirements and financial bid, while the 2nd envelope contains photocopies.

For email submissions:

- You may submit your documentary requirements and financial bid to our email: bac.secretariat@cfo.gov.ph
- Financial bids must be password-protected; financial bids with no password will not be accepted.
- A representative of the bidder must attend the bid opening via Zoom and provide the password during the meeting.

General Terms and Condition:

1. Quotations should be addressed to the **CFO Bids and Awards Committee;**
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
3. Quotations should be **inclusive of all costs and applicable taxes;**
4. The following documents should also be submitted **along with the sealed quotation:**
 - **PhilGEPS Registration Number/Certificate;**
 - **Mayor's/Business Permit;**
 - **BIR Form 2303 Certificate;**
 - **SEC or DTI Certificate;**
 - **Income/Business Tax Return;**
 - **Notarized Omnibus Sworn Statement;**
 - **Copy of any Valid ID of the Authorized Representative;**
 - **Brochure**
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.
6. In accordance with Presidential Decree No. 1445, the Government shall not be obliged to make

an advance payment for services not yet rendered or for supplies and materials not yet delivered under any contract therefor.

COMPANY NAME : _____
ADDRESS : _____
PhilGEPS REGISTRATION NO.: _____ VALID UNTIL: _____

UNIT	ITEM DESCRIPTION	QTY.	APPROVED BUDGET FOR THE CONTRACT (VAT Inclusive)	BID OFFER
Lot	Renovation and Refurbishment Service of CFO Davao Office <i>Works for the rehabilitation of office unit 307,309, and 310:</i> Drywall works – 30.82 sqm Ceiling repair works – 42.76 sqm Doors – 3 sets Painting works – 140.31 sqm Electrical works and demobilization	1	350,000.00	
TOTAL AMOUNT			PHP350,000.00	

Repair Schedule: 30 calendar days upon receipt of Notice to Proceed

After careful evaluation of the General Terms and Conditions, Specifications, and Repair Schedule, I/WE hereby accept and submit our quotation based on the items and prices above.

The CFO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Signature over printed name (Owner/Authorized Representative)

Telephone/Mobile No.: _____
Email Address : _____
Date : _____

For more information, you may contact the **CFO-BAC Secretariat** through:

Email: bac.secretariat@cfo.gov.ph

Telephone numbers: 8552-4792, 8552-715, 8552-4756