

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2023-02-115
End-user: BGMS
Name of Project: _____

RFQ No.: 2023-03-253
Date: MAR 14 2023
ABC: ₱200,000.00

**CONSULTING SERVICES FOR THE STRUCTURAL INVESTIGATION AND
RETROFITTING OF RRCY COVERED COURT**

Mode of Procurement: SMALL VALUE PROCUREMENT

Sir/Madam: _____

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at bacsec.car@dswd.gov.ph on or before MAR 20 2023 12:00NN.

ENRIQUE H. GASCON JR.
BAC Chairperson
EHG

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be REJECTED.
2. For unit price/s, quotations with a dash or zero shall be deemed free of charge.
3. All entries must be typewritten/printed/longhand. Any erasure in the quotation must be countersigned by the bidder/representative, otherwise quotation will be rejected.
4. The Procuring Entity may give due preference to goods being offered with green component.
5. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is as indicated in the next page.
7. Price validity shall be for a period of 120 calendar days from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier.
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
 - o Updated Mayor's / Business Permit
 - o PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)
 - o Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).
 - o Official Receipt issued by BIR (a mere picture of the receipt can suffice)
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the lower shall prevail.
10. Suppliers/Contractors who refuse to accept correction of *price offer* after Bid Evaluation may be disqualified.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the technical specifications and the terms and conditions stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the **Omnibus Sworn Statement** prior to issuance of Award / Purchase Order with ABC amounting to **P500,000.00** for **Emergency Cases** and **P50,000.00** above for **Small Value Procurement**.
13. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may disqualify bidder from participating future procurement activities *to be conducted by DSWD-CAR*.
14. Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE) may 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.
15. Further information may be obtained from the Procurement Section with telephone number (074) 661-0430 local 25025 or email address bacsec.car@dswd.gov.ph.

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Cordillera Administrative Region
40 North Drive, Baguio City

REQUEST FOR QUOTATION (RFQ)

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	CONSULTING SERVICES FOR THE STRUCTURAL INVESTIGATION AND RETROFITTING OF RRCY COVERED COURT				
	CONSULTING SERVICES -Non-destructive tests of existing beams and columns -Structural Analysis of the existing building based on the as-built drawings -Retrofit design -Signed and Sealed structural rehabilitation drawings and specifications (7 copies) -Visit the site five (5) times during implementation of retrofit works PLEASE SEE ATTACHED TERMS OF REFERENCE	1	lot		
	<i>OTHER REQUIREMENTS</i>	COMPLIANCE			REMARKS
		<i>Can Comply</i>	<i>Cannot Comply</i>		
	Service Provider must have an Active Landbank Account for payment purposes. For other banks, service charge will be deducted upon payment on the account.	[]	[]		
	The place of delivery of the goods/services is within BAGUIO CITY .	[]	[]		
PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES					
TOTAL PRICE					

• Award shall be made per: Lot basis | Total Quoted Price

*Note: **NO GIFT ALLOWED**. Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.*

Sir:

After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

Signature of supplier/representative over printed name: _____

Name of Firm/Dealer/Contractor: _____

Address: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____

Name and Signature of Canvasser

**TERMS OF REFERENCE FOR HIRED SERVICE PROVIDER
OF CONSULTING SERVICES FOR THE STRUCTURAL INVESTIGATION AND
RETROFITTING OF RRCY COVERED COURT**

IDENTIFYING INFORMATION	
<p>Title: Consulting Services for the Structural Investigation and Retrofitting of RRCY Covered Court</p>	
<p>Venue: RRCY, Sablan, Benguet</p>	
<p>Tentative Implementation Date: March 2023</p>	
<p>Proponent:</p>	<p>Administrative Support:</p>
<p>The Department of Social Welfare and Development (DSWD) is the primary government agency mandated to develop, implement and coordinate social protection and poverty-reduction solutions for and with the poor, vulnerable and disadvantaged. The retrofitting of the RRCY Covered Court Building is key in ensuring the safety of the occupants and is a prerequisite for the continued skills development of the residents, as the basements will serve as the skills development facility of the center. The building is located at RRCY, Bayabas, Sablan, Benguet.</p> <p>The DSWD is seeking Technical Assistance from the private sector to guarantee the structural integrity of the RRCY Covered Court located at Bayabas, Sablan, Benguet. The RRCY Covered Court was built in 2019. When the Magnitude 7.0 earthquake happened on July 27, 2022, the BGMS team inspected all DSWD infrastructures including the RRCY Covered Court. During the inspection, it was found out that the structural columns were not implemented according to the plans. The actual span of columns is longer compared to the structural plans and posts a risk for failure. In line with these findings, the BGMS team requested for Technical Assistance from the Department of Public Works and Highways – CAR (DPWH-CAR) to assess the building if it is still structurally safe given the initial findings.</p> <p>The DPWH-CAR sent a team of Engineers and Architects, accompanied by the BGMS team, to assess the structure. Resulting from this assessment, the DPWH-CAR team sent a report recommending to contract the services of a highly technical private structural engineer for consultancy regarding the non-destructive tests and structural analysis of the building. This consultancy would also include the design of possible retrofitting works, subject to the result of the structural analysis and non-destructive tests, for the structure of the building. Contracting a highly technical structural engineer with the expertise and capability would ensure the safety and integrity of the existing structure.</p> <p>Following governing laws & regulations such as but not limited to the National Building Code and National Structural Code of the Philippines (NSCP) 2015.</p> <p>The CONSULTANT shall work in close collaboration with DSWD in-house technical staff, the Buildings and Grounds Management Section (BGMS), who shall serve as its liaison to the different offices and departments of the DSWD.</p> <p>As a general principle, the CONSULTANT shall perform the tasks laid down below in full consideration of all pertinent laws, rules and regulations of the government and the DSWD.</p> <p>These terms of reference provide the basic/standard requirements for the conduct of consulting services to be rendered for the project.</p>	

DETAILS

1. Competence and Qualifications:

Should be a practicing Registered Civil Engineer specializing in Structural Engineering with at least ten (10) years extensive experience in design and structural computations of buildings and projects of similar or greater magnitude and complexity.

Relevant Projects shall refer to contracts with scope of works related to the preparation of structural design and detailed engineering of other vertical structures (government / public and private buildings).

Prospective Consultants are required to submit the following:

1. Certificate of Registration from BIR;
2. Official Receipt from BIR;
3. Valid PhilGEPS Registration Certificate (at least RED membership) (all pages); and
4. Curriculum Vitae

2. Scope of Works:

The consultant is expected to provide the following:

1. Conduct non-destructive tests of existing beams and columns. The results of which shall be the basis of the retrofit design.
2. Perform structural analysis of the existing building based on the as-built drawings.
3. Produce the Retrofit Design to be structurally compliant to the provisions of the National Structural Code of the Philippines.
4. Produce signed and sealed structural rehabilitation drawings and specifications (at least 7 copies).
5. Visit the project site five (5) times during the implementation of the retrofitting works to ensure that the plans and specifications are being implemented accordingly.

3. Detailed Estimate:

Unit	Item Description	Quantity	Unit Cost	Total Cost
lot	<p>Consulting Services for the Structural Investigation and Retrofitting of RRCY Covered Court</p> <ul style="list-style-type: none"> - Non-destructive tests of existing beams and columns - Structural Analysis of the existing building based on the as-built drawings - Retrofit design - Signed and Sealed structural rehabilitation drawings and specifications (7 copies) - Visit the site five (5) times during implementation of retrofit works 	1	₱200,000.00	₱200,000.00

4. Other Provisions:

The consultant on its own account shall provide all office supplies, equipment, instruments, machines, vehicles and manpower necessary in the performance of its duties and obligations.

In the event the DSWD requires revisions in the detailed approved plans due to site conditions, the consultant shall submit the necessary revised plans, specifications and justifications at no additional cost to DSWD.

The consultant must be available during the construction stage to remedy any conflict or problems arising from the defects or deficiencies in design on an "on call" basis.

All outputs of the consultant will belong to the DSWD and the DSWD has the right to utilize these outputs for any and all its future infrastructure projects. The CONSULTANT shall take measures to ensure that any data on the DSWD matters which will affect its security shall be handled with confidentiality.

5. Accountabilities

Close coordination and regular communication with the DSWD, official and/or staff will therefore be an integral part of the scope of work.

The DSWD shall have full access to any information, data, documents or working records acquired or used by the Consultant during the course of the project.

The DSWD or any of its authorized representatives may participate in project meetings and join the Consultant during onsite inspections or meetings with the regulated entities. Communication with the regulated entities shall be conducted through the DSWD.

6. Contract Duration and Schedule

Required outputs shall be completed and submitted within Thirty (30) calendar days upon receipt of Notice to Proceed. Five (5) site visits of the consultant during the retrofitting works shall be scheduled by the DSWD. This is excluded from the contract duration of Thirty (30) calendar days.

Where the Consultant 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 Consultant shall pay DSWD 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 percent (1%) of the cost of the unperformed portion of the works for every day of delay. Should the amount of liquidated damages reach ten percent (10%) of the contract amount, DSWD shall, at its own discretion, terminate the contract without prejudice to any further action it may take to recover whatever losses incurred due to non-performance of the Consultant.

To be entitled to such liquidated damages, DSWD does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due or which may become due the Consultant under the contract and/or collect such liquidated damages from the retention money or other securities posted by the Consulting Firm whichever is convenient to DSWD.

7. Term of Payment

For and in consideration of the full and satisfactory performance of the services by the consultant and the acceptance thereof by the DSWD, the DSWD shall pay the agreed following fees in accordance with the billing schedules corresponding thereto:

1. 25% of the Contract Amount upon completion of items 1 and 2 under Scope of Works.
2. 50% of the Contract Amount upon completion of items 3 and 4 under Scope of Works.
3. 25% of the Contract Amount upon completion of item 5 under Scope of Works.

Prepared by:

Concurred by:

Service Provider:


COLLIN JONES C. TUNGOL
PDO II

(Printed Name over Signature)

Address:

Contact Number:
