



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

REQUEST FOR QUOTATION

Date: 13 August 2024
 RFQ No.: 2024-AD-005

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number **(required)**: _____

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)** intends to procure **Outsourcing of Multi-Skilled Workers** through **Section 53.9 Negotiated Procurement – Small Value Procurement** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation addressed to the given address below, on or before **05:00 PM of 22 August 2024**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

ADMINISTRATIVE DIVISION

GPPB-TSO Building, Commonwealth Avenue, UP Diliman Campus,
 Quezon City, Philippines 1121
 Telephone No.: (+632) 5322-6BAC (6222)

Interested service provider shall also submit a copy of the following documents and along with the quotation on or before the above specified deadline of submission of quotation:

- a. **Mayor's/Business Permit**
- b. **Omnibus Sworn Statement** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- c. **Latest Income/Business Tax Return**

The Head of the Procuring Entity (HoPE) of the GPPB-TSO reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact Engr. Mark Kevin M. Aguila at (+632) 5322-6BAC (6222) or send email to mmaquila@gppb.gov.ph.

JULIE D. ABRIGO
 Supervising Administrative Officer, AD





Republic of the Philippines
**GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE**

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at mmaguila@gppb.gov.ph.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the GPPB-TSO. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not



Republic of the Philippines
**GOVERNMENT PROCUREMENT POLICY BOARD
 TECHNICAL SUPPORT OFFICE**

delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Outsourcing of Multi-Skilled Workers			
Minimum Technical Specifications	Quantity	Offered Technical Specification/ Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected.			
Outsourcing of Multi-Skilled Workers	1 Lot		
See attached Annex "A" for the following:			
1. Provision of Multi-Skilled Workers;			
2. General Conditions			
3. Provision of Tools and Equipments			
4. Service Standard			
5. Payment Terms			
6. Performance Review and Assessment			
7. Schedule of Requirements			
*****nothing follows*****			

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing and issuance of inspection and acceptance report from the end-user. In case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name (should be the exact account name as registered in the bank): _____

Bank Branch: _____



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Outsourcing of Multi-Skilled Workers				
Approved Budget for the Contract: Five Hundred Thirty-One Thousand Two Hundred Seventy-Eight Pesos and Thirty-Six Centavos (PhP531,278.36)				
PARTICULARS	RATE			
	PLUMBER	ELECTRICIAN	AIRCON TECHNICIAN	MECHANIC
I. Amount due to the Skilled Workers				
II. Amount due to the Government				
III. Total amount due to the Skilled Workers and Government				
IV. Agency Fee				
V. VAT				
VI. Monthly Cost per Skilled Workers				
VII. Total Amount for 5 Months				
Total Bid Amount in Words and In Figures (Inclusive of VAT)	In words:			
	In figures:			

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

Republic of the Philippines
**GOVERNMENT PROCUREMENT POLICY BOARD
 TECHNICAL SUPPORT OFFICE**

ANNEX "A"

Detailed Technical Specifications for

"OUTSOURCING OF MULTI-SKILLED WORKERS"

1. Provision of Multi-Skilled Workers

The Service Provider should be registered under DOLE Department Order No. 174, s. 2017 and licensed to provide and engage in manpower services based on the proof of registration from DOLE to be submitted as one of the eligibility documents.

The Service Provider should be in the business for a minimum of five (5) years based on its Securities and Exchange Commission Registration to be submitted as one of the eligibility documents.

The Contract shall provide four (4) multiskilled workers to perform general maintenance and related services as and when required, such as, but not limited to: plumbing works, electrical/electronic, air-conditioning works and automotive works with the following qualifications:

Skilled worker	Minimum Qualification	Scope of Work
One (1) Plumber	<ul style="list-style-type: none"> - With at least two (2) years of relevant experience in the field of expertise. - With TESDA Plumbing National Certificate II (NCII). 	<ul style="list-style-type: none"> - Inspect roof drains, downspouts, roofing system and piping system of the building and repair, if necessary. - Monitor pressure on pump-house and elevated water tank. - Conduct maintenance check for Airconditioning unit drainage system. - Clean floor drains, downspout, rainwater drainages, and rooftop rainwater drainages and ensure that all piping systems are not clogged. - Install and repair, if necessary, water closet flush, shower fixtures, and kitchen fixtures. - Repair leakages on surface drains. - Cleaning and ensuring that overhead tanks are free of rust. - Inspect, report, monitor, and repair plumbing system of building facilities. - Submit weekly report to the AD every Monday of the following week. - Perform other task as required by the Administrative Division (AD)
One (1) Electrician	<ul style="list-style-type: none"> - With at least two (2) years of relevant experience in the field of expertise - With TESDA Electrical Installation and Maintenance National Certificate II (NCII) 	<ul style="list-style-type: none"> - Inspect and repair all electrical wiring/ components within the building and its facilities. - Monitor all panel boards to ensure that all breakers are turned on. - Conduct weekly inspection of Powerhouse, Pumphouse, and Sewage Treatment Plant (STP) to

Republic of the Philippines
**GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE**

		<ul style="list-style-type: none"> identify abnormalities or concerns in electrical wiring components. - Log system parameters of utilities such as pressure, temperature, water and oil levels, ampere, and volts of equipment. - Troubleshoot and repair electrical malfunction and breakdowns. - Conduct startup (No Load Test) of generators upon instruction of the Administrative Division (AD) Engineer to ensure proper operation during power outages. - Operate generator during power outages or as needed. - Perform other tasks as required by the AD.
One (1) Aircon Technician	<ul style="list-style-type: none"> - With at least two (2) years of relevant experience in the field of expertise - With TESDA Refrigeration and Air Conditioning Servicing (RAC) National Certificate II (NCII) or Commercial Refrigeration and Servicing NC III Certificate 	<ul style="list-style-type: none"> - Conduct inspection, prepare weekly monitoring report for all air-conditioning units and submit recommendation for detected issues. - Perform minor repair (replacement or installation of parts, cleaning of filter/drier, adjustment, alignment, and troubleshooting of bearing, belt. - Maintain outdoor and indoor air conditioning systems and accessories. - Identify maintenance risk on equipment - Perform other tasks as required by the Administrative Division (AD).
One (1) Mechanic	<ul style="list-style-type: none"> - With at least two (2) years of relevant experience in the field of expertise - With TESDA Automotive Servicing National Certificate II (NCII) 	<ul style="list-style-type: none"> - Conduct weekly inspections on all vehicles and perform diagnostic tests to identify problems. Identify parts that need to be repaired or replaced. - In case of replacement of parts, the GPPB-TSO shall procure the parts separately. Upon delivery of the parts, the mechanic shall install said parts in the vehicle. - Prepare specification of defective parts and assist the AD Handling Officer in the market study. - Prepare vehicle maintenance plan for each vehicle - Other related tasks that may be required by the AD.



Republic of the Philippines
**GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE**

- a. The Contractor shall submit within five (5) working days from receipt of the signed Purchase Order (PO) the resume/work-experience of the personnel to be deployed with complete attachments, including the following:
 - i. Medical Clearance issued within the last two (2) months specifying that the personnel are fit to work.
 - ii. Drug Test Result issued within the last two (2) months.
 - iii. Valid NBI, Police, and Barangay Clearances
 - iv. Valid TESDA Certificate
- b. The Contractor shall be held liable for any damage to GPPB-TSO property due to personnels' negligence and mishandling. The Contractor shall immediately replace or restore the damaged item to avoid disruption of the work process.
- c. The Contractor shall maintain a file for all maintenance work, reports, and checklist.

2. General Conditions

- a. The Contractor agrees that the GPPB-TSO, through the AD, reserves the right to screen and deny or accept the deployment of any personnel recommended by the contractor.
- b. The deployed personnel shall work eight (8) hours a day with a regular shift of 8:00 a.m.-5:00 p.m. five (5) days a week from Monday to Friday. However, the personnel may be requested to assist/monitor/conduct maintenance activities outside of the regular working hours or during weekends or holidays or shift scheduled as the need arises. Deployed personnels are entitled to overtime pay if they are required to work beyond designated working hours provided approved by the Administrative Division Officer-In-Charge.
- c. The Contractor shall make available relievers and/or replacements to ensure continuous and uninterrupted service.
- d. The Contractor shall pay its personnel not less than the minimum wage and other benefits mandated by the laws, rules, and regulations. The Contractor shall provide the personnel their monthly pay slip containing the necessary information on it. The Contractor shall comply with the laws governing labor standards and employee's compensation. A certificate for this purpose shall be required from the Contractor.
- e. The Contractor shall have no previous record on delinquency on payment of SSS, PhilHealth, ECC, and Pag-IBIG premiums and shall secure and submit clearance certificates from the foregoing agencies three (3) calendar days from the receipt of the PO.
- f. The Contractor shall provide the personnel with appropriate uniforms, protective gear, if necessary, and ensure that they shall observe proper personal hygiene and appear neat and clean at all times.
- g. The Contractor shall ensure that safety shall be the priority in the performance of its functions and avoid the creation of safety hazards both in the condition of the work performed and while doing the work.



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

- h. The Contractor shall have three (3) relievers for the GPPB-TSO available at any time to take over in case some regular personnel are absent at no extra cost. No trainees shall be allowed as a reliever even if they are allowed and identified as such.
- i. The Contractor shall ensure the confidentiality of information.
- j. The Contractor will be held liable for any work-related accident or illness occurred during the activity.
- k. Multi-Skilled Personnels shall be provided within five (5) days upon receipt of notice from the End-User.
- l. Contract shall commence in September 2024 and shall continue for 5 months.

3. Provision of Tools, Equipment, and Instruments

The Contractor shall provide the following tools, equipment and instruments that shall be maintained at the premises of the GPPB-TSO office during the contract period and shall not incur any cost to the GPPB-TSO office.

Description	Quantity
Tools	
Pliers	1 set
Wire Cutters	1 set
Screw Drivers	1 set
Crimping Tools	1 set
Hole Saw	1 set
Pipe Wrenches	1 set
Holsters	1 set
Rubber mallets	1 set
Socket wrenches, 6mm-32mm	1 set
Box wrenches, 6mm-32mm, 12 pcs.	1 set
Open-end wrenches, 6mm-32mm, 12 pcs	1 set
Adjustable wrench (6",8",10",12")	1 set
Allen wrenches (Heavy duty)	1 set
Bench vise Grease guns	1 set
Riveters	1 set
Measuring tools (Meter rule, Caliper, Vernier)	1 set
Flaring tools 3/16 to 5/8"	1 set



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

Tin sheet cutters	1 set
Trouble light	1 set
Pushcarts, Heavy duty	1 set
Ladders/ A-frame	1 Unit
Pressure gauge	1 unit
First aid kit	1 set
Safety hats	4 pieces
Safety shoes	4 pieces
Cotton hand gloves	4 pieces
Full body harness	2 units
Hacksaw handle	1 unit
Glass Suction 2 Cups	1 set
Silicon guns	1 set
Handheld Drain Snake Cleaners	1 set
Auto-mechanic tools	2 sets
Equipment	
Electric grinder 3"	1 set
Electric drill with hammer	1 set
Electric impact drill	1 set
Handheld circular saw	1 set
Pressure washer (complete accessories)	1 set
Soldering iron	1 set
Instruments	
Megger tester, Sanwa Din 1008s 1000V	1 set
Clamp Meter 600 ACV DCM 60L	1 set
Multi tester	1 set
Blower	1 set
Vacuum cleaner 20 liters cap	1 set
Gauge manifold	1 set
PVC PPR heater /fusion	1 set
PVC PPR pipe cutter	1 set

Republic of the Philippines
**GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE**

4. Service Standard

- a. Skilled worker shall comply with all the office rules and protocols of the GPPB-TSO.
- b. Personnel must cooperate with the GPPB-TSO and the Security Personnel to maintain the security of premises and property while undertaking maintenance.
- c. Personnel must comply with the building contractors/manufacturers' warranty and maintenance recommendations.
- d. Personnel must participate in the facility safety program and assist in the development and improvement of safety practices.
- e. Personnel must keep the machines, tools, and workplace clean and orderly.
- f. Ensure compliance with applicable standards and with occupational health and safety act R.A 11058.

5. Payment Terms

The contractor shall submit, along with the monthly billing statement the following:

- a. Daily Time Records of the multi-skilled workers, signed by the Officer In charge of Administrative Division or his/her duly authorized representative.
- b. Proof of previous month's remittances of employer's and employees' contributions to the SSS, PhilHealth, Pag-IBIG and ECC, together with the transmittal sheet stamped received by the agencies concerned and other documents that may be required.
- c. A certified true copy of payroll sheet.
- d. Certification that all personnel deployed at the GPPB-TSO have been paid their salaries/ and wages and other benefits in accordance with the prevailing laws, rules, and regulations; and
- e. Monthly Maintenance Report.

The Contractor in the performance of its services shall secure, maintain at its own expense all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations. The Contractor's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules, and practices.

6. Performance Review and Assessment

- a. The Contractor shall undergo a periodic review using the criteria under item 4.2 of Appendix 37 of RA 9184 to ensure compliance with the technical specifications, as well as with the other terms and conditions imposed by the GPPB-TSO during the contract period.



Republic of the Philippines
**GOVERNMENT PROCUREMENT POLICY BOARD
 TECHNICAL SUPPORT OFFICE**

- b. Further, a mid-term assessment or evaluation of the performance of the Contractor using the same criteria will be conducted. Based on its assessment, the GPPB-TSO may terminate the contract for failure of the Contractor to perform its obligations thereon.

	CRITERIA	WEIGHT
I	Conformity to the Technical Requirements	(25)
II	Timeliness in the Delivery of Services	(25)
III	Behavior of Personnel (Courteous, Professional, and Knowledgeable)	(20)
IV	Response to Complaints	(20)
V	Compliance with set office policies for such services	(10)
	Passing rate (80%)	
	PERFORMANCE RATING	

7. SCHEDULE OF REQUIREMENTS

The deliver schedule expressed as weeks/months stipulates hereafter a delivery date of which is the date of delivery to the project site.

Description	Quantity	Delivery Schedule
Provision of Multi-Skilled Workers, including the submission of Medical Clearance, Drug Test Result, NBI, Police and Barangay Clearances, TESDA Certificate (see attached Annex "A" [Terms of Reference], Item 1)	4	The Administrative Division of GPPB-TSO shall notify the winning bidder of the start off the services. Notices shall be issued by the AD ten (10) days prior to deployment.
Provision of Tools, Equipment, and Instruments (see attached Annex "A" [Terms of Reference], Item 3)	Quantity if items are specified in Annex "A" specifications	