

REQUEST FOR QUOTATION

Date: January 14, 2021

RFQ No. ADM-FPD-2020-11-005

(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure the **SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS SAFETY SIGNAGES**, with an **Approved Budget for Contract (ABC) One Hundred Seventy Five Thousand Pesos (₱ 175,000.00), 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 quote your **best offer** for the item/s described herein, subject to the Terms of Reference provided for this RFQ. Submit your quotation/offer duly signed by you or your duly authorized representative not later than **2:00 p.m. of January 21, 2021**. A copy of the following shall be submitted along with your quotation/offer:

- a. **2021 Mayor's/Business Permit or Application Form for Renewal and Proof of Payment (upon issuance of Notice of Award to the winning offeror, the 2021 Mayor's/Business permit must be submitted);**
- b. **BIR Registration Certificate;**
- c. **PhilGEPs Registration Number;**
- d. **Certificate of Ocular Inspection issued by the Facilities and Properties Division; and**
- e. **Omnibus Sworn Statement. (To be submitted by the lowest complying and responsive offeror prior to issuance of Notice of Award to the winning bidder/supplier)**

Open quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarifications, you may contact **Ms. Cathy D. Esteban** at telephone no. **(02) 8789-4761** or email address at cdesteban@picc.gov.ph.


KRISTINE ANGELICA E. AGUJO
OIC, Procurement Unit/BAC

TERMS OF REFERENCE

I. PROJECT TITLE:

Supply, Delivery and Installation of Various Safety Signages

II. APPROVED BUDGET FOR CONTRACT (ABC):

One Hundred Seventy Five Thousand Pesos (₱ 175,000.00), VAT Inclusive

III. SPECIFICATIONS:

1. Item: **Tarpaulin on Tombstone (Outdoor/Gates)**
Size: 6 ft. x 3 ft.
Quantity: 3 pieces
2. Item: **Sticker on Sintra Board Tombstone (Entrances)**
Size: 6 ft. x 3 ft.
Quantity: 6 pieces
3. Item: **Sticker on Sintra Board Tombstone (Indoor areas)**
Size: 2 ft. x 5 ft.
Quantity: 5 pieces
4. Item: **Floor Sticker for Elevator**
Size: 8 in. x 8 in.
Quantity: 8 pieces
5. Item: **Floor Stickers (Stand Here Physical Distancing)**
Size: 8 in. x 8 in.
Quantity: 165 pieces
6. Item: **Floor Stickers (Keep Right)**
Size: 8 in. x 8 in.
Quantity: 165 pieces
7. Item: **Mirror Stickers**
Size: 6 in. x 12 in.
Quantity: 157 pieces
8. Item: **Acrylic Wall Signage (Handwashing Station)**
Size: A3
Quantity: 8 pieces
Material: Acrylic Clear 3mm

9. Item: **Acrylic Wall Signage (Handwashing Procedure)**
Size: A3
Quantity: 8 pieces
Material: Acrylic Clear 3mm
10. Item: **Acrylic Wall Sign for Elevator**
Size: A4
Quantity: 5 pieces
Material: Acrylic Clear 3mm

Note: Please see attached sample pictures of the above mentioned signages for reference. You may contact Mr. Mark Anthony C. Alvarado for the schedule of ocular inspection at 8789-4789 loc. 7069.

IV. SCHEDULE OF REQUIREMENT:

The supplier shall present proto type of the signages for approval of the end-user within fifteen (15) calendar days after the receipt of Notice to Proceed. Complete delivery shall be within thirty (30) calendar days after the approval of the proto type.

V. TERMS OF PAYMENT:

Payment shall be released within two (2) weeks after complete delivery and final acceptance of the authorized representative of Facilities and Property Division and upon submission of the following documents:

- a. Billing Invoice
- b. Delivery Receipt
- c. Notice of Award
- d. Purchase Order
- e. Notice to Proceed

VI. WARRANTY:

Three (3) months

VII. GENERAL CONDITIONS OF THE CONTRACT:

1. All prices quoted herein are valid, binding and effective at least One Hundred Twenty (120) calendar days from date of quotation.
2. AWARDEE shall be responsible for the source(s) of supplies and make deliveries in accordance with the schedule and specifications. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award.
3. AWARDEE shall pick up PO 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 PO remain unclaimed, the said PO shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the delivery 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 required product/s within the time called for in the same order, shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his delivery.
5. All deliveries by the suppliers shall be subject to inspection and acceptance by the PICC.
6. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages.
7. Supplier shall guarantee that all deliveries shall be free from defects. Any defective item(s)/product(s), therefore which may be discovered by the PICC within three (3) months after acceptance of the same, shall be replaced by the supplier with seven (7) calendar days upon receipt of a written notice to that effect.
8. A penalty of one tenth (1/10) of one percent (1%) of the total value of the product(s)/goods purchased shall be deducted for each day of delay in the delivery of the product(s)/goods ordered.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.

REQUEST FOR QUOTATION

Date:

RFQ No. ADM-FPD-2020-11-005

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

Sir/Madam:

After having carefully read and accepted the Terms of Reference, I/we submit our documentary requirements and quotation/offer as follows:

QUANTITY	ITEM	UNIT PRICE	TOTAL AMOUNT
3 pieces	Tarpaulin on Tombstone (Outdoor/Gates)	₱ _____ per piece	₱ _____
6 pieces	Sticker on Sintra Board Tombstone (Entrances)	₱ _____ per piece	₱ _____
5 pieces	Sticker on Sintra Board Tombstone (Indoor areas)	₱ _____ per piece	₱ _____
8 pieces	Floor Sticker for Elevator	₱ _____ per piece	₱ _____
165 pieces	Floor Stickers (Stand Here Physical Distancing)	₱ _____ per piece	₱ _____
165 pieces	Floor Stickers (Keep Right)	₱ _____ per piece	₱ _____
157 pieces	Mirror Stickers	₱ _____ per piece	₱ _____

8 pieces	Acrylic Wall Signage (Handwashing Station)	₱ _____ per piece	₱ _____
8 pieces	Acrylic Wall Signage (Handwashing Procedure)	₱ _____ per piece	₱ _____
5 pieces	Acrylic Wall Sign for Elevator	₱ _____ per piece	₱ _____
TOTAL			₱ _____ VAT Inclusive

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

We acknowledge that PICC 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: _____

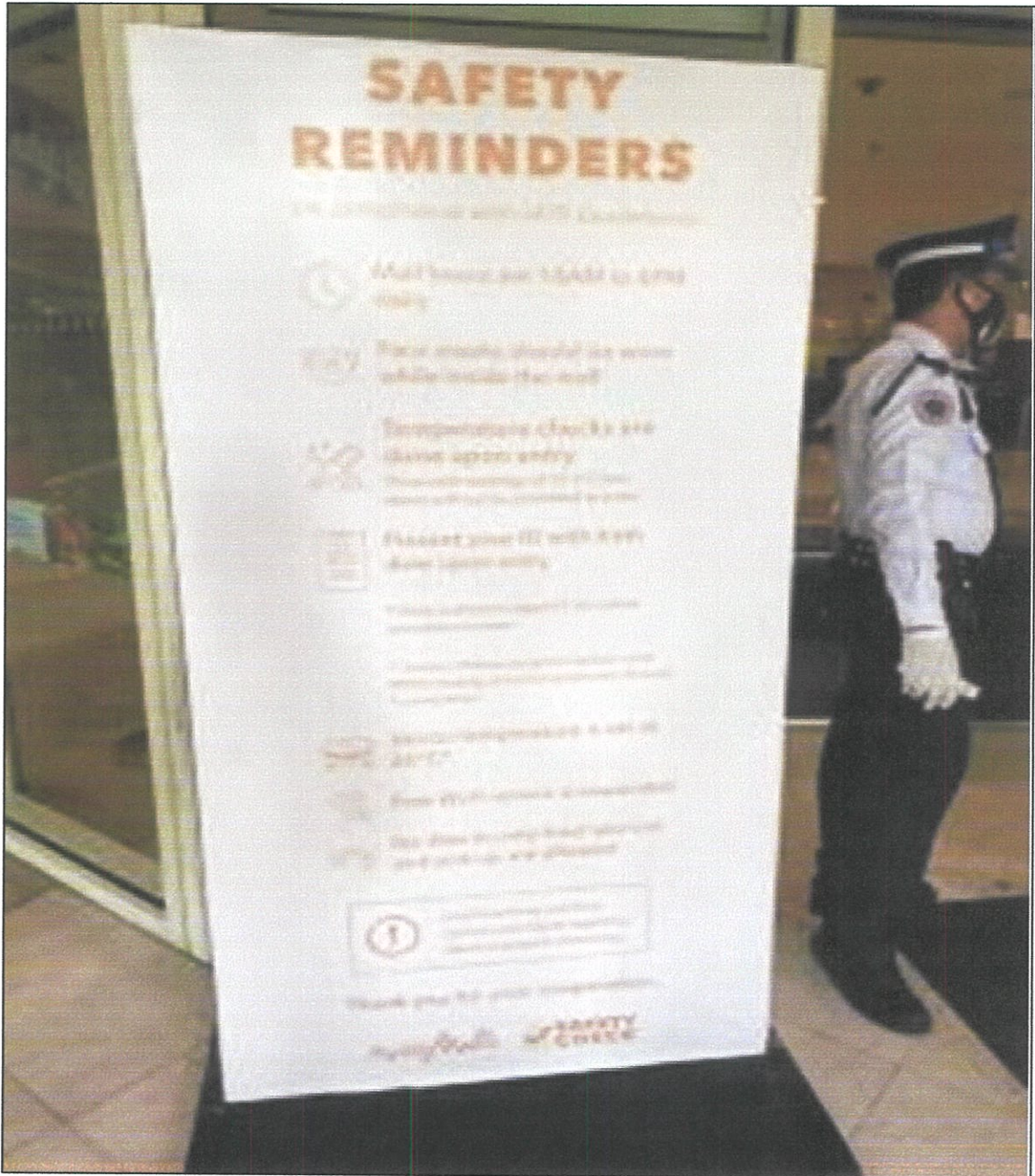
Office Telephone No./s: _____ Fax No: _____

Email Address/es: _____ Mobile No.: _____

Tarp on Board Tombstone



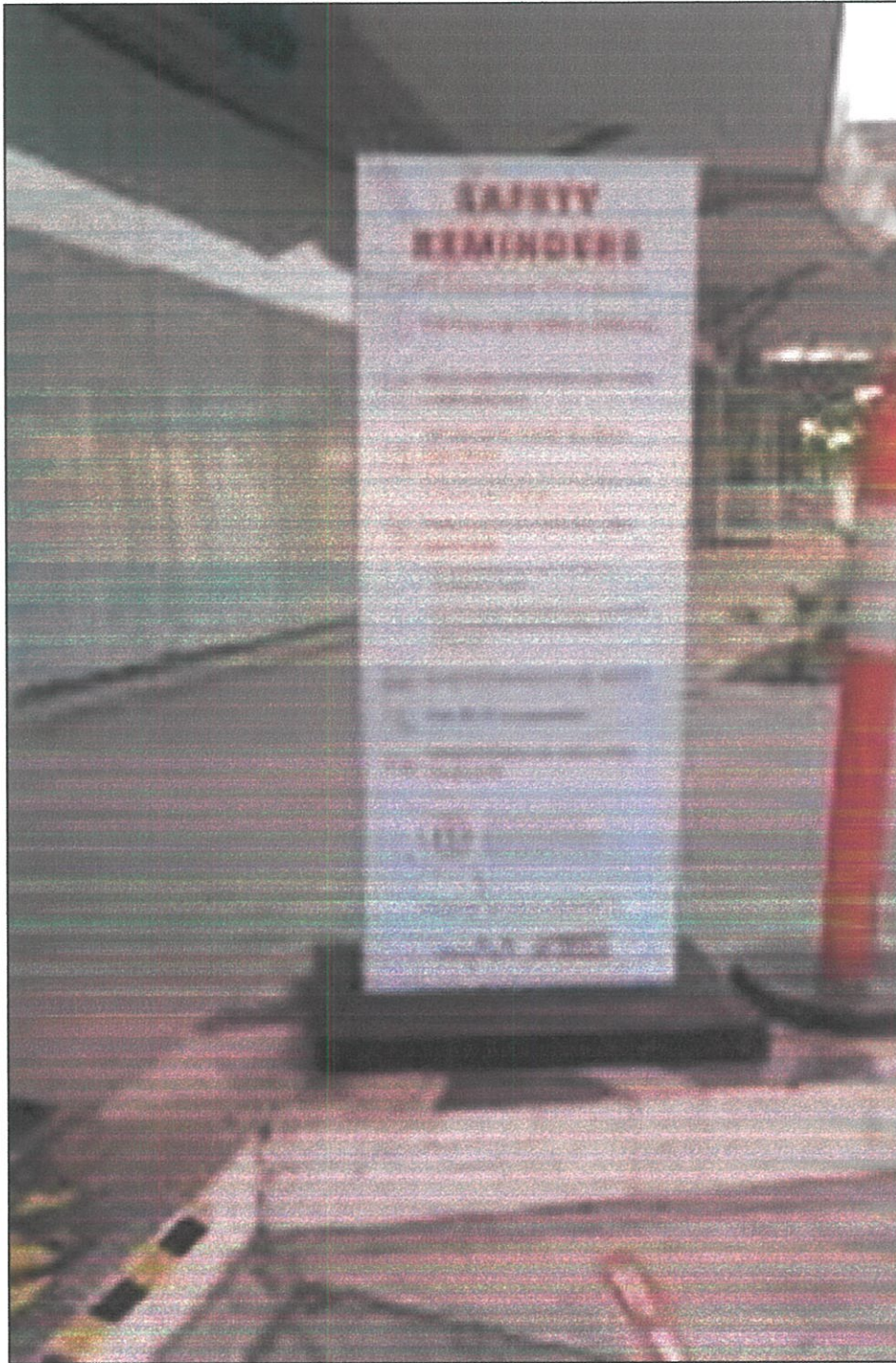
Sticker on Sintra Board Tombstone



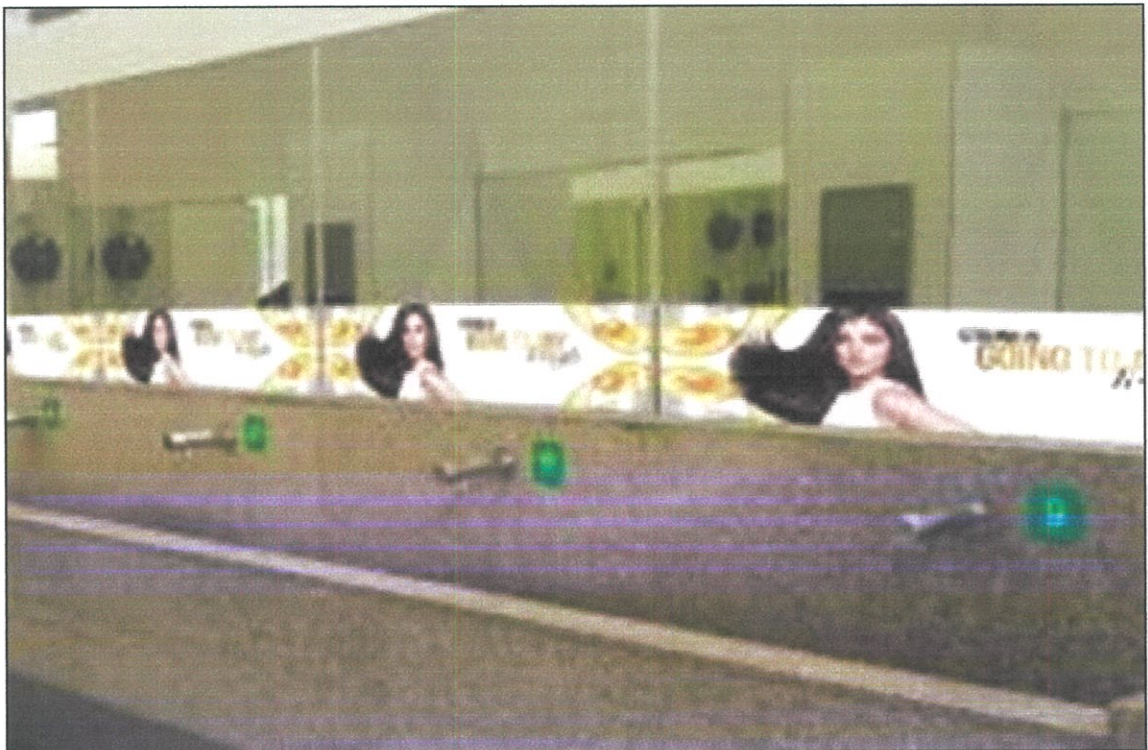
Acrylic Wall Signage



Sticker on Sintra Board Tombstone



Mirror Sticker



Floor Sticker

