

REQUEST FOR QUOTATION

Date: April 3, 2023

RFQ No. 2023-MC-87

(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure **ON-SITE CLEANING OF HEAVY CURTAINS OF MEETING ROOM 1, RECEPTION HALL AND PLENARY HALL**, with an **Approved Budget for Contract (ABC) of Two Hundred Sixty Four Thousand Two Hundred Sixty Nine Pesos and Fifty Four Centavos (₱ 264,269.54), 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 service/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 **3:00 p.m. of April 14, 2023**. A copy of the following are required to be submitted along with your quotation/offer:

- a. **2023 Mayor's/Business Permit;**
- b. **BIR Registration Certificate;**
- c. **PhilGEPS Registration Number; and**
- d. **Copy of the Terms of Reference duly signed on all pages**
- e. **List of tools, chemicals and equipment as required on the conditions of the contract with specifications/product descriptions and pictures, as follows:**

A. Equipments:

- a. **Three (3) units extractor machines**
- b. **One (1) unit steam cleaner**
- c. **pH meter or paper to measure acidity/alkalinity.**
- d. **3 sets scaffolding and with cat-walk**
- e. **Personal protective equipment (PPE) – Safety Equipment**

B. Chemicals:

- a. **Extraction fluid**
 - i. **Wool-safe approved extraction cleaner**
 - ii. **pH 6.0-7.0 diluted**

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 **Mr. Odysseus Oliver U. Galimba** at telephone no. **(02) 8789-4760** or email address at ougalimba@picc.gov.ph.


KRISTINE ANGELICA E. AGUJO
Head, BAC Secretariat/
Procurement Unit

TERMS OF REFERENCE

- I. PROJECT TITLE:**
 On-site Cleaning of Heavy Curtains of Meeting Room 1, Reception Hall and Plenary Hall
- II. APPROVED BUDGET FOR CONTRACT (ABC):**
 Two Hundred Sixty Four Thousand Two Hundred Sixty Nine Pesos and Fifty Four Centavos (₱ 264,269.54), VAT Inclusive
- III. SCOPE OF SERVICES:**
 Procurement of On-Site Cleaning of Heavy Curtains at Meeting Room 1, Reception Hall and Plenary Hall

PARTICULARS	AREA		ABC
Meeting Room 1 Heavy Curtains	1,940.00 sq. ft.	₱	71,780.00
Reception Hall, Heavy Curtains	1,935.42 sq. ft.	₱	71,610.54
Plenary Hall, Heavy Curtains	3,267.00 sq. ft.	₱	120,879.00
TOTAL AREA	7,142.42 sq. ft		

TERMS AND CONDITIONS:

I. EQUIPMENTS

- a. Three (3) units extractor machines
- b. One (1) unit steam cleaner
- c. pH meter or paper to measure acidity/alkalinity.
- d. 3 sets scaffolding and with cat-walk
- e. Personal protective equipment (PPE) – Safety Equipment

II. CHEMICALS

- a. Extraction fluid
 - i. Wool-safe approved extraction cleaner
 - ii. pH 6.0-7.0 diluted

III. SPECIFIC WORKS FOR ON-SITE CLEANING OF STAGE CURTAINS

1. Preparation

- 1.1 Pre-assessment of the condition of stage curtains located at the Meeting Room 1, Reception Hall and Plenary Hall should be done by the winning bidder/contractor and FPD personnel;
- 1.2 Before and after pictures of the stage curtains located at the above mentioned areas must be taken by the winning bidder/contractor;
- 1.3 Damages, stains and current condition of the stage curtains must be noted by all parties.

2. Cleaning Procedures

- 2.1 The area surrounding the stage curtains should be pre-cleared of all obstructions to make room for the cleaning (items like furniture and fixtures, cabinets, tables, etc.);
- 2.2 Polyethylene plastic sheets should be lined to cover the floor which will serve as catch basin to contain the dirt and dust that might fall during the cleaning process;
- 2.3 For added protection, furniture blankets will be spread directly below the stage curtains to protect the carpet from accidental chemical spillage;
- 2.4 A portable machine shall be used for the dry cleaning process of delicate fabrics and/or heavy curtain materials:
 - Housing and tanks must be made of durable 304 stainless steel, weighs 30 lbs., and rolls easily on non-marking four casters
 - Vacuum motor must have a rotating speed control
- 2.5 Each curtain must be dry-cleaned in place (no need to remove curtains where it is) from top to bottom, front and back to remove dust and insect grime and other microscopic particles;
- 2.6 For higher drapes, the Contractor shall provide a ladder or scaffolding to be used in order to make cleaning accessible;
- 2.7 Each curtain shall be carefully dry-cleaned by applying chemical dry cleaning solution which does not stain or harm the fabric in conjunction with the dry cleaning machine, specifically designed for fine and delicate fabrics and effectively removes dust, odor and other microscopic particles or organisms that spread allergens and contaminants;
- 2.8 High velocity air movers must be used to dry the curtains;
- 2.9 The curtain/s must be 100% dried before the Contractor leaves the premises;
- 2.10 Inspection shall be made by an FPD representative for acceptability of service.

IV. CONDITIONS:

1. The Contractor shall post a performance bond in favor of PICC. Said security shall be equivalent to five percent (5%) of total contract if in the form of cash, cashier's check 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. Said performance security will be forfeited by PICC as payment for any damage/s done as a result of poor workmanship; performance bond posted by way of cash will be released only after the final work acceptance by PICC;
2. The Contractor, before the start of work, shall submit to PICC's authorized representative the names and designations of its personnel who will be assigned to PICC together with a copy of their Police or NBI clearances;
3. The Contractor and its personnel, whenever inside PICC premises, shall comply with the PICC policies, procedures, rules and regulations concerning security, safety and coordination system;
4. The Contractor's personnel should wear its company uniform and ID at all times in the PICC premises.
5. The Contractor agrees that the time of work shall be at a time and day when there are no office activities or events in PICC. It should be scheduled on a weekend and /or in the evening or at a most convenient time in favor of PICC;
6. Any works that may affect the operation and security measures of PICC shall be coordinated properly and shall be done in accordance with the PICC approved schedule;
7. The Contractor shall not transfer or assign its right and obligation under these services;
8. The Contractor should free the PICC and its personnel from and against all liabilities arising from injuries or liabilities to persons or damage to property occasioned by any act or omission by the Contractor;
9. The PICC shall allow the Contractor to tap from the existing electrical outlet to be used in the performance of on-site cleaning works, free of charge;

V. SCHEDULE OF REQUIREMENT:

Completion of on-site cleaning of stage curtains should be thirty (30) calendar days upon receipt of Request for Services, Notice of Award, and Notice to Proceed.

VI. TERMS OF PAYMENT:

Full payment within two weeks after full delivery/services and final acceptance by the Facilities and Property Division (FPD).

VII. 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 AWARDEE shall be responsible for the source(s) of his services/equipment shall make deliveries 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 AWARDEE shall pick up RS 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 RS & 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 contractor 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.

REQUEST FOR QUOTATION

Date:
RFQ No. 2023-MC-87

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:

DESCRIPTION	AMOUNT
1. Meeting Room 1 Heavy Curtains	₱ _____
2. Reception Hall, Heavy Curtains	₱ _____
3. Plenary Hall, Heavy Curtains	₱ _____
TOTAL	₱ _____ VAT Inclusive

Note: Partial offer is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of evaluation and contract award.

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.: _____