

**Request for Quotation/Proposal**

**Renovation of the Competition Enforcement Office (CEO) Storage Room and Conversion to Digital Forensics Laboratory**

P.R. No./Date Received: **2022-08-0146/09 August 2022**

RFQ/P No. / Date: **2022-08-0133/16 August 2022**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Terms of Reference** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

**Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:**

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- Latest Income/Business Tax Return
- Notarized Omnibus Sworn Statement (to be submitted prior to the issuance of JO/PO)
- PhilGEPS Registration Number

This pro-forma quotation may be submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to [procurement@phcc.gov.ph](mailto:procurement@phcc.gov.ph) or [jffuna@phcc.gov.ph](mailto:jffuna@phcc.gov.ph) on or before **23 August 2022, 5:00PM** subject to the following **Terms and Conditions**:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference**.

Very truly yours,

  
ATTY. JOSEPH MELVIN B. BASAS  
PBAC Chairperson

| Item                          | QTY | ABC                 | Technical Specifications  | Total Amount (Php)                |  |
|-------------------------------|-----|---------------------|---|-----------------------------------|--|
|                               |     |                     |   | (To be filled-up by the supplier) |  |
| 1                             | 1   | ₱ 500,000.00        | Renovation of the Competition Enforcement Office (CEO) Storage Room and Conversion to Digital Forensics Laboratory<br><i>(Please see attached Terms of Reference)</i> |                                   |  |
|                               |     |                     |   |                                   |  |
|                               |     |                     |   |                                   |  |
| <b>Total Lot ABC</b>          |     | <b>₱ 500,000.00</b> | <b>TOTAL Amount (Lot purchase):</b>   |                                   |  |
| <b>Delivery Instructions:</b> |     |                     | <i>Please see attached Terms of Reference</i>   |                                   |  |

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : \_\_\_\_\_

Designation/Position : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone / Fax : \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Company Tax Identification Number : \_\_\_\_\_



## TERMS OF REFERENCE

### RENOVATION OF THE COMPETITION ENFORCEMENT OFFICE (CEO) STORAGE ROOM AND CONVERSION TO DIGITAL FORENSICS LABORATORY

#### I. Rationale

The Philippine Competition Commission (PCC) is an independent quasi-judicial body mandated to promote and maintain market competition by regulating anti-competitive agreements, abuse of dominant position, and anti-competitive mergers and acquisitions. The main role of the PCC is to ensure fair competition in the market for the benefit of consumers and businesses.

In order to deliver this mandate, the Administrative Office provides support and supervision in the maintenance and improvement of facilities to ensure that PCC Offices have a sound and secured working environment for its employees and guests. Thus, a Service Provider for the Renovation of the CEO Storage Room (“Project”) shall be engaged by the Procuring Entity.

#### II. Scope of Services

A. The Service Provider shall perform the following functions and responsibilities:

1. Ensure all necessary works are performed in accordance with the Proposed Layout (Annex A) and Bill of Quantities (Annex B) of the Project;
2. Ensure all materials and deliverables have equivalent or similar specifications to the existing structure, property and equipment of PCC;
3. Secure the necessary documents (e.g., gate passes, work permits, job hazard analysis, list of personnel & equipment) are in place prior to performing the works of the Project;
4. Provide all the necessary materials, tools and equipment for the fabrication, installation and completion of the Project;
5. Perform the necessary work during weekends (Saturdays and Sundays) from 8:00 AM to 8:00 PM or weekdays (Monday to Friday) from 6:00 PM, subject to proper coordination and approval by the authorized representative of the PCC Administrative Office-GSD (“End-user”);
6. Ensure that drilling/noisy works, if any, shall be minimal, maintain a clean work area and dispose properly of all generated wastes after every work day;
7. Provide electronic copies to the End-user of the as-built plans based on Annex A, stored through a storage device (e.g., hard drive, USB flash drive); and
8. Conduct a joint inspection report/punch listing with the End-user to ensure satisfactory work have been rendered.



- B. The End-user shall perform the following functions and responsibilities:
1. Submit the necessary documents to the VNCC building management for approval of necessary permits prior to the commencement of activities for the Project;
  2. Monitor the activities during contract implementation of the Project and;
  3. Issue a Certificate of Satisfactory Services Rendered (CSSR) after every work progress completed.

**III. Schedule of Requirements**

| No.                   | Particulars  | Duration                         |
|-----------------------|--|----------------------------------|
| 1                     | Mobilization                                       | Two (2) Calendar days            |
| 2                     | Renovation of the CEO Storage Room                 | Twenty-Five (25) Calendar days   |
| 3                     | Joint inspection, Punch Listing and Demobilization | Three (3) Calendar days          |
| <b>Total Duration</b> |  | <b>Thirty (30) Calendar days</b> |

**IV. Contract Duration**

The contract period shall be for a period of thirty (30) calendar days upon acceptance of the Job Order by the Service Provider.

**V. Approved Budget for the Contract**

The Approved Budget for the Contract is **Five Hundred Thousand Pesos (PhP500,000.00)**, inclusive of all applicable government taxes and service charges, subject to the usual budgeting, accounting, and auditing rules and regulations.

**VI. Mode of Procurement**

The Mode of Procurement shall be Negotiated Procurement – Small Value Procurement provided under the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

**VII. Payment Scheme**

The Service Provider shall issue a SOA/BS for the completed project upon compliance with Annex A and based on the items stated in Annex B.

The PCC shall pay the Service Provider within fifteen (15) working days upon receipt of the Punch List, Delivery Receipt and SOA/BS of the completed project and issuance of CSSR from the End-user.

**VIII. Liquidated Damages**

In case of delay in the delivery of expected service, the amount of the liquidated damages shall be at least equal to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent

(10%) of the amount of the contract, the PCC shall rescind the contract, without prejudice to other courses of action and remedies open to it.

**IX. Dispute Resolution**

Should there be any dispute related to the contract and/or rights of the parties, the same shall be submitted to mutual consultation, mediation, and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts.

Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the End-user and the Service Provider (“Parties”).

**X. Warranty**

The Service Provider shall provide a warranty for one (1) year on all materials, parts and components of the Project against any defects. This warranty shall include replacement of materials, parts and/or components inclusive of all applicable fees at no additional cost to PCC. The warranty period shall commence upon approval and acceptance of the **Warranty Security** by the Parties.

Prepared by:

  
**MEONEL B. NUNEZ**  
Administrative Officer II, GSD

Reviewed by:

  
**ROMMEL R. OIRA**  
Chief Administrative Officer, GSD

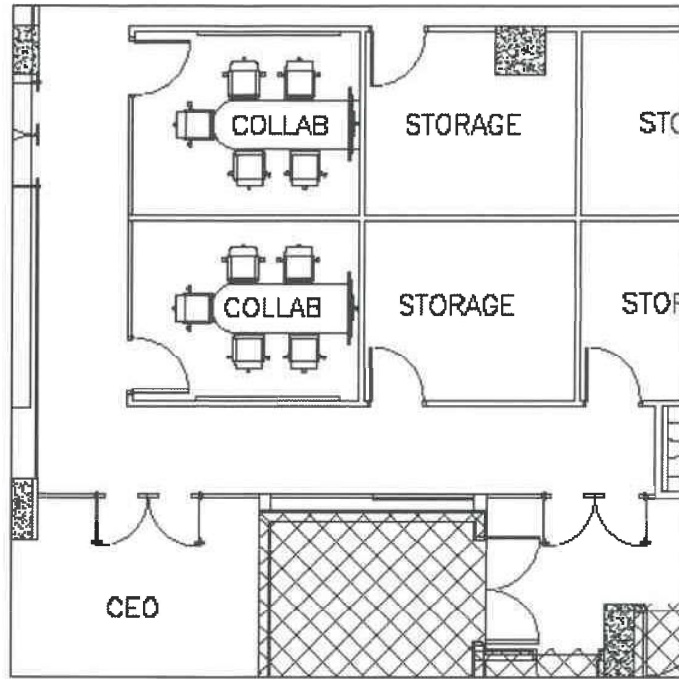
Approved by:

  
**JESON Q. DE LA TORRE**  
Director IV  
Administrative Office

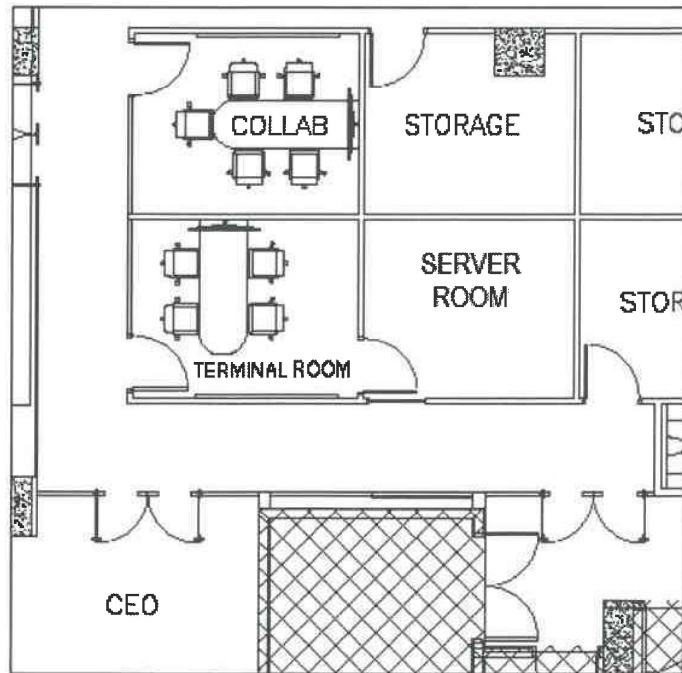
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|--|
| <b>CONFORME:</b>                                       |
| _____  |
| <b>Name and Signature of Authorized Representative</b> |
| _____  |
| <b>Designation</b>                                     |
| _____  |
| <b>Name of Company</b>                                 |
| _____  |
| <b>Date</b>  |

Renovation of the Competition Enforcement Office (CEO) Storage Room and Conversion to Digital Forensics Laboratory  
Existing Layout (not to scale)

A. Floor Plan



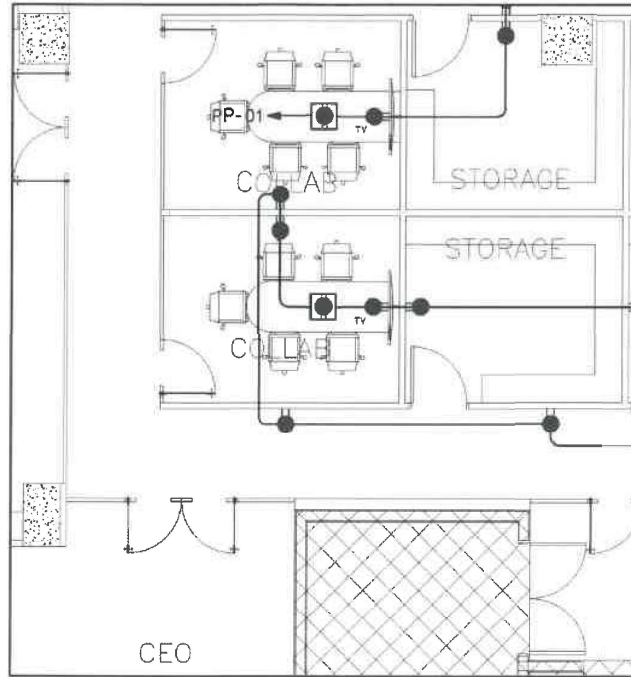
Proposed Layout (not to scale)



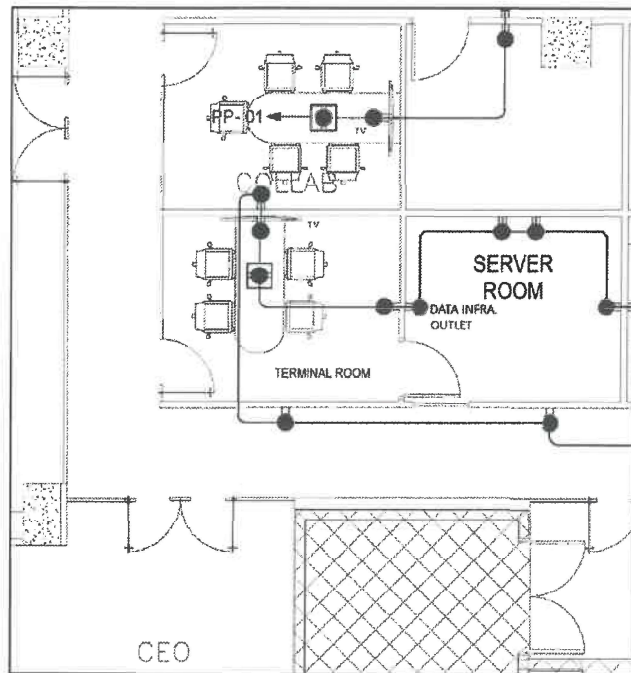
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B. Electrical Plan

Existing Layout (not to scale)



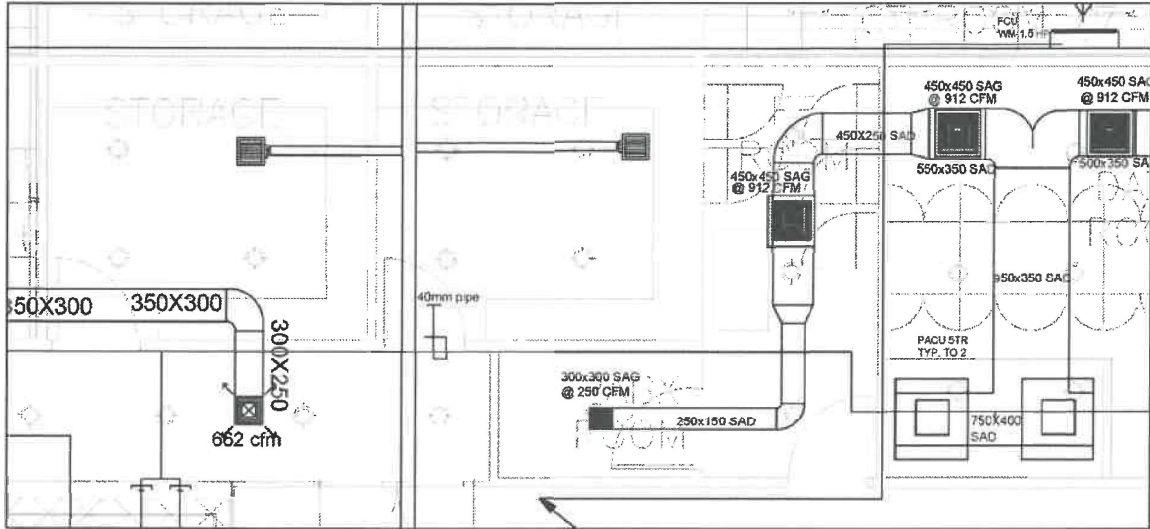
Proposed Layout (not to scale)



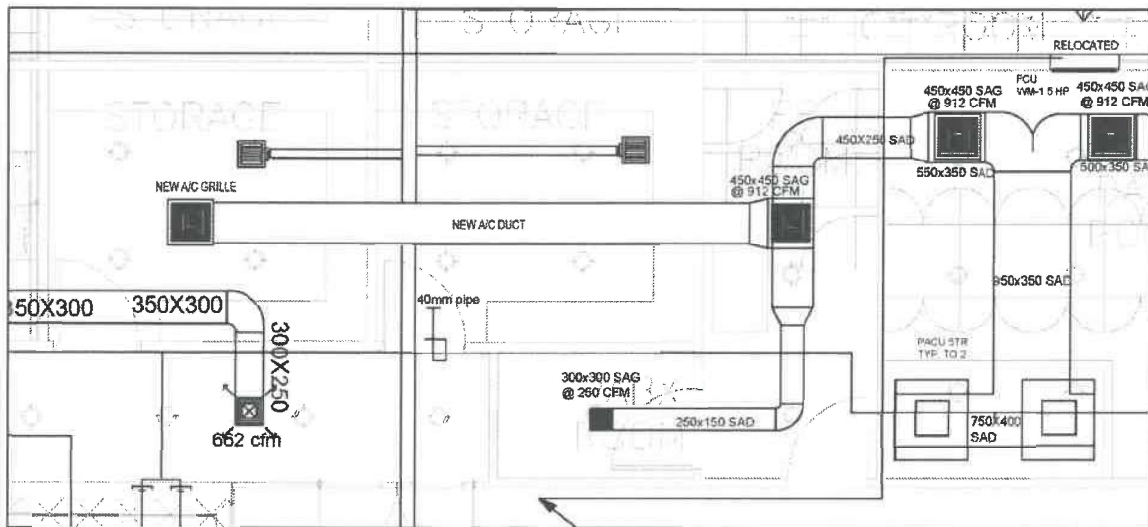
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C. Mechanical Plan

Existing Layout (not to scale)



Proposed Layout (not to scale)



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# ANNEX B

## BILL OF QUANTITIES

Renovation of the Competition Enforcement Office (CEO) Storage Room and Conversion to Digital Forensics Laboratory

| ITEM NO.   | DESCRIPTION  | QTY.  | UNIT | Unit Cost (Php) | Total Amount (Php) |
|------------|--|-------|------|-----------------|--------------------|
| <b>I</b>   | <b>GENERAL REQUIREMENTS</b>  |       |      |                 |                    |
| 1          | Mobilization/Demobilization  | lot   | 1    |                 |                    |
| 2          | Restoration works (Item Nos. II, III and V)  | lot   | 1    |                 |                    |
| 3          | Other fees necessary to perform work   | lot   | 1    |                 |                    |
|            | <b>Total Cost for General Requirements</b>   |       |      |                 |                    |
| <b>II</b>  | <b>CIVIL - ARCHITECTURAL WORKS</b>   |       |      |                 |                    |
| <b>1</b>   | <b>Supply, Installation and Relocation Works (see proposed layout under Annex A)</b>     |       |      |                 |                    |
| 1.1        | Installation of one (1) additional door set and partition walls                          | lot   | 1    |                 |                    |
| 1.2        | Door set (to match existing item)  | set   | 1    |                 |                    |
| 1.3        | 9mm thick (minimum) gypsum board, fire-rated   | pc    | 12   |                 |                    |
| 1.4        | Relocation/re-orientation of meeting table and TV set                                    | lot   | 1    |                 |                    |
| 1.5        | 9mm thick (minimum) high density fiberboard  | pc    | 1    |                 |                    |
| 1.6        | Consumables and other items to complete  | lot   | 1    |                 |                    |
| <b>2</b>   | <b>Wall finishes</b>   |       |      |                 |                    |
| 2.1        | General Painting Works (low VOC paint)   | lot   | 1    |                 |                    |
| 2.2        | Paint (low VOC, color to match) (affected areas only)                                    | sq.m. | 38   |                 |                    |
| 2.3        | Consumables and other items to complete  | lot   | 1    |                 |                    |
|            | <b>Total Cost for CIVIL-ARCHITECTURAL WORKS</b>  |       |      |                 |                    |
| <b>III</b> | <b>ELECTRICAL WORKS</b>  |       |      |                 |                    |
| <b>1</b>   | <b>Installation, Re-routing and Relocation Works (see proposed layout under Annex A)</b> |       |      |                 |                    |
| 1.1        | Installation and re-routing works  | lot   | 1    |                 |                    |
| 1.2        | 2-gang convenience outlet (standard)   | pc    | 3    |                 |                    |
| 1.3        | Convenience outlet (for data infrastructure)   | pc    | 1    |                 |                    |
| 1.4        | Consumables and other items to complete  | lot   | 1    |                 |                    |
|            | <b>Total Cost for ELECTRICAL WORKS</b>   |       |      |                 |                    |



| ITEM NO.                                       | DESCRIPTION  | QTY. | UNIT | Unit Cost (Php) | Total Amount (Php) |
|--|--|------|------|-----------------|--------------------|
| <b>IV STRUCTURED CABLING WORKS</b>             |  |      |      |                 |                    |
| <b>1</b>                                       | <b>Supply and Installation of Biometrics and Closed Circuit Television (CCTV) Camera (location: TBD)</b> |      |      |                 |                    |
| 1.1  | Installation works   | lot  | 1    |                 |                    |
| 1.2  | Wires and cables   | lot  | 1    |                 |                    |
| 1.3  | Biometrics (complete with electromagnetic lock and accessories)  | pc   | 1    |                 |                    |
| 1.4  | CCTV Camera (with night vision, complete with accessories)   | pc   | 1    |                 |                    |
| 1.5  | Consumables and other items to complete  | lot  | 1    |                 |                    |
| <b>2</b>                                       | <b>Relocation Works</b>  |      |      |                 |                    |
| 2.1  | Re-routing of cables   | lot  | 1    |                 |                    |
| 2.2  | Consumables and other items to complete  | lot  | 1    |                 |                    |
| <b>Total Cost for STRUCTURED CABLING WORKS</b> |  |      |      |                 |                    |
| <b>V MECHANICAL WORKS</b>                      |  |      |      |                 |                    |
| <b>1</b>                                       | <b>Supply and Installation of Additional Ducting System (see proposed layout under Annex A)</b>          |      |      |                 |                    |
| 1.1  | Ducting works including provision of ducting and insulation materials                                    | lot  | 1    |                 |                    |
| 1.2  | Air grille (to match existing item)  | pc   | 1    |                 |                    |
| 1.3  | Consumables and other items to complete  | lot  | 1    |                 |                    |
| <b>2</b>                                       | <b>Relocation of Split-type Air Conditioning Unit (see proposed layout under Annex A)</b>                |      |      |                 |                    |
| 2.1  | Relocation works (including new piping and electrical works)   | lot  | 1    |                 |                    |
| 2.2  | Consumables and other items to complete  | lot  | 1    |                 |                    |
| <b>Total Cost for MECHANICAL WORKS</b>         |  |      |      |                 |                    |
| <b>TOTAL BID PRICE (A)</b>                     |  |      |      |                 | Php                |
| <b>VAT (B)</b>                                 |  |      |      |                 | Php                |
| <b>GRAND TOTAL [(A) + (B)]</b>                 |  |      |      |                 | Php                |