



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "Supply, Delivery, Installation, Testing, and Commissioning of Polyurethane Membrane Waterproofing for DBM Building I" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : *Supply, Delivery, Installation, Testing, and Commissioning of Polyurethane Membrane Waterproofing for DBM Building I*

Approved Budget of the Contract : Two Hundred Fifty Four Thousand Eight Hundred Pesos (Php254,800.00)

Specifications : See the attached Technical Specifications

Location : G/F DBM Building III, Gen. Solano St., San Miguel, Manila

Delivery Term : Please see attached Schedule of Requirements

Pre-bid Meeting : April 11, 2017, 11:00 am

Interested suppliers are required to submit their valid and current Mayor's Permit, Income/Business Tax Return, PhilGEPS Registration Certificate, Statement of Compliance, Schedule of Requirements, Omnibus Sworn Statement, and price quotation form (Annex "A").

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **April 18, 2017** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957.

For inquiry, you may contact us at tel. nos. 735-4902 or 791-2000 local 3115.

Very truly yours,


ATTY. ANDREA CELENE M. MAGTALAS
Director IV, Administrative Service

PRICE QUOTATION FORM

Date: _____

The Administrative Service
 Department of Budget and Management
 Ground Floor, DBM Bldg. III, Gen. Solano St.,
 San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Qty	Unit Price	Total Price
Supply, Delivery, Installation, Testing, and Commissioning of Polyurethane Membrane Waterproofing for DBM Building I	<i>Supply, Delivery, Installation, Testing, and Commissioning of Polyurethane Membrane Waterproofing for DBM Building I</i> (Please see attached Technical Specifications)	1 lot		
Total (inclusive of VAT)				

(Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

 Name/Signature of Representative

 Name of Company

 Contact No.

TERMS OF REFERENCE
Scope of Work and Specification

A. PROJECT DESCRIPTION

Re-WATERPROOFING OF Department of Budget and Management Building 1 Roofdeck using MEMBRANE

The Contractor shall be responsible for the execution of the overall development of the project site.

B. SCOPE OF WORK / EXECUTION

1. SITE INSPECTION

Actual site inspection shall be conducted to verify the following conditions:

- a. That the site surfaces conditions are secured and ready to receive work.
- b. That the deck is clean and smooth, free of depressions.
- c. That the deck surfaces are dry and free of water ponding.

2. PREPARATION

- a. Clean surfaces thoroughly prior to installation after removal of existing waterproofing
- b. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
- c. Surfaces shall be clean, smooth, and free of sharp edges, loose and foreign material, oil and grease.
- d. That roof deck is structurally sound and in appropriate condition to begin installation of waterproofing system.

3. EXECUTION

- a. Install waterproofing system in accordance with the membrane manufacturer's installation instructions.

4. TESTING AND COMMISSIONING

- a. Conduct flood testing of the roofdeck gutter new waterproofing for 24 hours

C. PRODUCTS

1. Manufacturer:

- a. Provide all waterproofing system components by a single manufacturer, or as approved by membrane manufacturer.

2. Waterproofing System Components:

- a. Reinforced Waterproofing Membrane: Specially Formulated Waterproofing Membrane, conforming to Physical Properties as indicated below.

D. SUBMITTALS

a. Manufacturer's Data Sheets on each product to be used, including:

1. Preparation instructions and recommendations.
2. Storage and handling requirements and recommendations.
3. Installation methods.
4. Maintenance requirements.

b. Shop Drawings: Indicate insulation pattern and overall waterproofing membrane layout.

c. Manufacturer's Certificates: Certify products meet or exceed specified physical properties required.

f. **Project Schedule / Timeline**

The CONTRACTOR shall submit to the DBM-AS a Project Schedule that will show the time-table of the project from start to finish. The schedule will be submitted in the form of a Gantt chart. The Contractor shall also include schedule tracking, to check the progress of the project. The schedule shall be submitted to the DBM-AS for review and approval.

E. INSPECTION

All materials and previous work done shall be subjected and submitted for inspection by the DBM-AS representative before proceeding to the next work step to be undertaken and to be applied and who shall have the right to reject articles or materials to be furnished by the Contractor, in case they fail to meet the requirements of the specifications, whether the defects on such material are detected at the stage of manufacture or field/site application.

The CONTRACTOR shall provide an experienced instrument person, competent assistants and such instruments, tools, stakes and other materials required to complete the survey, layout and measurement of work.

F. PROJECT DURATION

The New Waterproofing System using the Membrane shall be done within **20 calendar days** to take effect seven (7) days after the receipt of the Notice to Proceed.

G. PROVISION OF TOOLS AND EQUIPMENT

The CONTRACTOR shall provide all the necessary tools and equipment to complete the project. The later shall also provide the electrical and water meter chargeable to the account of the CONTRACTOR. The BSP shall provide the necessary electrical power and water supply source for the consumption of the Contractor for the completion of the subject project.

H. CLEANING-UP

The CONTRACTOR shall keep the premises from accumulations of waste materials and rubbish at all times and shall provide adequate trash receptacles at the site which shall be promptly and properly disposed after every end of the day work.

I. OTHER PROVISIONS

The CONTRACTOR shall coordinate with the DBM-AS or its authorized representative regarding the storage of materials, entry permits, security requirements and other things that are needed in the project implementation.

DBM-AS shall provide a space for storage facility of the CONTRACTOR needed for the project.

The CONTRACTOR shall provide all other machines / equipment needed to complete the project.

J. WARRANTY

1. **Installer Warranty:** Warrant the workmanship and proper application of waterproofing system for five (5) years from the date of favorable inspection by the waterproofing membrane manufacturer. Repair any leaks covered under the warranty that occur during this period to the satisfaction of the Owner and the roof membrane manufacturer. All corrective work will be done at no cost to the Owner.

2. **Manufacturer Warranty:** Provide a no-monetary limit type warrantee with provisions for completion of repairs, replacement of membrane or total replacement of the waterproofing system during the warranty period. Warranty must also meet the following criteria:
 - a. Warranty Period: 5 years from date issued.
 - b. Retention Money can be substituted by Warranty Bond / Surety Bond issued by an accredited commercial bank to include / consider the depreciated value for 5 years
 - c. Include no exclusions for damages caused by ponded water or biological growth, or for incidental or consequential damages.
 - d. Issued direct from and serviced by the waterproofing membrane manufacturer.
 - e. Include no additional charges for the warranty.

- End of Section -

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of

execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her _____ No. _____ issued on _____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. ____

Page No. ____

Book No. ____

Series of ____