

REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF EDUCATION  
 NATIONAL CAPITAL REGION  
 DIVISION OF MARIKINA CITY  
**BIDS AND AWARDS COMMITTEE**



**Request For Quotation (RFQ)**

Date: October 23, 2020  
 Quotation No. SDO-2020-RFQ-079

**To all Eligible Bidders:**

- I.** Please quote your lowest Quotation for the Project **“REPAINTING OF COVERED COURT/MINI GYM FLOORING at MARIKINA ELEMENTARY SCHOOL**. This is subject to the Terms and Conditions of this RFQ. **Submit your quotation duly signed by your representative not later than 9:00am October 27, 2020. The Opening of Bids/Quotation shall be on the same date, 9:15 am at PSDS Office, Schools Division Office, Marikina City.** For more information please call the BAC Secretariat at Telephone No. (02) 682-39-89.

**ELISA Q. CERVEZA**  
 BAC Chairperson

**II. TOTAL APPROVED BUDGET FOR THE CONTRACT: Php 280,833.44**

**III. SUMMARY OF WORKS**

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1	REPAINTING OF COVERED COURT/MINI GYM FLOORING at MARIKINA ELEMENTARY SCHOOL <i>(see attached Bill of Quantities/Summary Sheet and Program of Works/ Detailed Estimate)</i>	1 Lot		
<b>GRAND TOTAL:</b>				

This is to submit our price quotations in the above indicated item subject to the terms and conditions of this RFQ.

Bidder's Company Name:		TIN:	
Address:			
Telephone No.:	Fax No.:	e-mail:	
Supplier's Authorized Representative's Signature over Printed Name:		Date:	

**IV. Terms and Conditions**

**A.** Bid Documents can be obtained @ the office of the BAC Secretariat Head, 2<sup>nd</sup> Flr. CID Office, DepEd Division Of Marikina Starting **October 23, 2020** From 8:00 A.M. to 5:00 P.M. Only or You May Download at Philgeps provided that You must Pay the NON Refundable Amount of Five Hundred Pesos (**Php. 500.00**) to the Cashier's Office One (1) Hour Before The Deadline For Submission Of Quotation.

**B. Submission of Requirements**

1. Signed quotation and other requirements stated below shall be placed inside a sealed envelope and shall be submitted to the Bids and Awards Committee (BAC) through the BAC Secretariat Head at CID Office, 2<sup>nd</sup> floor at DepED Division of Marikina City, Shoe Ave., Sta. Elena, Marikina City.
2. The sealed envelope should be properly marked and contain the following information:
  - a. Name of the project to be bid in CAPITAL LETTERS
  - b. Name and address of the bidder in CAPITAL LETTERS
  - c. Address of the Procuring Entity's BAC thru the BAC Chairperson
  - d. Signature of the bidder on the flap side of the sealed envelope
3. Contractor / Bidder shall submit the following requirements:
  - a. Duly signed Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
  - b. G-EPS / PhilGeps Registration Certificate
  - c. Valid Mayor's Permit
  - d. PCAB License
  - e. Income/ Business Tax Return
  - f. Omnibus Sworn Statement (Stating the Project to Bid)
  - g. Duly Filled Up BILL OF QUANTITIES/SUMMARY SHEET AND PROGRAM of WORKS/ DETAILED ESTIMATE
  - h. Site Inspection Certificate, signed by School Head or his / her Representative and attested by the Division Engineer.

**V. Instructions**

1. This Quotation and the Bidder's written acceptance will constitute a binding Contract between Procuring Entity and Bidder. The Procuring Entity is not bound to accept the Lowest or any Quotation received without the accompanying requirements stated above.
2. Quotation shall remain valid for a period of not less than thirty (60) calendar days after the deadline date specified for submission.
4. Quotation must be equal or lower than the Approved Budget of the Contract of the Implementing unit. The price quoted by the Contractor / Bidder shall be fixed for the duration of the bid validity and the contract.
5. Contractor / Bidder shall pick-up the contract issued in its favour within three (3) calendar days from date of receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the Bidder. Thereafter, if the Contract remains unclaimed, the Contract shall be cancelled. To avoid delay in the delivery of the requesting agency's requirements, all defaulting Bidders shall be precluded from proposing or submitting substitute quotation(s) or item(s).
6. Contractor / Bidder shall be paid by the amount reflected in its quotation by the Department of Education Division of Marikina City.
7. Contractor / Bidder who accepted a contract but failed to deliver the WORKS within the time called for in the contract shall be disqualified from participating in DepED or any of DepED units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and it's IRR-A against the supplier.

**VI. Award**

1. The Procuring Entity will award the contract to the Contractor / bidder whose offer has been determined to be substantially responsive and who offered the lowest evaluated price quotation.
2. The Procuring Entity reserves the right to accept or reject any quotation and to cancel the process of competition at any time prior to the award of the Contract based on valid, reasonable, and justifiable grounds as provided for in the Revised IRR of RA9184.
3. The Contractor / Bidder whose quotation has been accepted will be notified by the Procuring Entity prior to the expiration of the validity period of the Quotation.

**VII. Delivery, Inspection and Acceptance**

1. Delivery of WORKS shall be made within the period of Thirty (30)-Calendar days upon receipt of Notice to Proceed.
2. WORKS shall be delivered at MARIKINA ELEMENTARY SCHOOL, SHOE. AVE., STA. ELENA, Marikina city.

**VIII. Terms of Payment**

1. Payments shall be processed after completion of the Works of at least 50% (Partial Billing)/ All the WORKS (Final Billing) listed in the BILL of QUANTITIES/SUMMARY SHEET and PROGRAM of WORKS/DETAILED ESTIMATES.

## CONTRACTOR

PROGRAM OF WORKS  
BILL OF QUANTITIES  
**REPAIR-2020-NCR-MARIKINA CITY-0036**

(BILLETING SCHOOLS PALARONG PAMBANSA 2020)

School: <b>MARIKINA ELEMENTARY SCHOOL</b>	Date:
School I.D: <b>136-676</b>	Budget Allocation:
Region: <b>NCR</b>	Engineering and Administrative Overhead:
Division: <b>MARIKINA CITY</b>	Approved Budget for Contract: <b>PHP 280,833.44</b>
Project Title:	Completion Period: <b>30 calendar days</b>
<b>REPAINTING OF COVERED COURT/MINI GYM FLOORING</b>	<b>Minimum Required Manpower:</b> General Foreman Painters Helpers
<b>Location: SHOE AVE., STA. ELENA, MARIKINA CITY</b>	<b>Minimum Required Equipment:</b> Hand Tools

Item No.	Item Description	% of Total	Unit	Quantity	Total Cost	Remarks
	<b>I. DIRECT COST</b>					
	GENERAL REQUIREMENTS		lot	1.00		
	Painting Works		lot	1.00		
	<b>Sub-Total</b>					
	<b>II. INDIRECT COST 22% of (I)</b>					
	Overhead Expenses (8%)					
	Contingencies (3%)					
	Miscellaneous (1%)					
	Contractor's Profit (10%)					
	<b>Sub-Total</b>					
	<b>III. TAX 5% of (I+II)</b>					
	<b>Sub-Total</b>					
	<b>IV. TOTAL CONSTRUCTION COST (I + II + III)</b>					

Prepared:

CONTRACTOR

## CONTRACTOR

### PROGRAM OF WORKS DETAILED COST ESTIMATE

### REPAIR-2020-NCR-MARIKINA CITY-0036

PROJECT : REPAINTING OF COVERED COURT/MINI GYM FLOORING

SCHOOL : MARIKINA ELEMENTARY SCHOOL

LOCATION: SHOE AVE., STA. ELENA, MARIKINA CITY

OWNER : DEPARTMENT OF EDUCATION

ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT COST		TOTAL COST		GRAND TOTAL
				MATERIAL	LABOR	MATERIAL	LABOR	
<b>I</b>	<b>GENERAL REQUIREMENTS</b>							
	Mobilization/Temporary Structures, Utilities and Services/Demobilization	lot	1.00					
	Safety and Health	lot	1.00					
	Sub-total							
<b>II</b>	<b>Painting Works</b>							
	<b>SITE PREPARATION</b>	unit	1.00					
	Baby Roller	pc	20.00					
	Paint Brush #2	pc	20.00					
	Roller #7	pc	20.00					
	RUBBERIZED PAINT{APPROVED COLOR}	gal	80.00					
	RUBBERIZED PAINT REDUCER	gal	15.00					
	Sub-total							
<b>I.</b>	<b>DIRECT COST</b>							
<b>II.</b>	<b>INDIRECT COST 22% of (I)</b>							
<b>III.</b>	<b>TAX 5% of (I+II)</b>							
<b>IV.</b>	<b>TOTAL CONSTRUCTION COST (I+II+III)</b>							

Prepared by:

CONTRACTOR