



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

**REQUEST FOR QUOTATION**

**Date: 13 September 2024**  
**RFQ No.: 2024-AD-014**

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 **Supply, Delivery and Installation of Dormitory Shower Fixtures for the GPPB-TSO Building** 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 **12:00 PM of 17 September 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.

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 the Engr. Mark Kevin M. Aguila at (+632) 5322-6BAC (6222) or send email to [mmaquila@gppb.gov.ph](mailto:mmaquila@gppb.gov.ph).

**JULIE D. ABRIGO**  
 Chief Administrative Officer, AD



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**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](mailto: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**



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**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 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:

<b>Supply, Delivery and Installation of Dormitory Shower Fixtures for the GPPB-TSO Building</b>			
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.			
<b>Supply, Delivery and Installation of Dormitory Shower Fixtures for the GPPB-TSO Building</b>	<b>1 Lot</b>		
<b>I. Technical Specification</b> (Please see attached Annex A for detailed Technical Specification)			
<b>II. Delivery Period</b> (Please see attached Annex A for the Contract Duration and Warranty)			
<b>*****nothing follows*****</b>			



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**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: \_\_\_\_\_

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.

Supply, Delivery and Installation of Dormitory Shower Fixtures for the GPPB-TSO Building	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
<b>One Hundred Fifty Thousand Pesos (PhP150,000.00)</b>	<b>In words:</b>
	<b>In figures:</b>

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

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

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es



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**ANNEX "A"**

**TECHNICAL SPECIFICATIONS**

Bidders/Suppliers must state here either "Comply" or any equivalent term in column "Statement of Compliance" against each of the individual parameters of each "Specification".

ITEM	TECHNICAL SPECIFICATION	STATEMENT OF COMPLIANCE															
	<b>Supply, Delivery, and Installation of Dormitory Shower fixtures for the GPPB-TSO building – 1 lot</b>																
<b>1</b>	<b>Scope of work:</b> <ol style="list-style-type: none"> <li>1.1. Mobilization of manpower, tools, and materials to be used for the project.</li> <li>1.2. Provision of the supervision of the project.</li> <li>1.3. The contractor shall perform the installation work in accordance with industry standards and best practices.</li> <li>1.4. Test the installed equipment/fixtures to ensure proper functionality.</li> <li>1.5. Clean up the work area and dispose of any debris generated during the installation.</li> </ol>																
<b>2</b>	<b>Material specification and Quantity</b> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Description</th> <th style="text-align: center;">Made</th> <th style="text-align: center;">Quantity</th> </tr> </thead> <tbody> <tr> <td>3-Way Angle Valve ½</td> <td>Stainless / Brass</td> <td style="text-align: center;">14</td> </tr> <tr> <td>2-meter Shower Hose ½</td> <td>Stainless</td> <td style="text-align: center;">14</td> </tr> <tr> <td>Shower Head</td> <td>Stainless</td> <td style="text-align: center;">14</td> </tr> <tr> <td>Shower Holder</td> <td>Stainless</td> <td style="text-align: center;">14</td> </tr> </tbody> </table>	Description	Made	Quantity	3-Way Angle Valve ½	Stainless / Brass	14	2-meter Shower Hose ½	Stainless	14	Shower Head	Stainless	14	Shower Holder	Stainless	14	
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Shower Head	Stainless	14															
Shower Holder	Stainless	14															
<b>3</b>	<b>Layout Plan and Location:</b> <ol style="list-style-type: none"> <li>3.1. Layout: please refer to "Annex B"</li> <li>3.2. The location will be on the sixth (6<sup>th</sup>) floor, in the dormitory closet of the GPPB-TSO building.</li> </ol>																
<b>4</b>	<b>Responsibilities of supplier/contractor:</b> <ol style="list-style-type: none"> <li>4.1. The contractor shall adhere to the designated work hours and schedule agreed upon with the GPPB-TSO handling Officer.</li> <li>4.2. The contractor shall coordinate and comply with all site access requirements and security protocols.</li> <li>4.3. The contractor is responsible for maintaining a safe working environment and ensuring that all work is performed in compliance with relevant</li> </ol>																



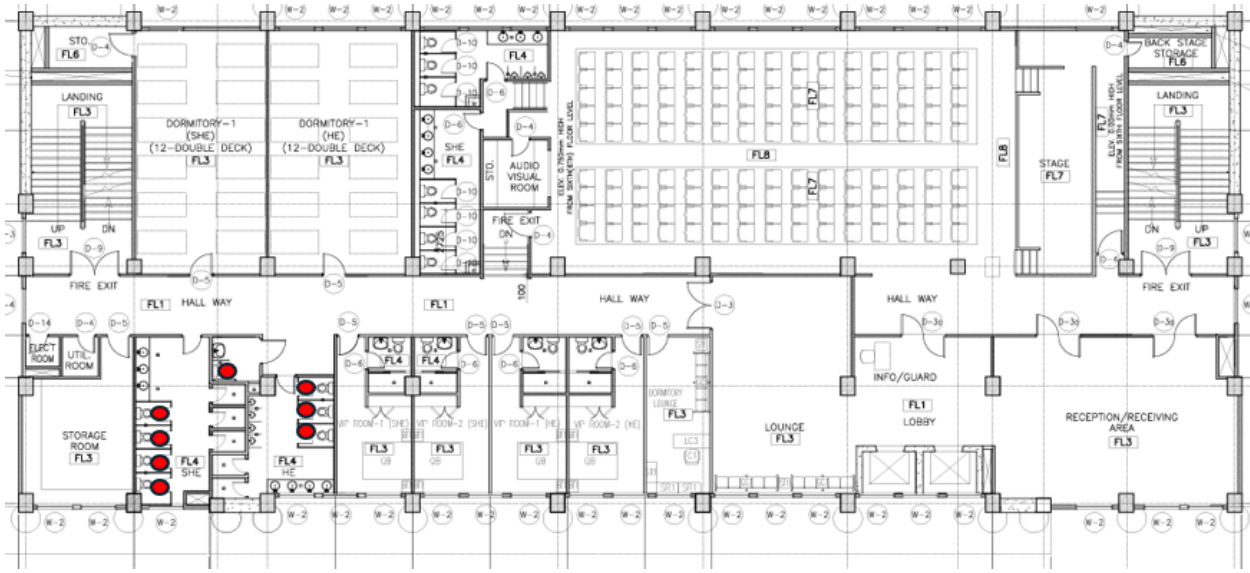
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	<p>safety regulations.</p> <p>4.4. The contractor shall perform the installation work in accordance with industry standards and best practices.</p> <p>4.5. The contractor shall be responsible for the clean-up of the work area and the proper disposal of any debris or materials resulting from the installation work.</p> <p>4.6. The contractor shall indemnify and hold harmless the client from any claims, damages, or liabilities arising from the installation work.</p> <p>4.7. The contractor shall maintain appropriate insurance coverage for the duration of the installation work.</p> <p>4.8. The contractor shall comply with all applicable laws, codes, and regulations relevant to the installation work.</p> <p>4.9. The contractor must conduct ocular inspection prior to the installation of the shower fixture to verify any variance in measurements and dimensions.</p>	
<b>4</b>	<b>Approved budget for the contract (ABC):</b> 4.1. One Hundred Fifty Thousand Pesos (Php150,000.00)	
<b>5</b>	<b>Contract duration:</b> 5.1. The project must be delivered and completed within fifteen (15) calendar days from the receipt of the Purchase Order.	
<b>6</b>	<b>Warranty:</b> 6.1. The supplier shall provide a three (6) months warranty from the date of acceptance for the delivered and installed plumbing fixtures. This warranty covers any defects arising from design, materials, or factory production. 6.2. The supplier must provide three (3) months warranty certificate for any faulty workmanship.	

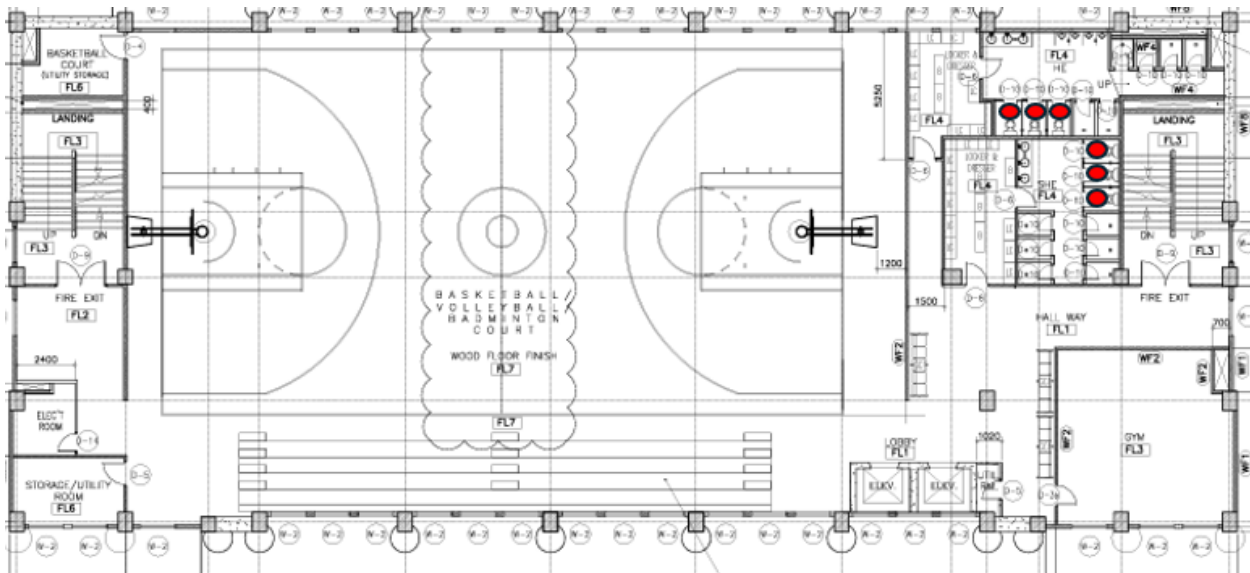
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**ANNEX B**

**SIXTH FLOOR GPPB-TSO BUILDING**



**SEVENTH FLOOR GPPB-TSO BUILDING**



LEGEND	QUANTITY	DESCRIPTION
	8 UNITS	6F- SHOWER FIXTURES
	6 UNITS	7F- SHOWER FIXTURES