

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 **To Conduct Relocation Survey in Burauen Leyte** 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 25, 2024**. A copy of your **Latest Business/Mayor's Permit, Philgeps Registration, Omnibus Sworn Statement(notarized) 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 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:

Procurement of (Name of Item/s to be procured)					
TECHNICAL SPECIFICATIONS (detailed)	REMARKS				
<p align="center">TERMS OF REFERENCE ENGAGEMENT OF RELOCATION SURVEY</p> <p>This Terms of Reference is for the procurement of services of licensed geodetic engineers/surveyors to conduct relocation survey of one (1) property of Small Business Corporation.</p> <p>A. PROPERTY DESCRIPTION The property subject of relocation survey consists of one (1) agricultural lot more particularly described as follows:</p> <table border="1"> <thead> <tr> <th>Property Location</th> <th>Area (sq. m.)</th> </tr> </thead> <tbody> <tr> <td>Brgy Catagbacan, Burauen, Leyte</td> <td>26,657</td> </tr> </tbody> </table> <p>B. SCOPE OF WORK The service provider shall undertake the following:</p> <p>a. Pre-Survey Activities and Field Operation</p> <ol style="list-style-type: none"> i. Data Research of reference documents and computations using the available title, tax declaration, technical records, lot data computation, and other relevant documents/records of the lot with the DENR / LRA / DAR / NAMRIA / LGU pertinent to the subject property/ies to be surveyed and those adjoining properties that may be used for checking purposes. ii. Coordinate and secure necessary survey permits or clearance from appropriate government agencies and other legworks related prior to the conduct of relocation survey. iii. Coordinate with SBCorp representatives of the schedule of relocation survey. <p>b. Actual Field Operation</p> <ol style="list-style-type: none"> i. Establish or re-establish the exact boundaries of the subject property as stated in the data 	Property Location	Area (sq. m.)	Brgy Catagbacan, Burauen, Leyte	26,657	
Property Location	Area (sq. m.)				
Brgy Catagbacan, Burauen, Leyte	26,657				

research gathered from various government agencies.

- ii. Identify and record all the erected houses, trees, plants, and all other installed improvements to be found therein the subject property.
- iii. Identify and record the road access, encroachment, presence of illegal occupants, easement, fault lines within 10kilometers, nearby bodies of water, elevation grade, possible road right of way (in case of landlocked), and all other natural and man-made features that could affect the subject property.
- iv. Installation of permanent concrete monument markers or any acceptable markings for boundary corners if not applicable.

c. Post-Relocation Survey

- i. Submission not later than thirty (30) calendar days of the Survey Report from the receipt of Notice to Proceed.
- ii. Coordinate with SBCorp representative/s for the joint validation of completed relocation survey works.
- iii. Assist SBCorp should there be a need to resolve boundary conflicts and/or other related concerns relative to the survey of the property/ies.

C. DELIVERABLES (in A4 paper size)

1. Relocation survey narrative report
2. Relocation survey plan/s with vicinity map and technical description duly signed and sealed by the licensed geodetic engineer in A4 paper size
3. Relocation survey plotted in Google Earth layout
2. Actual photograph/s in Item No. B, c. Actual Field Operation with watermark date and time.
3. Data research gathered from various government agencies
4. Permits and clearances coordinated with various government agencies
5. Summary table of the boundaries, geographic coordinates, and google coordinates.
6. Other information found in Item No. B, c. Actual Field Operation.

(Separate submission of the following)

1. Two original sepia copies in standard paper size of the relocation survey plan/s with vicinity map and technical description duly signed and sealed by the licensed geodetic engineer.
2. Two original white print copies of the relocation survey plan/s, reduced in A3 paper size.
3. Electronic copy of the relocation survey plan (PDF file/s and KML file/s).

D. DOCUMENTS TO BE PROVIDED TO SURVEYOR

1. Original Certificate of Title or Transfer Certificate of Title
2. Tax Declaration
3. Letter of Authority to Conduct Relocation Survey
4. Tax Map or Vicinity Map (if available)

E. WORK DURATION

The Survey Report shall be submitted not later than thirty (30) calendar days from receipt of the Notice to Proceed (NTP). Otherwise, submission beyond the said period shall be subject to liquidated damages equivalent to 1/10 of 1% of the contract price per day of delay.

F. MECHANICS OF THE SUBMISSION OF 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 jbperes@sbcorp.gov.ph and ropa@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.

G. APPROVED BUDGET FOR THE CONTRACT

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

H. TERMS OF PAYMENT

Payment in full in fifteen (15) working days upon submission of all the documents and issuance of Certificate of Acceptance of the Survey Report.

<p>I. OTHER TERMS AND CONDITIONS</p> <ol style="list-style-type: none"> Survey report and all other information shall be treated CONFIDENTIAL and for the exclusive use of Small Business Corporation (SBCorp) only; and, Certification from the licensed Geodetic Engineer/Surveyor that the property was properly identified and that the service provider is liable for any problem that may arise as a result of misidentification issued by the service provider. 	
DELIVERY REQUIREMENT	
a) 1 lot	
b) SBCorp 19th Flr., 139 Corporate Center 139 Valero St., Salcedo Village Makati City	
c) Thirty (30) calendar days from receipt of the Notice to Proceed (NTP)	

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)			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
Php60,000.00 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 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: _____