

## Request for Quotation

9 November 2020

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

**Quotation No. TPB-PR.2020.11.370**

PR 10.020 PGSD

**Requirements : RENOVAION OF TPB OFFICE SPACE**

**Project: RENOVAION OF UNIT 4- 4<sup>th</sup> FLOOR TPB OFFICE**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>Tourism Promotions Board (TPB) Office Space Renovation Address: 4<sup>th</sup> Legaspi Towers 300 Roxas Boulevard Malate, Manila</p> <p><b>SCOPE OF WORK</b></p> <ol style="list-style-type: none"> <li>1. Demolition of old ceiling and installation of new ceiling</li> <li>2. Provision of new 24"x48" acoustic board ceiling on powder coated T-runners and lighting fixtures (to include at least 10 pairs in the main waiting/work stations, 2 pairs each at the auditors' offices, 2 pairs at the storeroom, 1 pair each at the pantry and 1 single at the toilet)</li> <li>3. Removal, supply and replacement of existing vinyl tiles with 12"x12" or 22"x22" U.S. homogenous vinyl tiles including repair of floors imperfections and hauling of waste materials (except for the big room as indicated in the attached layout)</li> <li>4. Repair, refurbishment and installation of wooden cabinets in the storage room</li> <li>5. Supply and installation of new ficem</li> </ol>	Php1,000,000.00	Php1,000,000.00

	<p>double wall partition on GI studs 5mm thick ficem with 10mm gypsum under-sheathing on 2" x 4" GI studs</p> <ol style="list-style-type: none"> <li>6. Painting and re-painting work in the entire area (except for the future expansion)</li> <li>7. Provision for additional room outside to serve as resident auditor's office, with plywood or hardiflex wall in one side and glass in front side with frameless tempered glass door</li> <li>8. Repair of toilet (see attached design for measurements) to include plumbing, floor and wall tiles, toilet bowl, sink and other materials for the toilet</li> <li>9. Repair of pantry to include plumbing, tiles, sink and other materials for the pantry</li> <li>10. Identification and repair of the leak-affected areas of the room and provision of SS drain pan inside ceiling of overhead floor slab</li> <li>11. Waterproofing of walls and flooring near the deck</li> <li>12. Electrical works to be provided/supplied by the contractor <ul style="list-style-type: none"> <li>➤ Installation of troffer light fixtures including rough-in pipes &amp; fittings with parabolic aluminum reflector</li> <li>➤ Wires, cables, wiring devices, and miscellaneous for the lighting, sockets for each work station, inner offices, pantry, storage, toilet and waiting area, and other electrical connections needed for the total renovated area</li> <li>➤ Panel board and circuit breaker</li> </ul> </li> <li>13. Installation of air conditioning units (existing aircon unit to be provided by TPB: two 3TR standing units and</li> </ol>		
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	<p>two ceiling cassette inverter units for the inner offices)</p> <ol style="list-style-type: none"> <li>14. Provision of sandblast/frosted type sticker for hallway glass door and glass panel</li> <li>15. Supply and installation of frameless tempered swing double glass door with frosted tint and complete accessories</li> <li>16. Hauling</li> <li>17. All permits needed for the project</li> <li>18. Labor and supervision; manpower to be assigned should have the proper license/s</li> <li>19. Provision of PPE, orientation on COVID19 measures to construction team and staff to be deployed for this project, and submission of negative swab/rapid COVID19 test result for all manpower to be deployed for this project</li> <li>20. Provision of cash bond as follows:</li> </ol> <p><b>CASH BOND: The contractor is responsible to shoulder the cash bond at Legaspi Towers 300 Management amounting to Php 50,000.00</b></p> <p><b>ELIGIBILITY DOCUMENTS (pls. see last page of this Request for Quotation)</b></p> <p>Bidders must submit the following legal documents set forth in Annex "H" of the Revised Implementing Rules and Regulations of the Republic Act (R.A.) No. 9184, to be eligible to participate in this bidding:</p> <ol style="list-style-type: none"> <li>1. SEC/DTI Registration Certificate</li> <li>2. Valid Mayor's Permit/License</li> <li>3. BIR Registration / TIN</li> <li>4. Company Profile</li> <li>5. PhilGEPs Certificate</li> <li>6. Notarized Omnibus Sworn Statement</li> <li>7. Annual Income Tax Return</li> </ol> <p>Additional requirements:</p> <ol style="list-style-type: none"> <li>8. PCAB GB-1 (at least Category B or higher)</li> <li>9. Statement of the list of all ongoing</li> </ol>		
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	<p>government and private projects</p> <p>10. Statement of the list of all completed government and private projects in the last three (3) years with the same or higher contracted amount as the approved budget for this contract (ABC)</p> <p>11. Use the attached bill of quantities (BOQ) form for the financial proposal</p> <p>Attached are the following:</p> <ol style="list-style-type: none"> <li>1) Term of Reference</li> <li>2) Design</li> <li>3) Bill of Quantities</li> </ol> <p>Delivery/Project Completion: Within 60 Calendar Days from issuance of the Notice to Proceed (NTP)</p>		
Terms	30 days upon receipt of invoice		
ABC	<b>Php1,000,000.00</b> inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **13 November 2020, 12:00 Noon** thru email at [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph) , subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

**(sgd)**

**ELOISA A. ROMERO**

Head, Procurement and General Services Division

Contact Person

**SOCRATES G. TORRES**

Contact No

525-93-18 loc. 266  
soc\_torres@tpb.gov.ph

**Note: All entries must be typewritten in your company letterhead.**

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. SEC/DTI Registration Certificate
2. Valid Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile
5. PhilGEPs Certificate
6. Notarized Omnibus Sworn Statement
7. Annual Income Tax Return