



REQUEST FOR QUOTATION NO.: 2024-07-045

Date: July 10, 2024

**Procurement Title** : **Fit-Out of the Commission on Filipinos Overseas Main Office  
1<sup>st</sup> Quadrant, 21<sup>st</sup> Floor**

**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 15, 2024; 09:00 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](mailto: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 1 <sup>ST</sup> QUADRANT, 21 <sup>ST</sup> FLOOR	Php 700,000.00	
<p><b>SPECIFICATIONS:</b>            Total Area: 286.81 square meters Timeline: 2-3 weeks</p> <p><b>Scope of Work:</b> Interior Fit out</p> <ul style="list-style-type: none"> <li>▪ Division of space into 4 rooms.</li> <li>▪ Glass Works for office walls, partition and 6 glass doors</li> <li>▪ Carpentry Works for office walls and partitions</li> <li>▪ Painting works for interior and exterior walls and partitions;</li> <li>▪ Provision of 3-prong receptacle electrical outlets (2 port)</li> <li>▪ Repositioning of light switches</li> <li>▪ Installation of additional light switches</li> <li>▪ Submission of as-built plan and electrical plan</li> </ul> <p><b>See attached "Annex A" for the Detailed Specifications, Terms of Reference, Layout and Electrical Plan</b></p>		

**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](mailto:bac.secretariat@cfo.gov.ph)  
**Telephone numbers:** 8552-4792, 8552-715, 8552-4756