



## REQUEST FOR QUOTATION

Date: November 29, 2018

RFQ No. HR-18-024

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Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure **CONSULTANCY AND PROFESSIONAL SERVICES FOR THE DESIGN OF THE OFFICE UNIFORMS**, with an **Approved Budget for Contract (ABC) of Eighty Thousand Pesos (Php 80,000.00), VAT Inclusive**, which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your offer to the BAC Secretariat on or before **10:00 a.m. of December 14, 2018**, at the BAC Secretariat Office, Ground Floor, Delegation Building, PICC, together with the required documents enumerated below in sealed envelopes. Each document shall have one (1) original copy and (2) duplicate copies;

I. First Envelope: Eligibility Documents

- a. 2018 Mayor's Permit;
- b. PhilGEPS Registration Number;
- c. List of all ongoing government and private contracts similar in nature including contracts awarded but not yet started, if any (see Annex A);
- d. List of all completed contracts similar to the contract to offer within the last three (3) years from the deadline of submission of offers, supported with its Contract and Certification of Client Satisfaction (see Annex B);
- e. Omnibus Sworn Statement with Secretary's Certificate for Corporations or Special Power of Attorney for Single Proprietorship (Annex C).

II. Second Envelope: Technical Documents

- a. Three (3) illustrated designs (each on a legal sized 8.5" x 13" bond paper) for each of the categories with detailed descriptions;
- b. Proposed fabrics, sized 1 yard each, including its HS code.

III. Third Envelope: Financial Documents

- a. RFQ Form (Annex D)

IV. Sample of previous works. Examples of previous work with clients, designed and manufactured within the last three (3) years, as follows:

- a. Female Corporate Uniform/Attire:  
1 Dress or Blouse and Skirt combination and 1 Blazer
- b. Male Corporate Uniform/Attire:  
1 Polo Barong or Long Sleeved Polo, 1 pair of Office Slacks and 1 Long Sleeve Coat or Jacket
- c. Male Technical Staff Uniform/Attire: 1 Shirt Jack

The PICC-BAC will hold a clarificatory meeting of the subject procurement at **2:00 p.m.** of **December 7, 2018** at the PICC-BAC Conference Room, Ground Floor, Delegation Building, PICC. Eligibility documents as well as Technical, Financial Proposals and Sample of works shall be submitted on or before **10:00 a.m.** of **December 14, 2018**. Opening of Eligibility documents, technical proposals and financial proposals shall be conducted at **10:00 a.m.** of **December 14, 2018** at the PICC-BAC Conference Room, Ground Floor, Delegation Building.

The PICC-BAC shall evaluate the offers using the Quality-Cost Based Evaluation procedure. The Technical Proposal shall be given a weight of eighty percent (80%), while the Financial Proposal shall be given twenty percent (20%). The criteria and rating system for the evaluation of offers shall be described in the Terms of Reference.

For any clarifications, you may contact **Ms. Cathy D. Esteban** at telephone no. **(02)789-4761** or email address at [cdesteban@picc.gov.ph](mailto:cdesteban@picc.gov.ph).

  
**MELPIN A. GONZAGA**  
Chairman 

**TERMS OF REFERENCE**

**I. PROJECT TITLE:**

Consultancy and Professional Services for the Design of the Office Uniforms

**II. APPROVED BUDGET FOR CONTRACT (ABC):**

Eighty Thousand Pesos (Php 80,000.00), VAT Inclusive

**III. SCOPE OF SERVICES AND DELIVERABLES:**

The design is intended to be utilized for a minimum period of six (6) years and will be re-manufactured every two (2) years; As such, the stated materials in the designs must likewise be available within the same timetable. All the designs particularly those pertaining to the male and female uniforms, must be complementary to each other in order to portray a holistic image of just one PICC. Preferred colors are navy blue, red, black and gray.

The design shall have a modern corporate look yet distinct from the uniforms of other hotels and government agencies in the local and international hospitality industry. Being an international convention center, PICC employees get to meet VIPs, foreign delegates, and the likes; As such, the design of the uniforms must exude a world-class image and should carry certain elements distinct or representative of the PICC.

a. The Offeror shall conceptualize and submit three (3) illustrated uniform designs for each category, each on a legal sized 8.5" x 13" bond paper. Such shall be submitted together with detailed description.

a.1 PICC Rank and File Employees:

1. Female office staff
2. Male office staff
3. Male technical staff, physical arrangement foremen and drivers

a.2 PICC Employees:

1. Short Sleeved Collared T-shirt for Male and Female employees

Category	Requirements	Description
1. Female Office Staff	4 pcs 1 pc	Dress or Blouse and Skirt w/ lining Overcoat or Blazer w/ full lining
2. Male Office Staff	4 pcs 4 pcs 4 pcs 1 pc	Polo Barong / Long sleeved Polo with Tie Office slacks Inner shirts Long sleeve coat/jacket
3. Male Technical Staff, Physical Arrangement Foremen, and Drivers	4 pcs 4 pcs 4 pcs 1 pc	Shirt jack Office slacks Inner shirts Long sleeve coat/jacket

4. Male and female PICC shirts	1 pc	Short Sleeved Collared T-shirt
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The detailed description shall include the following details:

1. Concept or background/inspiration behind the designs including its relation to the PICC.
  2. Clothing type (skirt, jacket, dress, pants).
  3. Clothing style (A-line, pea coat, hobo).
  4. Fabric type or finish if important [jacquard, print/woven (stripes and plaids), velvet etc].
  5. Garment or style attributes (key words).
  6. Closure (zippers, buttons, elastic etc.).
- b. The proposed designs shall be executable within the approved budget for the manufacture of said uniforms (Php10,000.00 / employee, excluding the polo shirt for PICC employees).

**IV. EVALUATION OF OFFERS:**

The evaluation of offers shall be quality-cost based. The Technical Proposal shall be given a weight of eighty percent (80%), while the Financial Proposal shall be given twenty percent (20%).

- a. Technical proposal score, St: (T=80%)

Criteria	Percentage
1. Design (style details, color combination, consistency with PICC image) 60%	60%
2. Recommended Materials (quality, texture, durability)	30%
3. Workmanship based on actual samples submitted	10%
<b>TOTAL (St)</b>	<b>100%</b>

To be eligible for the opening of the Financial Offer, the Offeror must have a minimum rating of 80% in its Technical Offer.

- b. Financial Proposal score, Sf: F=20%

The lowest financial proposal (Fl) shall be given a financial score (Sf) of 100 points. The Sf of the other Financial Proposals shall be computed based on the formula indicated below:

$$Sf = 100 \times Fl/F$$

Where:

Sf = financial score of the Financial Proposal under consideration

Fl = lowest financial proposal

F = financial proposal under consideration

- c. Combined St and Sf:


$$S = (St \times T\%) + (Sf \times F\%)$$

**V. TERMS OF PAYMENT:**

The PICC shall pay the Consultant by means of progress payments as follows:

1. **First partial payment: Fifteen percent (15%)** after submitting the final designs for each category.
2. **Second partial payment: Seventy percent (70%)** upon approval of prototypes.
3. **Third/Final payment: Fifteen percent (15%)** upon approval of the sample uniforms made by the winning bidder for the manufacture of the uniforms.

**VI. SCHEDULE OF REQUIREMENTS / CONTRACT DURATION:**

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- a. This Consultancy Agreement shall commence upon receipt by the winning bidder of the Notice to Proceed and shall be deemed completed/terminated at such date when the sample uniforms made by the winning Bidder-Manufacturer (in the other uniform manufacture project) based and patterned after herein Consultant/Professional's Model Uniform/Prototypes, is duly approved by PICC Management.
  - b. Within thirty (30) days from receipt of the Notice to Proceed, the Consultant/Professional shall make the PROTOTYPES of the designs chosen by the PICC Uniform Committee – TOTAL OF 4 DESIGNS (one (1) per category), for final presentation and approval by the PICC Management.
  - c. The approved prototypes of the uniforms shall then serve as the MODEL UNIFORMS to be used in the procurement of suppliers that will manufacture the uniforms, covered under a separate budget and project.
  - d. The Consultant shall likewise make a brief presentation on the proper wearing of uniform, the appropriate accessories that will match the uniforms, proper care and other helpful tips in wearing and optimizing the visual value of the uniforms.
  - e. The Consultant in addition to the foregoing, shall make himself/herself available for consultation and/or to render expert opinion when needed by the PICC Uniform Committee.

**VII. SPECIAL CONDITIONS OF THE CONTRACT:**

1. The Consultant shall post a performance bond in favor of PICC. Said security shall be not less than five percent (5%) of total contract if in the form of cash, cashier's or manager's check or thirty percent (30%) of total contract price, if in the form of surety bond (callable upon demand) issued by any reputable surety or insurance company and authorized by the Office of the Insurance Commission to issue such surety. The performance security shall remain valid until issuance of the Certificate of Completion and Final Acceptance. Said performance security shall be forfeited in the event it is established that the Contractor is in default in any of its obligations under contract;
2. The Consultant shall submit a sworn undertaking, stating that:
  - 2.1 All information secured during the conceptualization process of the design of the PICC Corporate Uniform are confidential and shall not be disclosed without written authority from the PICC;
  - 2.2 The approved drawings and designs including their prototypes and respective copyrights or trademarks created and developed under the

Agreement, are being assigned to PICC by the Consultant/Professional and therefore, shall be the sole and exclusive property of the PICC;

- 2.3 To promptly sign, execute, make and do all such deeds, documents, acts and things as PICC may reasonably require or desire to perfect its right, title, and interest in and to any Work Product.
- 2.4 The Consultant/Professional shall not directly or indirectly use, copy/imitate or reproduce the selected PICC designs and concept in any manner whatsoever without the Company's prior written consent.

**VIII. GENERAL CONDITIONS OF THE CONTRACT:**

1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE FOR ONE HUNDRED TWENTY (120) CALENDAR DAYS FROM DATE OF QUOTATION.
2. The Consultant shall be responsible for the source(s) of his services in accordance with schedule, quality and specifications. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award.
3. The Consultant shall pick up the contract and NTP issued in his favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or email shall constitute an official notice to the AWARDEE. Thereafter, if the RS remain unclaimed, the said RS shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the service of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a NTP but fails to deliver the services within the time called for in the same order, he shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his services. Thereafter if AWARDEE has not completed delivery of services within the extended period, the subject contract and NTP shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE. The PICC-BAC shall then purchase the required services from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA 9184 and its IRR-A.
5. All services by the consultant shall be subject to inspection and acceptance by the PICC.
6. A penalty of one tenth (1/10) of one percent (1%) of the total value of services/works shall be deducted for each day of delay in the delivery of the services.
7. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.

Standard For Number : SF-GOOD-13a  
 Revised on: July 28, 2004

**LIST OF ALL ON-GOING GOVERNMENT & PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of Project / Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<b>Government:</b>								
<b>Private:</b>								

Submitted by: \_\_\_\_\_  
 (Printed Name & Signature)

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**LIST OF ALL COMPLETED CONTRACTS  
WHICH IS SIMILAR TO THE CONTRACT TO OFFER**

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_

Name of Contracts	a. Owner' Name b. Address c. Telephone Nos.	Nature of Item/Service	a. Amount of Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed

Note: This statement shall be supported with:  
1. Contract  
2. Certification of Client Satisfaction

*Note: The list of all completed contracts shall be completed within the last THREE (3) years from the date of submission and receipt of offer, that is similar to the contract to offer.*

Submitted by: \_\_\_\_\_  
(Printed Name & Signature)

Designation: \_\_\_\_\_  
Date: \_\_\_\_\_





## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )

CITY OF MANILA ) 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. I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;
2. 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 Bidder]* with office address at *[address of Bidder]*;
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 or its duly authorized representative(s) to verify all the documents submitted;
6. 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 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 Bidder]*; and
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.

Or

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
[Bidder's Representative/Authorized Signatory]

[JURAT]

**REQUEST FOR QUOTATION**

Date: \_\_\_\_\_  
RFQ No. HR-18-024

**TO: PHILIPPINE INTERNATIONAL CONVENTION CENTER  
ROXAS BLVD., 1307 PASAY CITY**

Sir/Madam:

After having carefully read and accepted the Technical Specifications, I/we submit our quotation/offer as follows:

DESCRIPTION	AMOUNT
Consultancy and Professional Services for the Design of the Office Uniforms	

*Od*

We undertake, if our offer is accepted, to deliver the services in accordance with the delivery schedule specified in the Schedule of Requirements.

The PICC-BAC reserves the right to accept or reject any and all others, annul the procurement process, and refuse to make an award, without thereby incurring any liability to the affected offerors.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Office Telephone No./s: \_\_\_\_\_

Fax No: \_\_\_\_\_

Email Address/es: \_\_\_\_\_

Mobile No.: \_\_\_\_\_