



Republic of the Philippines  
Department of Justice  
**BUREAU OF CORRECTIONS**  
City of Muntinlupa



**REQUEST FOR QUOTATION #2024-016**  
**RENOVATION OF ATTORNEY'S LOUNGE AT MAXECOM**  
**(Nego. Proc.-Small Value Procurement)**

ABC: ₱ 807,996.00

Date: \_\_\_\_\_

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

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

TIN No.: \_\_\_\_\_

Please quote your best offer for the item/s described below, subject to the Terms and Conditions as stated hereunder.

- a.) Bidders shall provide correct and accurate information required in this form.
- b.) Bidders may quote for all the items.
- c.) Price quotation/s must be valid for a period of *One Hundred Twenty (120) calendar days* from the date of submission.
- d.) Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- e.) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- f.) Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- g.) Any alterations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
- h.) The item/s shall be delivered within **Ninety (90) calendar days** from receipt of Notice to Proceed.
- i.) The BuCor shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- j.) Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BuCor shall rescind 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.
- k.) Bidders shall submit the required documents together with their bid price in a sealed envelope indicating supplier's name and name of project.
- l.) Submission thru e-mail and fax quotation **will be allowed/accepted.**

**REQUIREMENTS TO BE SUBMITTED**

- m.) **Valid and Current PhilGeps Registration Number**
- n.) **Valid and Current Mayor's/Business Permit**

**Note:**

*Allow PEs to accept the expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract under GPPB Resoution No. 05-2020 Approving the Acceptance of an Expired Mayor's Permit with Official Receipt for yhe Renewal Application.*

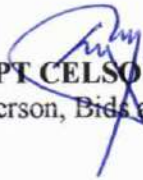
- p.) *valid and current PCAB License*
- q.) Valid and current ITR
- r.) Duly Notarized Omnibus Sworn Statement
- s.) Duly Notarized Authority to Signatory (if applicable)

**NOTE:**

**BIDDERS STATEMENT OF COMPLIANCE ON THE TERMS & CONDITIONS AND REQUIREMENTS AS STATED ABOVE**

\_\_\_\_\_  
Signature over Printed Name of  
Sole Proprietor /Authorized Representative

Submit your sealed quotation duly signed by you or your duly authorized representative not later than MARCH 5, 2024 at the BAC Office, Bureau of Corrections at 9:00am. Late submission of bids shall be rejected. For further information, you can call the BAC Secretariat c/o MARIA ADORACION I. VINAS at the Supply Office, Bureau of Corrections, Muntinlupa City at Tel # 8809-8587/8478-0907 from 8:00 am to 5:00pm or email at bacsec2022@gmail.com, Monday to Friday

  
**CCSUPT CELSO S BRAVO**  
Chairperson, Bids and Awards Committee

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

**REQUEST FOR QUOTATION RFQ 2024-016**

**Project:** RENOVIATION OF ATTORNEY'S LOUNGE AT MAXSECOM  
(Nego. Proc.- Small Value Procurement)

**ABC:** ₱ 807,996.00

QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Approved Budget for Contract	Offered Quotation
			YES	NO		
1	LOT	RENOVIATION OF ATTORNEY'S LOUNGE AT MAXSECOM			807,996.00	

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF SOLE PROPRIETOR OR REPRESENTATIVE

TELEPHONE NO: \_\_\_\_\_

CELLPHONE NO: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Omnibus Sworn Statement**  
**RENOVATION OF ATTORNEY'S LOUNGE AT MAXSECOM**

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **Renovation of Attorney's Lounge at MaxSeCom of the Bureau of Corrections**, as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **Renovation of Attorney's Lounge at MaxSeCom of the Bureau of Corrections**, as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the **Renovation of Attorney's Lounge at MaxSeCom.**
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 2024 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory  
Affiant

**SUBSCRIBED AND SWORN** before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_ [date issued], [place issued]  
IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

SCOPE OF WORK	
ITEM No.	DESCRIPTION
<b>5.0</b>	<b>Flooring and Tile Works</b>
	<i>Scope of Work:</i>
	<i>1. Make sure that the underlayment flooring board must be cleaned and dust free</i>
	<i>2. Use Wood grain 8.6cm x 36cm x 2.0mm Tile</i>
	<i>3. Use Original/ EXCEL Premium Contact Cement.</i>
	<i>4. All Vinyl must be properly layed and level.</i>
<b>7.0</b>	<b>Paint Works</b>
	<i>Scope of Work:</i>
	<i>1. Interior wall and ceiling shall be apply white skimcoat, MIXING RATIO: 7-Liters of water per 20-kg bag</i>
	<i>2. Check and repair all relevant defects. Make sure that the surface is clean, dry, and free from dirt and oil prior to application.</i>
	<i>3. Apply permacoat Flat Latex White water base</i>
	<i>4. All steel fabrication metal must be painted with Epoxy paint w/ catalyst (white)</i>
	<i>5. All welded connection shall be properly grind on joints and welded portion.</i>
	<i>6. All cracks must be retouched properly</i>
	<i>7. Make sure that finished painting must be smooth and no cracks will be seen</i>
<b>8.0</b>	<b>Doors and Windows and Furniture</b>
	<i>Scope of Works:</i>
	<i>1. Must be Fabricated and Install Properly at site</i>
	<i>2. Use 38 series 3.6m x 2.28 m Fixed and Awning Window with .9m x 2.1 x 12mm Frameless Glass Door</i>
	<i>3. Use Reflected Glass for the Awning and Fixed Window with Aluminum Frame</i>
	<i>4. Use Laminated Glass for door with upper and lower Clamp (Patch Fittings) and 1200mm x 29mm Stainless steel H-Handle type</i>
	<i>5. Furniture must be 2 Seater Sofa dark gray fabric cover, Width: 145 cm (57 1/8") Depth: 76.5 cm (28 1/8 ") Height: 71.5 cm (28 1/8 ")</i>
<b>9.0</b>	<b>Electrical Works</b>
	<i>Scope of Work:</i>
	<i>1. The electrical works shall be done under the immediate supervision of a duly Registered Electrical Engineer</i>
	<i>2. The contractor shall require to submit final test report that the completed project is free from any defect that warrant of workmanship, materials, and equipment.</i>
	<i>3. All electrical work specified in the plan shall be included but not necessarily limited to supply, furnishing all labor and materials, tools and equipment and other related work, materials necessary to complete and functional electrical distribution system.</i>
	<i>5. The materials and equipment to be use or install shall be brand new and no defect or damage.</i>
	<i>6. If any of the materials, equipment and equipment become defective within the warranty period shall be immediately replace without any cost to the owner.</i>
	<i>7. The contractor shall carry out the tapping of the electrical source from the main panel board to the main feeder of the new project properly</i>
	<i>8. All conduit of branch circuit shall be embedded in concrete or ceiling.</i>
	<i>10. Supply and installation of new light switches</i>

**Project Duration: 90 calendar days**

**CONFORME:**

SCOPE OF WORK	
ITEM No.	DESCRIPTION
<b>1.0</b>	<b>General Requirements</b>
	<i>Scope of Work:</i>
	1. Temporary Facility and Field Office
	2. Temporary Fencing
	3. Site Clearing/Demolition/Disposal
<b>2.0</b>	<b>Dry wall Works</b>
	<i>Scope of Work:</i>
	1. 3" x 1" x .5mm Metal Furring @ Vertical .60m Spacing, @ Horizontal .80m Spacing
	2. 32mm x 76mm x 0.6mm thk Metal Track @ Top and Bottom
	3. 32mm (#6) Black Screw For Wood and Metal
	4. 1/2" x 4' x 8' Gypsum Board for Dry Wall
	5. Use Self-Adhesive Fiberglass Tape 48mm for all joint of ficemboard
	6. Use 1/2 x 1/8 Blind Rivets Aluminum Blind Rivets Aluminum for metal framing
<b>3.0</b>	<b>Metal Works for floor framing and stairs</b>
	<i>Scope of Work:</i>
	1. Use 4" Dia. x 6m Sched 40 G.I. Pipe Seamless for column
	2. Use 8" x 8" x 10mm MS Base Plate for the column
	3. Use M10 x 100mm Wedge Type Anchor Bolt Sleeve for Concrete TGC
	4. Apply Concrete Epoxy Injection Mortar @ every hole before inserting the Expansion bolt
	5. All joints and connection must be full welded
	6. Use Welding Rod WLWC 6013 for welding works
	7. Use 2" x 6" x 6m x 2mm G.I. Tubular for the Girder and stairs stringer
	8. Use 2" x 4" x 6m x 2mm G.I. Tubular for the joist
	9. Use 2" x 2" x 6m x 2mm G.I. Tubular for the bridge and newel post for the handrails
	10. 1" x 1" x 1.5mm G.I. Tubular for handrail bullester
	11. Use 200mm x 50mm x 3mm C Channel for the stringer of stairs
	12. Use 2" x 10" x 36" Solid wood Planks for the main steps
	13. 2" x 2" x 3mm Angular Bar for the steps
	14. Apply 5cm x 2.5cm x 24' L-type PVC Rubber Stair Nosing Self-Adhesive Anti Slip
	15. Stairs landing at ground floor must be concrete
<b>4.0</b>	<b>Ceiling Works</b>
	<i>Scope of Work:</i>
	1. Use 1/4" x 4' x 8' Ficem Board for Ceiling @ Ground Floor
	2. Use 32mm (#6) Black Screw to attached the Ficem board
	3. Use Self-Adhesive Fiberglass Tape 48mm for all joint of ficemboard

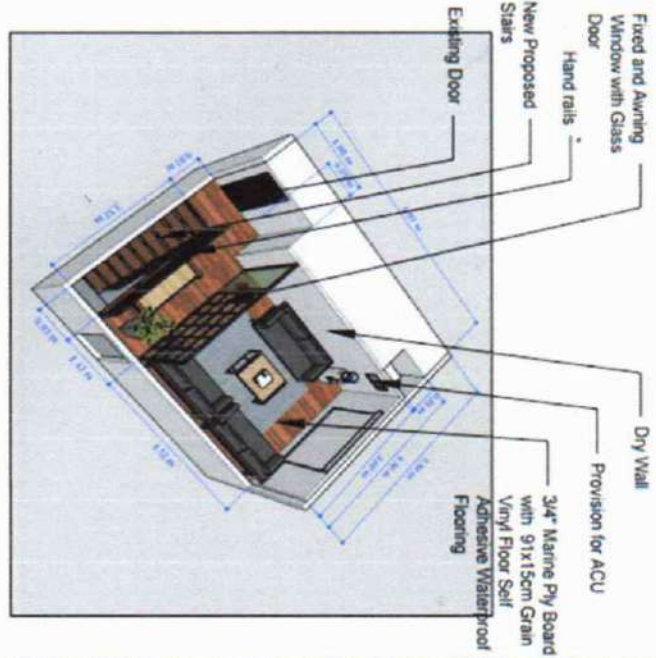
**Project Duration: 90 calendar days**

**CONFORME:**

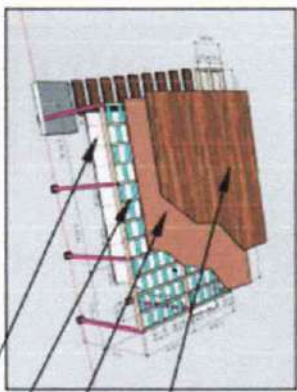
Name of Company in Print



**FLOOR PLAN**  
SCALE NTS



**ISOMETRIC VIEW**  
SCALE NTS



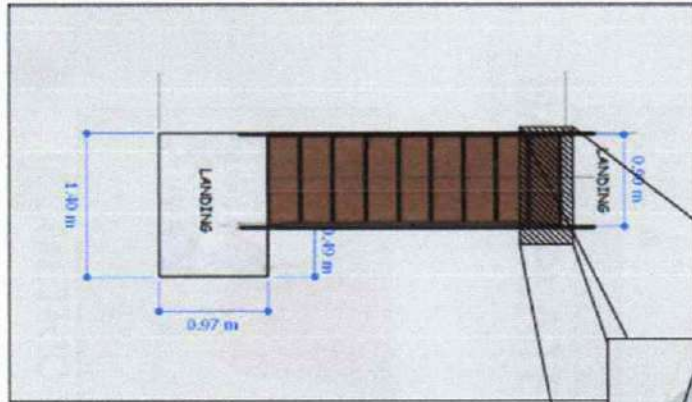
**FLOORING SECTION**  
SCALE NTS

- 91x15cm Grain Vinyl Floor Self Adhesive Waterproof Flooring
- Underlayment Flooring
- 3/4" Marine Plywood
- Tubular Steel Framing
- 1/2" Fiberglass Ceiling at Ground Floor

CONFORME:



**STAIRS PLAN**  
SCALE NTS

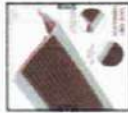
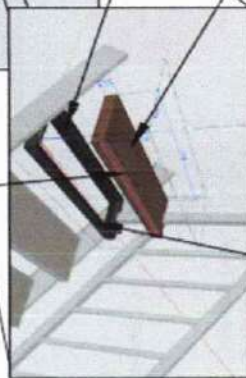


2" x 10" x 36" Solid  
Wood Planks

2" x 2" x 2.5mm  
Angular Bar

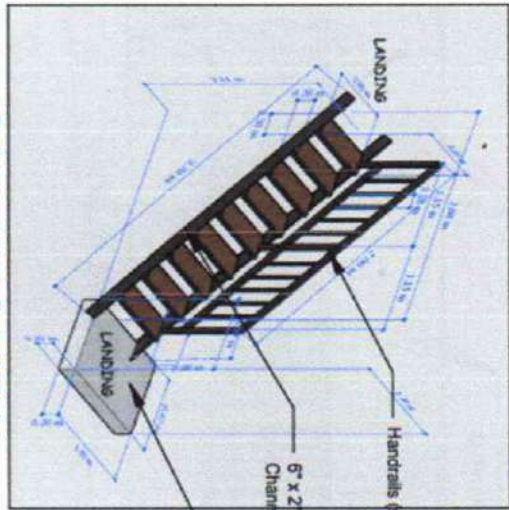


2" x 2" x 2.5mm  
Angular Bar @ 10m  
Spacing



5cm x 2.5 cm  
L-type PVC  
Rubber Stair  
Nosing  
Self-Adhesive  
Anti Slip

**ISOMETRIC VIEW**  
SCALE NTS

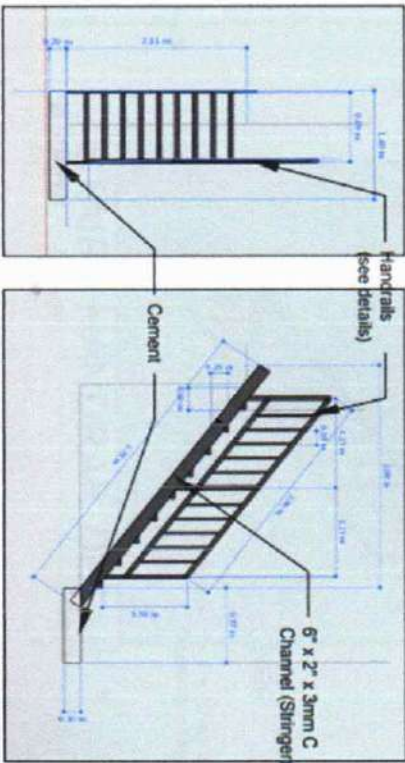


Handrails (see details)

6" x 21 x 3mm C  
Channel (Slinger)

Cement

**ELEVATION**  
SCALE NTS

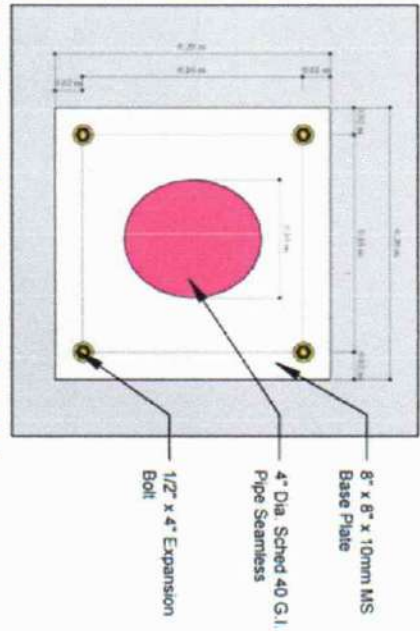


Handrails  
(see details)

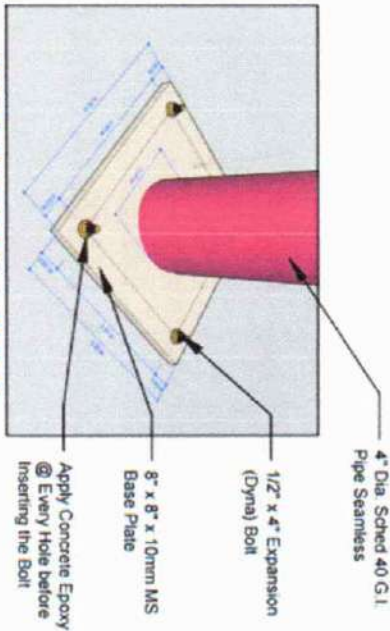
6" x 21 x 3mm C  
Channel (Slinger)

Cement

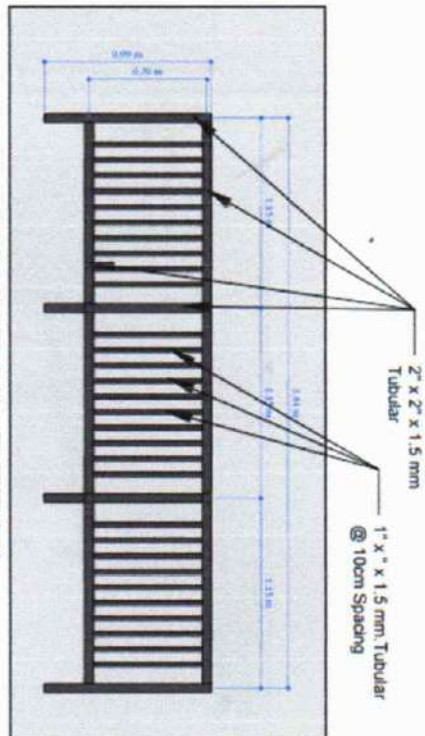
CONFORME:



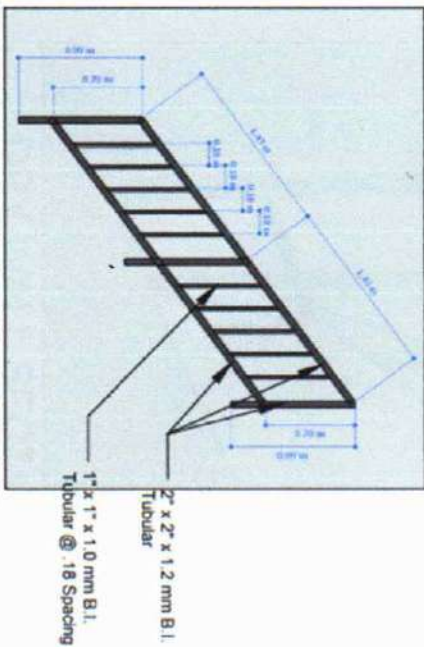
**BASE PLATE PLAN**  
SCALE NTS



**ISOMETRIC VIEW**  
SCALE NTS



**HANDRAIL DETAIL**  
SCALE NTS



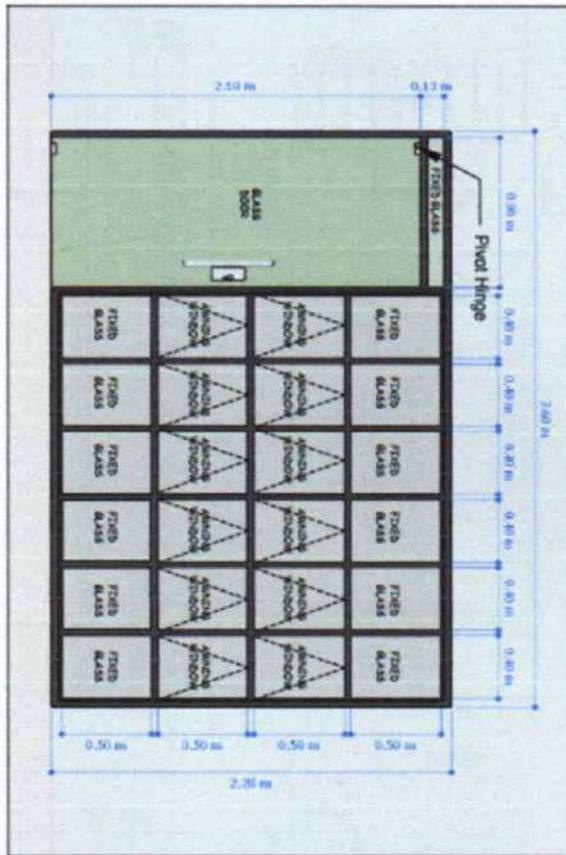
**STAIRS HANDRAIL DETAIL**  
SCALE NTS

CONFORME:

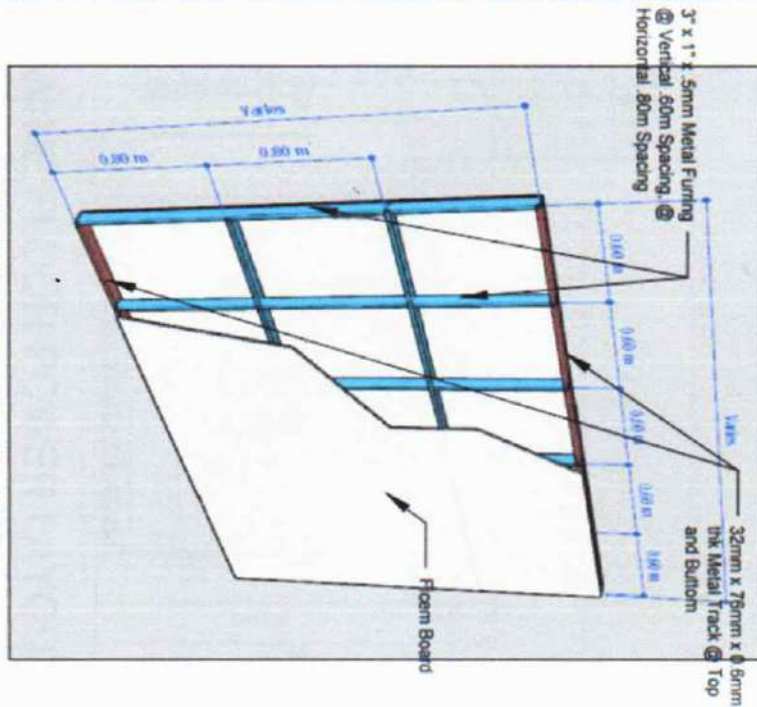
Name of Company in Print

Signature Printed Name of Authorized Representative/Date

**FIXED AND AWNING WINDOW WITH DOOR**  
SCALE NTS



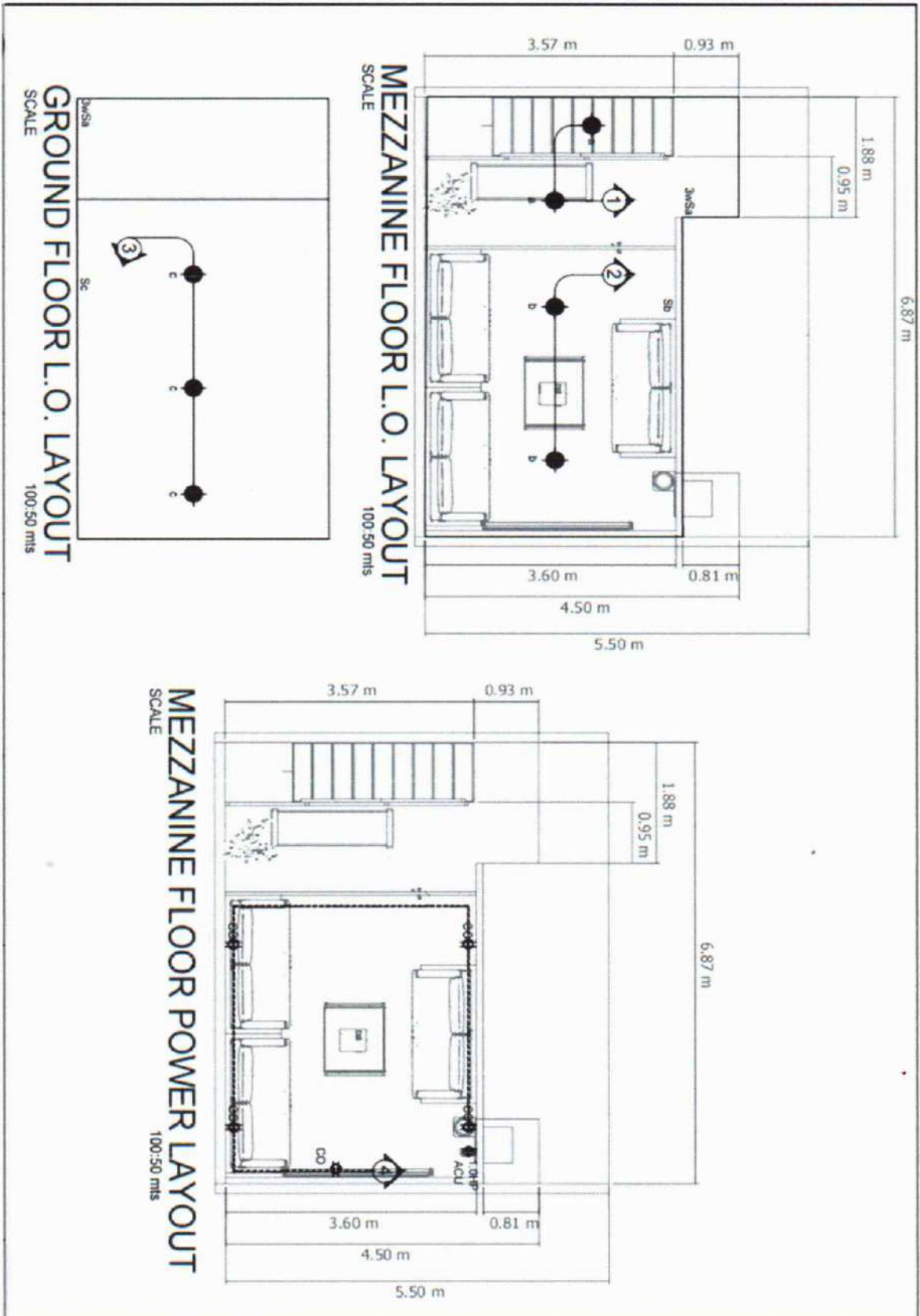
**DRY WALL SECTION**  
SCALE NTS



CONFORME:

Name of Company in Print

Signature Printed Name of Authorized Representative/Date



CONFORME:

Name of Company in Print

Signature Printed Name of Authorized Representative/Date



Republic of the Philippines  
Department of Justice  
**BUREAU OF CORRECTIONS**  
Muntinlupa City



## RENOVATION OF ATTORNEY'S LOUNGE AT MAXECOM

Source of Fund: GoP

Implementation: By Contract

### BILL OF QUANTITIES

ITEM	DESCRIPTION	Qty	Unit	Unit Cost	Amount
1	General Requirements	1	Lot		
2	Other General Requirements	1	Lot		
3	Dry wall Works	60.38	sqm		
4	Metal Works for floor framing and stairs	1	lot		
5	Ceiling Works @ Ground Floor	22.74	sqm		
6	Flooring and Tile Works	22.74	sqm		
7	Paint Works	1	Lot		
8	Doors and Windows and Furniture	1	Lot		
9	Electrical Works	1	Lot		

Total Direct Cost: \_\_\_\_\_

Overhead,Contingencies, Miscellaneous 15%: \_\_\_\_\_

Contractor's Profit 10% : \_\_\_\_\_

VAT 5% \_\_\_\_\_

**TOTAL PROJECT COST:** \_\_\_\_\_

Submitted by: