



REQUEST FOR QUOTATION

Date : _____

RFQ No.: _____

Name of Company : _____

Address : _____

Name of Store/Shop : _____

Address : _____


TIN : _____

PhilGEPS Registration Number(requiredpriorito award): _____

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **To Conduct Relocation Survey** 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 **March 30, 2023 at 10:00am.** A copy of your **Latest Business/Mayor's Permit, Philgeps Registration and 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 jbperez@sbcorp.gov.ph


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>TERMS OF REFERENCE ENGAGEMENT OF EXTERNAL SURVEYOR</p> <p>This Terms of Reference is for the procurement of services of licensed surveyor/s to conduct relocation survey of one (1) property of Small Business Corporation</p> <p>A. PROPERTY DESCRIPTION</p> <p>The property subject of relocation survey consists of one (1) agricultural lot more particularly described as follows:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Property Location</th> <th style="text-align: center;">Area (sq. m.)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Parian, Sigma, Capiz</td> <td style="text-align: center;">194,733</td> </tr> </tbody> </table> <p>B. SCOPE OF WORK</p> <ol style="list-style-type: none"> 1. Conduct research pertaining to the above lot and adjacent lots; 2. Actual survey of the locations of existing natural or man-made boundary markers; 3. Written report on how the survey work was conducted and the reference points used in the survey including site photographs taken during the conduct of survey works; 4. Preparation of a relocation plan duly signed by a licensed Geodetic Engineer; and 	Property Location	Area (sq. m.)	Parian, Sigma, Capiz	194,733	<div style="text-align: right; font-size: 2em; color: blue; margin-top: 20px;">/</div>
Property Location	Area (sq. m.)				
Parian, Sigma, Capiz	194,733				

5. Installation of concrete monuments on the boundaries of the property.

C. TIMETABLE

The survey report shall be submitted not later than fifteen (15) working days from receipt of Notice to Proceed

D. MECHANICS OF THE SUBMISSION OF APPRAISAL PROPOSALS

1. The interested licensed surveyor/s may submit their quotation to the Bids and Awards Committee (BAC), of Small Business Corporation at the 17th floor, 139 Corporate Center, 139 Valero Street, Salcedo Village, Makati City or thru email at jbperrez@sbcorp.gov.ph

2. Quotations should not exceed the approved budget; and

3. The surveyor who submits the Lowest Calculated and Responsive Quotation shall be considered for award.

E. APPROVED BUDGET FOR THE CONTRACT

The total approved budget for the contract is Php 60,000.00

F. TERMS OF PAYMENT

Fifteen (15) working days upon submission and acceptance of the Survey Report.

DELIVERY REQUIREMENT

a) Makati City

b) 1 lot

c) The survey report shall be submitted not later than fifteen (15) working days from receipt of Notice to 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.

PROCUREMENT OF (name of item/s to be procured)			
Approved Budget for the Contract (ABC)	Offered Price per Piece (A) Unit Cost	Quantity in Piece (B)	Total Offered Quotation (A x B)
P 60,000.00 Tax inclusive			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 SB Corp 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: _____

