



## REQUEST FOR QUOTATION

Date : \_\_\_\_\_

RFQ No.: \_\_\_\_\_

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

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

Name of Store/Shop : \_\_\_\_\_

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

TIN : \_\_\_\_\_

PhilGEPS Registration Number(required prior to award): \_\_\_\_\_


The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Reconfiguration of Modular Partitions, Supply and Delivery of Modular Tables at the 17th Floor SBCorp Head Office** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **November 29, 2022 at 10:00am.** A copy of your **Latest Business/Mayor's Permit and Philgeps Registration/BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734/1742 or email address at [blagazo@sbcorp.gov.ph](mailto:blagazo@sbcorp.gov.ph); [jbperez@sbcorp.gov.ph](mailto:jbperez@sbcorp.gov.ph).

A handwritten signature in black ink, appearing to read "Rowena G. Betia".

**Rowena G. Betia**

BAC Chairperson 

### INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements. Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Item #	Item & Description	Qty.	Unit Price

Procurement of (Name of Item/s to be procured)	
TECHNICAL SPECIFICATIONS (detailed)	REMARKS
<p><b>I. APPLICABILITY</b></p> <p>The Terms of Reference (TOR) shall apply to services rendered by a Contractor in the conduct of reconfiguration/repair of SB Corporation's existing modular tables/partitions/workstation at the SB Corp Head Office 17<sup>th</sup> Floor, 139 Corporate Center, Valero St., Salcedo Village, Makati City. The objective of the TOR is to obtain qualified Contractor to perform the modification of the existing modular partitions or workstations in areas identified under item III. Scope of Works.</p> <p><b>II. BACKGROUND</b></p> <p>The Small Business Corporation seeks a suitable Contractor or supplier who can render or provide services to modify the existing tables with the objective of maximizing the office space in order to increase the number of office tables to accommodate the increasing number of SB Corp personnel using the existing modular partitions at the 17<sup>th</sup> Floor of SB Corp Head Office.</p> <p><b>III. SCOPE OF WORKS</b></p> <p>1. Dismantling of existing modular tables, delivery of materials needed in the project, and installation of new partition in areas at 1702 (currently occupied by IAG, InAG, and ERMG), 1703 &amp; 1704 (occupied by CSARG, TG, CG, and LSG) all located at the 17<sup>th</sup> Floor, 139 Corporate Center, Valero St., Salcedo Village, Makati City.</p> <p>2. The reconfiguration project must generate an increase in modular working tables, and the color of additional tables to be installed must match/or consistent with the existing color of table tops and modular partitions. Breakdown of the increase partitions are as follows:</p>	

Areas	No. of Modular Tables						Variance (Additional Tables)
	Existing			Proposed			
	Standard Modular Tables	Manager's Tables	Total Tables	Standard Modular Tables	Manager's Tables	Total Tables	
1702	19	1	20	29	4	33	10 Standard Tables  3 Manager's Tables
1703 and 1704	24	3	27	32	4	36	8 Standard Tables  1 Manager's Table
<b>Total</b>	<b>43</b>	<b>4</b>	<b>47</b>	<b>61</b>	<b>8</b>	<b>69</b>	<b>18 Standard Tables  4 Manager's Tables</b>

1. Electrical installation (inclusive of electrical materials/wirings needed) for areas mentioned under item III.1;
2. Dismantling of accordion-type divider from 1702 conference room to be replaced with permanent divider. The accordion-type divider shall be installed at the 1703 Conference room.
3. The Contractor has to submit within 5-working days, a design and layout, inclusive of detailed work specification of the reconfiguration, and additional modular tables/partition of the subject- project to SB Corporation, for approval of Management.

#### IV. TIMELINE/PROJECT COMPLETION

In compliance with the building requirements, the implementation or conduct of the project shall only be during weekends to start on Friday night at 7:00 PM until full day of Saturday and Sunday, which shall be completed within three (3) weekends from receipt of SB Corp Notice of Award/Proceed.

#### V. BUDGET

The estimated budget to cover for the cost of the project/scope of works is at P750,000.00. The said budget is within ASU's approved budget for the year 2022, and included in the 2022 approved Corporate Operating Budget (COB).



**VI. TERMS OF PAYMENT**

- 1. Upon receipt of Notice of Award and/or approved design/lay-out of the project, the SB Corp shall provide a 15% down payment/mobilization fund of the project within seven (7) working days;
- 2. Upon completion of the project as stated under item IV. Timeline/Project Completion, and certified by SB Corp Appraiser as to its completeness and acceptability, the Administrative Services Unit of SB Corp shall process the full payment of the Contract Price within two (2) weeks, net of the 15% mobilization fund.
- 3. The Contractor must be fully compliant with the required documentary requirements under R.A. 9184.
- 4. Moreover, payment to be received by the winning Contractor shall be subject to accounting and auditing rules and regulations.

**V. LIQUIDATED DAMAGES**

Section 8.8.1 of the 2016 Revised Implementing Rules and Regulations – Annex E, when the Contractor refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under the contract, the contractor shall pay SB Corporation for liquidated damages, and not by way of penalty, an amount, as provided in the conditions of contract, equal to at least one tenth (1/10) of one (1) percent of the cost of the nperformed portion of the works for every day of delay.

Further, Section 8.8.4 of the same guidelines provides that in case that the delay in the completion of the work exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the contractor, the SB Corp may rescind the contract, forfeit the contractor’s performance security and take over the prosecution of the project or award the same to a qualified contractor through negotiated contract.

ABC = Php750,000.00

**DELIVERY REQUIREMENT**

- a) Makati City
- b) 1 lot
- c) Implementation or conduct of the project shall only be during weekends to start on Friday night at 7:00 PM until full day of Saturday and Sunday, which shall be completed within three (3) weekends from receipt of SB Corp Notice of Award/Proceed.

**Terms of Payment: Check payment, 15 days after delivery**

**FINANCIAL OFFER:**

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate **“0”** if item being offered is for free.

<b>PROCUREMENT OF (name of item/s to be procured)</b>			
Approved Budget for the Contract (ABC)	Offered Price per Piece (A) Unit Cost	Quantity in Piece (B)	Total Offered Quotation (A x B)
<b>P 750,000.00 Tax inclusive</b>			In words _____  In figures: _____

**TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor’s identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48)

hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.

12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SBCorp shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Office Telephone No. \_\_\_\_\_

Signature over Printed Name

Mobile No. \_\_\_\_\_

Position/Designation

Email address: \_\_\_\_\_



## TERMS OF REFERENCE (TOR)

### RECONFIGURATION OF MODULAR PARTITIONS, SUPPLY AND DELIVERY OF ADDITIONAL MODULAR TABLES AT 17<sup>TH</sup> FLOOR SBCORP HEAD OFFICE

#### I. APPLICABILITY

The Terms of Reference (TOR) shall apply to services rendered by a Contractor in the conduct of reconfiguration/repair of SB Corporation's existing modular tables/partitions/workstation at the SB Corp Head Office 17<sup>th</sup> Floor, 139 Corporate Center, Valero St., Salcedo Village, Makati City. The objective of the TOR is to obtain qualified Contractor to perform the modification of the existing modular partitions or workstations in areas identified under item III. Scope of Works.

#### II. BACKGROUND

The Small Business Corporation seeks a suitable Contractor or supplier who can render or provide services to modify the existing tables with the objective of maximizing the office space in order to increase the number of office tables to accommodate the increasing number of SB Corp personnel using the existing modular partitions at the 17<sup>th</sup> Floor of SB Corp Head Office.

#### III. SCOPE OF WORKS

1. Dismantling of existing modular tables, delivery of materials needed in the project, and installation of new partition in areas at 1702 (currently occupied by IAG, InAG, and ERMG), 1703 & 1704 (occupied by CSARG, TG, CG, and LSG) all located at the 17<sup>th</sup> Floor, 139 Corporate Center, Valero St., Salcedo Village, Makati City.
2. The reconfiguration project must generate an increase in modular working tables, and the color of additional tables to be installed must match/or consistent with the existing color of table tops and modular partitions. Breakdown of the increase partitions are as follows:

Areas	No. of Modular Tables						Variance (Additional Tables)
	Existing			Proposed			
	Standard Modular Tables	Manager's Tables	Total Tables	Standard Modular Tables	Manager's Tables	Total Tables	
1702	19	1	20	29	4	33	10 Standard Tables  3 Manager's Tables
1703 and 1704	24	3	27	32	4	36	8 Standard Tables  1 Manager's Table

Areas	No. of Modular Tables						Variance (Additional Tables)
	Existing			Proposed			
	Standard Modular Tables	Manager's Tables	Total Tables	Standard Modular Tables	Manager's Tables	Total Tables	
Total	43	4	47	61	8	69	18 Standard Tables  4 Manager's Tables

3. Electrical installation (inclusive of electrical materials/wirings needed) for areas mentioned under item III.1;
4. Dismantling of accordion-type divider from 1702 conference room to be replaced with permanent divider. The accordion-type divider shall be installed at the 1703 Conference room.
5. The Contractor has to submit within 5-working days, a design and layout, inclusive of detailed work specification of the reconfiguration, and additional modular tables/partition of the subject- project to SB Corporation, for approval of Management.

#### IV. TIMELINE/PROJECT COMPLETION

In compliance with the building requirements, the implementation or conduct of the project shall only be during weekends to start on Friday night at 7:00 PM until full day of Saturday and Sunday, which shall be completed within three (3) weekends from receipt of SB Corp Notice of Award/Proceed.

#### V. BUDGET

The estimated budget to cover for the cost of the project/scope of works is at P750,000.00. The said budget is within ASU's approved budget for the year 2022, and included in the 2022 approved Corporate Operating Budget (COB).

#### VI. TERMS OF PAYMENT

1. Upon receipt of Notice of Award and/or approved design/lay-out of the project, the SB Corp shall provide a 15% down payment/mobilization fund of the project within seven (7) working days;
2. Upon completion of the project as stated under item IV. Timeline/Project Completion, and certified by SB Corp Appraiser as to its completeness and acceptability, the Administrative Services Unit of SB Corp shall process the full payment of the Contract Price within two (2) weeks, net of the 15% mobilization fund.
3. The Contractor must be fully compliant with the required documentary requirements under R.A. 9184.
4. Moreover, payment to be received by the winning Contractor shall be subject to accounting and auditing rules and regulations.



## VII. LIQUIDATED DAMAGES

Section 8.8.1 of the 2016 Revised Implementing Rules and Regulations – Annex E, when the Contractor refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under the contract, the contractor shall pay SB Corporation for liquidated damages, and not by way of penalty, an amount, as provided in the conditions of contract, equal to at least one tenth (1/10) of one (1) percent of the cost of the unperformed portion of the works for every day of delay.

Further, Section 8.8.4 of the same guidelines provides that in case that the delay in the completion of the work exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the contractor, the SB Corp may rescind the contract, forfeit the contractor's performance security and take over the prosecution of the project or award the same to a qualified contractor through negotiated contract.