



REQUEST FOR QUOTATION NO.: 2024-07-046

Date: July 15, 2024

Procurement Title : **Fit-Out of the Commission on Filipinos Overseas Main Office
1st Quadrant, 21st Floor (2nd Posting)**

Purchase Request Nos. : **2024-07-146**

Approved Budget for the Contract : **Php 700,000.00 (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 July 19, 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 Upper Class Tower, Sct. Reyes St., cor. Quezon Ave., 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.

I. General Terms and Condition:

1. Quotations should be addressed to the CFO Bids and Awards Committee and must be placed in **two (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope should contain copies of the documents;
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 cost and applicable taxes**;
4. The following documents should 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;**
 - **Project schedule outlining 3 key milestones and completion days; and**
 - **Final as-built plan**
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: _____

CFO REQUIREMENT	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/OFFER AMOUNT (VAT INCLUSIVE)
FIT OUT OF THE COMMISSION ON FILIPINOS OVERSEAS MAIN OFFICE 1ST QUADRANT, 21ST FLOOR	Php 700,000.00	
SPECIFICATIONS: Total Area: 286.81 square meters Timeline: 2-3 weeks Scope of Work: Interior Fit out <ul style="list-style-type: none">▪ Division of space into 4 rooms.▪ Glass Works for office walls, partition and 6 glass doors▪ Carpentry Works for office walls and partitions▪ Painting works for interior and exterior walls and partitions;▪ Provision of 3-prong receptacle electrical outlets (2 port)▪ Repositioning of light switches▪ Installation of additional light switches▪ Submission of as-built plan and electrical plan See attached "Annex A" for the Detailed Specifications, Terms of Reference, Layout and Electrical Plan		

Project Duration: The project must be completed within 2 to 3 weeks upon signing of the contract

After careful evaluation of the General Terms and Conditions, Specifications, and Training 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

**SPECIFICATIONS AND TERMS OF REFERENCE
FIT OUT OF THE COMMISSION ON FILIPINOS OVERSEAS (CFO) MAIN OFFICE
1ST QUADRANT, 21ST FLOOR**

Project Title: Fit-Out of the Commission on Filipinos Overseas Main Office, 21F, 1st Quadrant

Budget: 700,000 PHP (inclusive of all government taxes and other fees)

Total Floor Area: 286.81 square meters

Project Duration: 2-3 weeks

Working Schedule: Mondays to Saturdays, except holidays; 7:00 AM to 10:00 PM

A. GENERAL CONDITIONS

- a. Complete all works for the Renovation of Quadrant 1 (286.81 sqm) of the 21st Floor of the Upper Class Tower, Diliman, Quezon City including the supply of all materials, equipment, and systems, as well as the performance of all necessary labor and processes, by the plans, specifications, the Bidding Documents, the Terms of References and other related contract documents.
- b. The contractor is not limited to the scope of works listed. They should verify all plans and actual conditions for the necessity of work. If the actual situation calls for demolition, removal, and relocation, they shall include such and all concomitant works to finish as part of the scope of work.
- c. Any discrepancies between the drawings and specifications and the site conditions, or errors or omissions in the drawings or specifications, should be clarified with the CFO.
- d. Should the contractor fail to verify or clarify discrepancies, errors, conflicts, or omissions in the drawings and specifications, it shall be deemed that the contractor has included in the preparation of his bid the necessary works, materials, or items needed to satisfy the general scope of works.
- e. All materials and labor required for the completion of the project must be included in the bid for transparency.
- f. All works must comply with the relevant local building codes and standards.
- g. The project must be completed within 2-3 weeks upon signing of the contract.
- h. Detailed documentation must be submitted upon project completion, including the final as-built and electrical plans.
- i. Ensure daily clean-up of the project site and proper storage of tools and equipment.

B. SCOPE OF WORK

a. Carpentry Works

- i. Total wall area: 200 square meters (sqm).
- ii. Supply and installation of gypsum board with complete standard metal stud support on all drywall partitions as shown on the plans.
- iii. Includes soundproofing.
- iv. Installation of Fluted Wall 20 sqm (Color: Walnut)

- b. Glass Works**
 - i. Total wall area: 38 sqm.
 - ii. Total: 6 glass doors.
 - iii. Provision and Installation of all glass as shown on the plans and architectural finishes, such as glass walls, doors, and partitions.
- c. Painting Works**
 - i. Total wall area: 200 square meters (sqm).
 - ii. Painting of all interior and exterior walls.
 - iii. The type of paint that shall be used throughout must be white, odorless, non-toxic, and quick-drying.
- d. Demobilization**
 - i. Site clean-up.
 - ii. Hauling of debris materials from the project site to the appropriate disposal area.
 - iii. Removal and hauling of tools and equipment from the project site.
- e. Hardware**
 - i. All glass door locks shall be new and in good condition in any commercial brand.
 - ii. Install door stoppers for all glass doors.
 - iii. All materials and hardware to be used should be new and checked by the CFO.
- f. Electrical Works**
 - i. Installation of 30 pieces 3-prong receptacle electrical outlets (2 port)
 - ii. Outlets to be tapped into the existing electrical system
 - iii. Provision & Installation of 4 light switches (one per room)
 - iv. Repositioning of lights
 - v. All materials used shall be new and conform with the reference codes and standards.
 - vi. Use of any material, not specified in these specifications may be allowed provided such an alternative has been approved by the building management in accordance with generally accepted standards.
 - vii. Each length of pipe, fitting, box, fixture, and device used in the electrical system shall have cast, stamped, or indelibly marked on it the manufacturer's trademark or name, the weight, type, and classes of the product when so required by the standards mentioned above.
- g. Dismantling and Transfer of Glass Walls and Frame**
 - i. Dismantling and transfer of 26 sqm of existing glass wall
- h. Final Plans**
 - i. Submission of final as-built plan.
 - ii. Submission of electrical plan.

C. BUDGET

- a. The Approved Budget of the Contract (ABC) is Php 700,000.00 (inclusive of all government taxes and other fees).
- b. The contractor must provide a detailed breakdown of costs, ensuring transparency and accountability.

D. TIMELINE

- a. The project must be completed within 2-3 weeks upon signing of the contract.
- b. The contractor must submit a project schedule outlining 3 key milestones, completion days, and a final as-built plan.

E. PROJECT MILESTONES

- a. The project will be divided into three major milestones:
 - i. **Project Award and Signing of Contract**
 - ii. **Milestone 1: Initial Setup**
 1. Mobilization and setup of site
 2. Procurement of materials
 3. Dismantling of glass walls and frame
 - iii. **Milestone 2: Completion of Structural and Electrical Work**
 1. Installation of drywall and fluted wall (soundproofed and painted)
 2. Installation of 30 electrical outlets
 3. Installation of 4 additional switches for lights (one light switch per room)
 4. Repositioning of Light Switches
 - iv. **Milestone 3: Completion of Glass Works**
 1. Installation and transfer of glass walls
 2. Provision and installation of 6 glass doors
 - v. **Milestone 4: Final Inspection and Submission of Plans**
 1. Final inspection and approval
 2. Submission of final as-built plan and electrical plan
 3. Handover of the completed project

F. PAYMENT

- a. 100% upon project completion, inspection, and submission of all required plans

G. WARRANTY

- a. Section 62.1 of 2016 revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 provides that for the procurement of goods, to assure that manufacturing defects shall be corrected by the supplier, warranty security shall be required from the contract awardee for a minimum of three (3) months in the case of expendable supplies, or a minimum period of one (1) year in the case of non-expendable supplies, after acceptance by the procuring entity of the delivered supplies.

1. The contractor shall correct any work that fails to conform to the requirements of CFO, where such failure to conform appears during the progress of work, and shall remedy any defects due to faulty materials, equipment or workmanship which will appear in a period of one (1) year from the date of final settlement.

CONTACT INFORMATION

All submissions and inquiries should be directed to:

Name: Keeshia Acedera-Biendima

Position: BAC Secretariat

Email: bacsecretariat@cfo.gov.ph

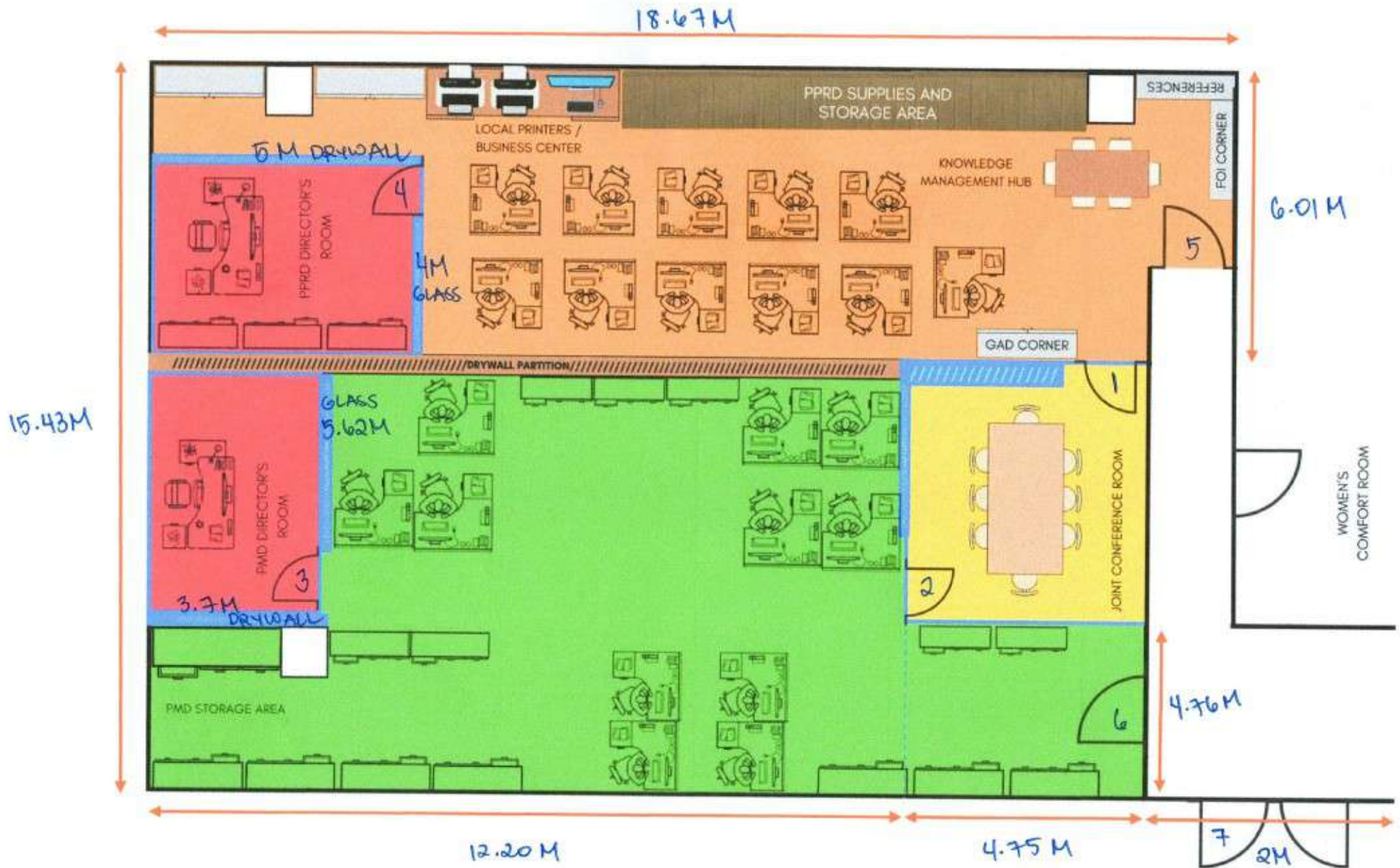
Phone: 02 85524700 loc 792

Address: Commission on Filipinos Overseas, 21st Floor The Upper Class Tower, Quezon Avenue corner Scout Reyes, Brgy. Paligsahan, Diliman, Quezon City

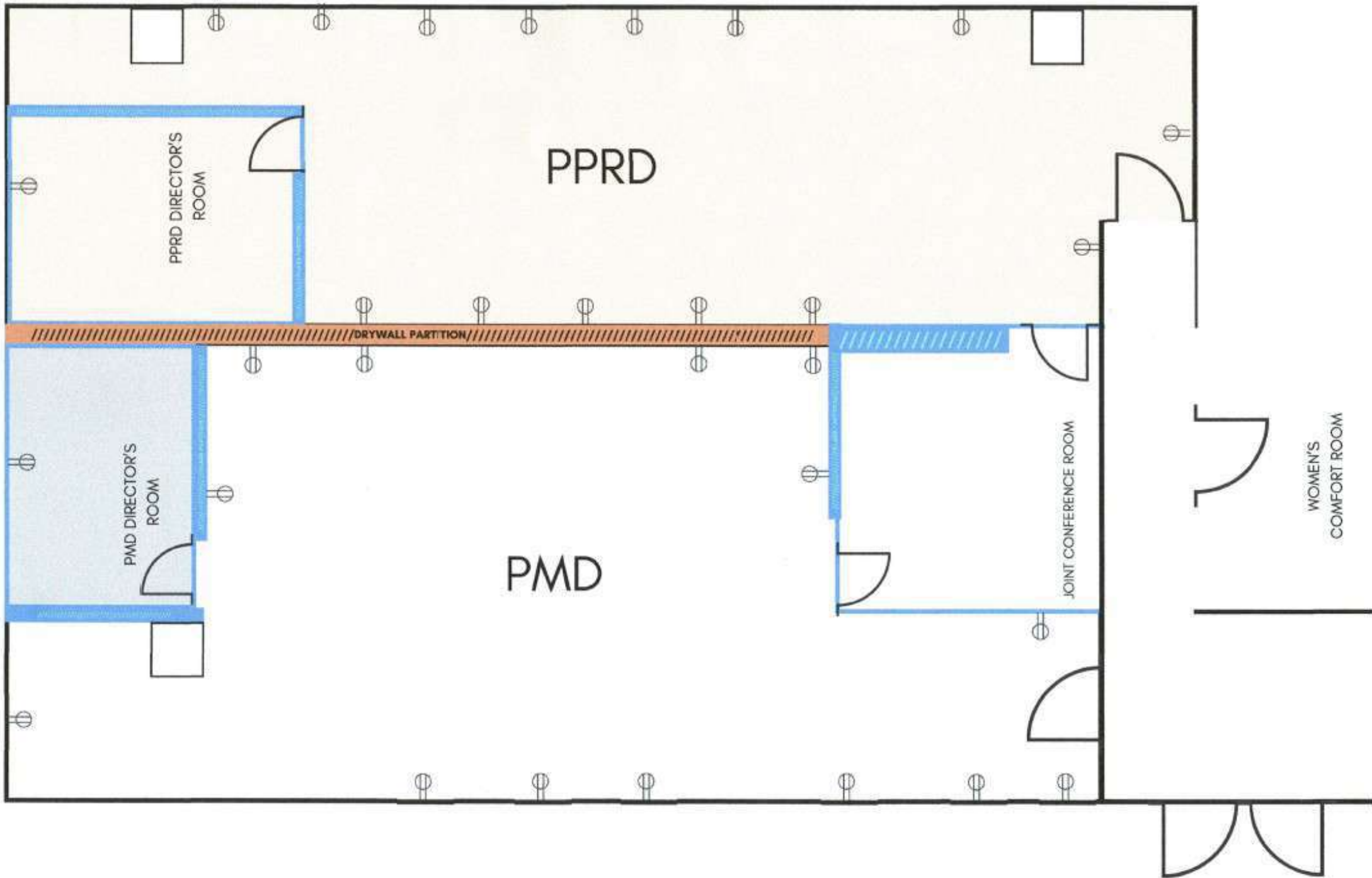
Deadline for Submission:

All proposals must be submitted by _____.

The CFO looks forward to receiving competitive bids from qualified contractors to complete this office fitout project successfully.



- 1,2,3,4 TRANSFER AND INSTALLATION OF GLASS DOOR ON GLASS
- 5 INSTALLATION OF GLASS DOOR ON DRY WALL
- 6,7 REMOVAL OF GLASS DOOR; FOR TRANSFER



PPRD

PPRD DIRECTOR'S ROOM

DRYWALL PARTITION

PMD

PMD DIRECTOR'S ROOM

JOINT CONFERENCE ROOM

WOMEN'S COMFORT ROOM