



REQUEST FOR QUOTATION

Date: February 27, 2024

RFQ No. 2024-MC-70

(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure **HAULING AND DISPOSAL OF FIBER GLASS SCRAPS, USED BATTERIES AND OTHER HAZARDOUS WASTES**, with an **Approved Budget for Contract (ABC) of One Hundred Fifty Thousand Pesos (₱150,000.00)**, 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 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 March 6, 2024**. A copy of the following are required to be submitted along with your quotation/offer:


- a. **2024 Mayor's/Business Permit;**
- b. **BIR Registration Certificate;**
- c. **PhilGEPS Registration Number;**
- d. **Omnibus Sworn Statement;**
- e. **Copy of the Terms of Reference duly signed on all pages.**

The following technical documents are also required to submit together with your offer and the above mentioned eligibility documents:

1. **Company profile and list of service personnel in the hauling, transport and proper disposal of used fiber glass insulation, busted fluorescent tubes/bulbs and used batteries.**
2. **List of transport and wastes disposal projects for the last two (2) years detailing the name of clients, completion dates and the contract price, contact person and the telephone numbers.**
3. **Certificate of ocular inspection issued by Mechanical Services Division.**

Open quotations may be submitted manually 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:

Hauling and Disposal of Fiber Glass Scraps, Used Batteries and Other Hazardous Wastes.

II. APPROVED BUDGET FOR CONTRACT (ABC):

One Hundred Fifty Thousand Pesos (₱ 150,000.00), VAT Inclusive

III. SPECIFIC WORKS:

Supply of labor, materials, hauler truck and technical expertise and supervision for the hauling/collection, transport and proper disposal/treatment of fiber glass insulation scraps/generated wastes from various upgrade/conversion Projects of PICC's Air-conditioning System and used batteries of various capacities/sizes generated from the Powerhouse's Fire Pumps, Generator Sets and Uninterrupted Power Supply (UPS) for Information Technology Office. The works include but not necessarily limited to the following:

- a. Mobilization of equipment
- b. Haul/collect securely sacked fiber glass insulations scraps and fluorescent bulbs from storage/collection areas to the hauler truck.
- c. Gather, collect and haul 125 pcs of used batteries of various sizes from the hazardous waste storage rooms and generator set rooms at Powerhouse and Forum.
- d. Provide necessary signage/s and covering of the then ready-to-transport sacked fiber glass insulation scraps, busted fluorescent bulbs and used batteries (as required by DENR).
- e. Transport the properly labeled and secured wastes to the treater plant/ or DENR-recognized /designated storage plant/ facility for proper treatment.
- f. Submit report of activities and transport destination and treatment process to TSD-MSD/DENR.

IV. CONDITIONS:

- a. Only DENR- accredited and/or recognized Contractors and Transporters are allowed to bid/offer for the project.
- b. The contractor must conduct site survey and inspection.
- c. Upon the receipt of letter of award, the Contractor shall post a performance security in favor of PICC. Said security shall be equivalent to five percent (5%) of total contract price if in the form of cash, cashier's check or manager's check, or ten percent (10%) if in the form of bank guarantee, 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 accredited by PICC. Said performance security will be released only after the final work acceptance by PICC. However, this will be forfeited by PICC as payment or part of the payment (if it will not suffice) for any damage/s done as a result of negligence or poor workmanship of the Contractor.
- d. Any work 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.
- e. The Contractor shall ensure that its assigned personnel and/or representatives shall comply with, and submit themselves to, the rules and regulations of the PICC on security, sanitation, environmental compliance, safety and health protocols and other regulations.
- f. The Contractor must submit NBI or Police Clearance of each assigned personnel to be assigned at the PICC.
- g. The Contractor's personnel should wear its company uniform/ID at all times in the PICC premises.
- h. The Contractor should free the PICC and its personnel from and against all liabilities arising from injuries or liabilities to persons or damages to property and unlawful disposal/transport violation of the subject waste occasioned by any act or omissions by the Contractor including any and all expenses, legal or otherwise which may be incurred by PICC and its personnel in the defense of any claim, action or suit.

V. DELIVERY/COMPLETION TIME:

Completion shall be within twenty-one (21) Calendar Days after receipt of Request for Services (R. S.)/Notice to Proceed for the required/agreed test periods. The contractor shall be granted extension of completion time for additional work/s not covered herein due to any work delays attributable to PICC. In case of delay in the required completion time or delivery period, inclusive of duly granted time extensions if any, the Contractor shall be liable for damages for the delay and shall pay the PICC for liquidated damages an amount equivalent to 1/10th of one percent (1%) of the total value of the project for each day of delay until such time the project is finally completed and accepted by PICC. Said penalty on delay shall be charged to any amount due to the Contractor, or in the absence or insufficiency thereof, from the performance bond/security. In case of insufficiency of the bond, the Contractor shall pay the balance to PICC upon notice.

VI. TERMS OF PAYMENT:

Payment shall be released in full within 3 to 4 weeks after final acceptance by PICC or its representative of the Contractor's completed work, and submission of billing and complete supporting documents by Contractor as follows:

- a. Certificate of Project Completion
- b. Invoice
- c. Certificate of Treatment/ Storage Certificate

VII. CONTRACTOR'S TECHNICAL QUALIFICATION:

The Contractor (the company or its officers) must be DENR- accredited and/or recognized Contractors and Transporters of used fiber glass insulation, used batteries and fluorescent tubes/bulbs.

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 Contractor 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 Contractor 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 including Sundays and holidays 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. 2024-MC-70

TO: PHILIPPINE INTERNATIONAL CONVENTION CENTER, INC.
PICC COMPLEX, 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
HAULING AND DISPOSAL OF FIBER GLASS SCRAPS, USED BATTERIES AND OTHER HAZARDOUS WASTES	₱ _____ VAT Inclusive

We undertake, if our quotation is accepted, to deliver the service/s 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.: _____