

**REQUEST FOR PROPOSAL**

**Leasehold Improvement including Repair of Office Facilities and Fixtures at 25th Floor of the Philippine Competition Commission**

P.R. No./Date Received: **2023-11-0244 / 20 November 2023**

RFQ/P No. / Date: **2023-12-0235/ 06 December 2023**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Detailed Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

**Required Documents/Information to be submitted as Attachments to the Proposal:**

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement (To be issued before award of contract)
- Signed Request for Proposal
- Signed Detailed Technical Specifications

This pro-forma quotation maybe submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to [mbnunez@phcc.gov.ph](mailto:mbnunez@phcc.gov.ph) or [procurement@phcc.gov.ph](mailto:procurement@phcc.gov.ph) on or before **11 December 2023, 5:00 PM** subject to the following **Terms and Conditions**:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to (BIR 2306) 5% R-VAT and (BIR 2307) 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Detailed Technical Specifications**.
- 10 Please note that the award of the procurement is on a **per lot basis**.

Very truly yours,

  
ATTY. JOSEPH MELVIN B. BASAS  
PBAC Chairperson

Item	Unit	QTY	ABC		Project Title	Unit Cost (Php)	Total Amount (Php)
			Unit Cost	Total		(To be filled out by the supplier)	
1	lot	1	₱ 500,000.00	₱ 500,000.00	Leasehold Improvement including Repair of Office Facilities and Fixtures at 25th Floor of the Philippine Competition Commission		
					<i>(Please see attached Detailed Technical Specifications)</i>		
<b>Total Lot ABC</b>			<b>₱ 500,000.00</b>		<b>TOTAL Amount (Per Lot):</b>		
<b>Delivery Instructions:</b>					<i>(Please see attached Detailed Technical Specifications)</i>		

*(Please provide complete information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

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

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

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

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

Telephone / Fax : \_\_\_\_\_

E-mail Address : \_\_\_\_\_

Company Tax Identification Number : \_\_\_\_\_

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## DETAILED TECHNICAL SPECIFICATIONS

**Project Title** : Leasehold Improvement including Repair of Office Facilities and Fixtures of the Philippine Competition Commission

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### I. RATIONALE

The Philippine Competition Commission (PCC) is an independent quasi-judicial body created by virtue of Republic Act 10667, otherwise known as the Philippine Competition Act to promote and maintain market competition by regulating anti-competitive agreements, abuse of dominant position, and anti-competitive mergers and acquisitions.

To support the delivery of its Vision and Mission and efficiently perform its mandate, the Administrative Office – General Services Division, as the End-user, provides general support services in safeguarding the office property and facilities and ensuring the safety and protection of officials, employees, clients, and other stakeholders of the Philippine Competition Commission (PCC).

### II. SCOPE OF WORK

All courses of action pertaining to the specifications, procedures and discrepancies on the Project shall be fully coordinated with the authorized representative/s of the Administrative Office – General Services Division (the “End-user”).

Please note that the quotation for the following items shall be lower than Fifty Thousand Pesos (PhP50,000.00) per unit item:

1. Electromagnetic Lock (Section II, Item No. 1.1.)
2. Floor Hinge (Section II, Item No. 1.2.)
3. Full Height Cabinet (Section II, Item No. 2.2.)

The detailed specifications on the above-stated items can be found in Annex A. Quotations amounting to PhP50,000.00 and above per unit of the aforementioned items shall be disqualified.

### III. DUTIES AND RESPONSIBILITIES

A. The Contractor shall perform the following functions and responsibilities:

1. Ensure all necessary works are performed in accordance with the Technical Specifications (Annex "A"), and Bill of Quantities (Annex "B") of the Project;
2. Ensure all materials and deliverables have equivalent or higher quality standard and specifications to the existing infrastructure, materials, property and equipment of PCC;
3. Ensure all items, components, parts, materials, supplies and equipment are compatible and integrated with the existing PCC design, infrastructure and facilities;
4. Ensure that the necessary documents (e.g., gate passes, work permits, job hazard analysis, list of personnel & equipment) are approved prior to performing the works and activities of the Project;
5. Attend meetings with the End-user as needed;
6. Provide all the necessary materials, tools and equipment for the supply, delivery, fabrication, and installation of all items to complete the Project;
7. Perform the necessary works during weekends (Saturdays and Sundays) and/or weekdays (Monday to Friday), subject to proper coordination and approval by the End-user;
8. Ensure that all activities that could have hazardous effects (e.g. drilling/noisy works, paint dust and smell, path obstructions, etc.) shall be minimal to avoid disturbances to other building tenants and possible accidents;
9. Always maintain a clean work area after every workday and contain all debris and generated wastes to be coordinated with the End-user prior to proper disposal;
10. Surrender all dismantled, replaced, unused and remaining items/consumables to the End-user for proper accounting, storage and safekeeping;
11. Notify and inform the End-user on the conduct of testing and commissioning works to ensure all installed items are in good working condition; and
12. Issue the delivery receipts (if any) of all required deliverables, and statement of account (SOA) / billing statement (BS) to PCC.

B. The PCC through the End-user shall perform the following functions and responsibilities:

1. Provide the overall guidance and supervision of the Project;
2. Endorse the Contractor to the building management and provide to the Contractor the necessary forms (e.g. work permit, delivery and pull-out gate pass, etc.) for accomplishment prior to the commencement of activities for the Project;
3. Monitor the activities and coordinate with the Contractor as needed during contract implementation of the Project;
4. Witness the conduct of testing and commissioning works to ensure all installed items are in good working condition; and

5. The End-user shall inspect the delivered items and completed works and issue a Certificate of Satisfactory Services Rendered (CSSR) upon approval of the delivered items and completion of required works.

#### **IV. CONTRACT DURATION**

The contract duration shall cover a period of twenty (20) calendar days upon acceptance of the Job Order (Contract).

#### **V. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract is **Five Hundred Thousand Pesos (PhP500,000.00)**, inclusive of all applicable government taxes, fees and service charges, subject to the usual budgeting, accounting, and auditing rules and regulations.

#### **VI. MODE OF PROCUREMENT**

The Mode of Procurement shall be Negotiated Procurement – Small Value Procurement under Annex “H” of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

#### **VII. INFORMATION SECURITY AND NON – DISCLOSURE AGREEMENT**

All data, documents, records, backup files, configuration files and metadata (collectively “Information”) to be provided to the Contractor for purposes of delivering the Project are considered confidential information and shall remain the sole property of PCC. The Contractor shall acknowledge the importance of maintaining security and confidentiality of the Information and agrees to prevent unauthorized transfer, disclosure, or use of this Information by any third person or entity. The Contractor shall not use the Information for any purpose other than in connection with the Project. The Contractor shall ensure that it will not retain, after completion of the Project with which the Information was provided, all or any portion of the Information, in any manner whatsoever.

Upon completion of the Project, any and all Information shall be the property of PCC. The Contractor shall not keep any copy of the Information in either digital or physical format, including, but not limited to notes, documents, memoranda, and other writing, electronic records, communications, and the like.

#### **VIII. PAYMENT SCHEME**

The PCC shall pay the Contractor within fifteen (15) days upon receipt of the Statement of Account (SOA)/ Billing Statement (BS), Delivery Receipt (DR), and a Certificate of Satisfactory Services Rendered (CSSR) from the End-user.

Payment shall be released within PCC premises.

**IX. LIQUIDATED DAMAGES**

In case of delay in the delivery of expected service, the Contractor shall pay the amount of liquidated damages at least equal to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the PCC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

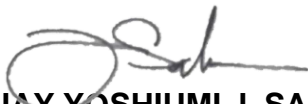
**X. WARRANTY**

The Contractor shall provide a warranty for six (6) months on all materials, parts and components of the Project against any defects. This warranty shall include replacement of materials, parts and/or components inclusive of all applicable fees at no additional cost to PCC. The warranty period shall commence upon approval and acceptance of the Warranty Security by the Contractor.

**XI. DISPUTE RESOLUTION**

Should there be any dispute related to the Contract and/or rights of the PCC and the Contractor (collectively as Parties), the same shall be submitted to mutual consultation, mediation, and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City. In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

Prepared by:



**TEEJAY YOSHIUMI J. SAKUMA**  
Administrative Officer III, GSD

Reviewed by:



**ROMMEL R. OIRA**  
Chief Administrative Officer, GSD

Approved by:



**JESON Q. DE LA TORRE**  
Director IV  
Administrative Office

**CONFORME**

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Company

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Name and Signature of Authorized Representative

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Designation

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Date

## TECHNICAL SPECIFICATIONS

### Leasehold Improvement including Repair of Office Facilities and Fixtures of the Philippine Competition Commission

#### A. GENERAL GUIDELINES

All works and activities necessary for this Project shall be performed to the highest standard of quality and workmanship in accordance to the fullest intent and meaning of the specifications herein unless otherwise specified. All items, components, parts, materials, supplies and equipment for this Project shall be approved by the End-user prior to its supply, delivery, fabrication and installation.

All items, components, parts, materials, supplies and equipment specified herein shall be brand new, compatible and integrated with the existing PCC design, infrastructure and facilities (e.g., Access Control System).


#### B. SCOPE OF WORK

The service provider (Contractor) shall be required to perform the following scope of works and provide the following:

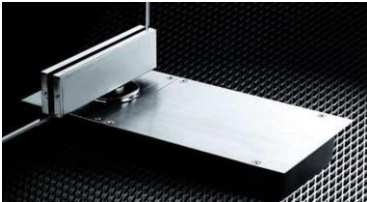
Item No.	Particulars	Quantity and Unit of Measure (UOM)	Statement of Compliance (Put "√" to comply or "X" to not comply)
<b>1</b>	<b>REPAIR AND REPLACEMENT WORKS</b>		
	1.1. Replacement of Electromagnetic Lock at Cashier Room	1 set	
	1.2. Replacement of Floor Hinge including Door Alignment at the Competition Enforcement Office	1 set	
	1.3. Repair of Office Entrance at Office of the General Counsel	1 lot	
<b>2</b>	<b>OFFICE FURNITURE</b>		
	2.1. Modification of Cabinets including provision of cabinet doors, shelves, laminates, mirrors and other items to complete for the Office of Commissioner Ramit-Medrano	1 lot	
	2.2. Supply, Delivery, Fabrication and Installation of Full Height Cabinets at Budget and Accounting Division Storage Room	4 sets	

## 1. Repair and Replacement Works

### 1.1. Replacement of Electromagnetic Lock at Cashier Room (1 set)

Item	Sample Product	QTY	UOM
<b>Electromagnetic Lock</b>		1	set


### 1.2. Replacement of Floor Hinge including Door Alignment at the Competition Enforcement Office

Item	Sample Product	QTY	UOM
<b>Floor hinge</b>		1	set

Other works:

The Contractor shall repair, align and provide the necessary reinforcements to the door entrance framing to allow the two (2) glass doors swing freely.

### 1.3. Repair of Office Entrance at Office of the General Counsel (1 lot)

Location	Sample Product	QTY	UOM
<b>Office of the General Counsel</b>		1	lot

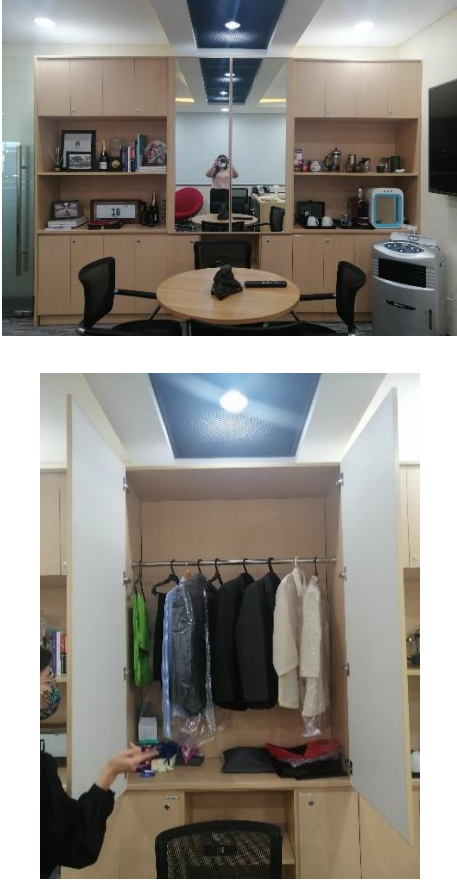
Specifications:


The Contractor shall repair, align and provide the necessary reinforcements to the door entrance framing to allow the two (2) glass doors swing freely.




## 2. Office Furniture

2.1. Modification of Cabinets including provision of Cabinet doors, Shelves, Laminates, Mirrors and Other Items to Complete (1 lot)

Location	Sample Product	QTY	UOM
<p><b>Office of the Commissioner (OCMBP)</b></p>		1	unit
<p><b>Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Cabinet material: Medium density fiberboard (MDF) with laminate finish</li> <li>2. One (1) 1" Ø stainless steel tube railing with support at both ends.</li> <li>3. Provide two (2) swing door panels, ¾" thick with high pressure laminate (verify accent design) and three (3) overlay hinges (verify actual item) per panel.</li> <li>4. Provide full size mirror (verify side) per panel.</li> <li>5. Design, color, and location: Verify on site with End-user.</li> </ol>			

<b>Office of the Commissioner (OCFMN, OCLRM)</b>		2	units
<b>Specifications:</b> <ol style="list-style-type: none"> <li>1. Cabinet material: Medium density fiberboard (MDF) with laminate finish.</li> <li>2. Convert the upper portion into cabinet, same with the adjacent cabinets.</li> <li>3. One (1) 1" Ø stainless steel tube railing with support at both ends.</li> <li>4. Provide two (2) swing door panels, ¾" thick with high pressure laminate (verify accent design) and three (3) overlay hinges (verify actual item) per panel.</li> <li>5. Provide full size mirror (verify side) per panel.</li> <li>6. Design, color, and location: Verify on site with End-user.</li> </ol>			

2.2. Supply, Delivery, Fabrication and Installation of Full Height Cabinets at Budget and Accounting Division Storage Room (4 sets)

Item	Sample Product	QTY	UOM
Full Height Cabinet		4	sets
<b>Specifications:</b> <ol style="list-style-type: none"> <li>1. Cabinet material: Medium density fiberboard (MDF) with laminate finish</li> <li>2. No. of layer: Eight (8) layers</li> <li>3. Includes the following: <ul style="list-style-type: none"> <li>- Metal frame support for every layer, powder-coated</li> <li>- Two (2) sliding doors for every cabinet set including mechanisms (e.g. rollers and tracks) and other items to complete</li> <li>- door handle</li> <li>- backboard</li> </ul> </li> <li>4. Overall dimensions (±1% margin):</li> </ol>			

- Length: 3.80 meters @ 0.95 meters per cabinet
  - Depth: 0.45 meter
  - Height: 2.40 meters
5. Design, color and location: Verify on site with End-user

**CONFORME**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

**PROJECT** : Leasehold Improvement including Repair of Office Facilities and Fixtures of the Philippine Competition Commission

**OWNER** : PHILIPINE COMPETITION COMMISSION

**LOCATION** : 25th Floor Vertis North Corporate Center I, North Avenue, Quezon City

**SUBJECT** : BILL OF QUANTITIES

**DATE** :

Item No.	Description	Qty.	Unit	Unit Price (PhP)	Amount (PhP)
<b>1</b>	<b>REPAIR AND REPLACEMENT WORKS</b>				
	1.1. Replacement of Electromagnetic Lock at Cashier Room	1	set		
	1.2. Replacement of Floor Hinge including Door Alignment at the Competition Enforcement Office	1	set		
	1.3. Repair of Office Entrance at Office of the General Counsel	1	lot		
<b>Sub-total (1):</b>					
<b>2</b>	<b>OFFICE FURNITURE</b>				
	2.1. Modification of Cabinets including provision of cabinet doors, shelving, laminates, mirrors and other items to complete	1	lot		
	2.2. Supply, Delivery, Fabrication and Installation of Full Height Cabinets at Budget and Accounting Division Storage Room	4	sets		
<b>Sub-total (2):</b>					
<b>TOTAL COST (1 + 2):</b>					
<b>12% VAT</b>					
<b>TOTAL COST (Vat-Inclusive):</b>					

**CONFORME**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date