



Republic of the Philippines
Presidential Communications & Operations Office
NATIONAL PRINTING OFFICE

Edsa corner NPO Road, Diliman, Quezon City
Telephone and Fax No. 925-2192
E-mail Address: npo.bacsecretariat@gmail.com

REQUEST FOR QUOTATION

For procurement of 1 Lot Engineering & Interior Design Consulting Services for Renovation of Finance & Management Division Area to accommodate the transfer of Director's Office & Renovation of Director's Office at 3rd floor and transform into Official Gazette Library and Working Area
Through Alternative Mode of Procurement under Sec. 53.9 Small Value Procurement

The National Printing Office, through the Bids and Awards Committee, invites prospective suppliers to submit lowest and reasonable quotation for Procurement of 1 Lot Engineering and Interior Design Consulting Services for Renovation of Finance & Management Division Area to accommodate the transfer of Director's Office & Renovation of Director's Office at 3rd floor. and transform into Official Gazette Library and Working Area, with an Approved Budget for the Contract of Php400,000.00 through Revolving Fund 2018.

Quotations must be submitted personally or through e-mail/fax and duly signed by the owner or authorized representative of the supplier. Submission of Price Quotation Form [attachment 1] is not later than 3:00 p.m. on **January 30, 2018**.

SCHEDULE OF REQUIREMENTS

Item No.	Description	Quantity	Total	Delivered Weeks/Months	Term of Payment	Warranty
1	Engineering & Interior Design Consulting Services for 1) Renovation of Finance & Management Division Area to accommodate the transfer of Director's Office 2) Renovation of Director's Office at 3 rd floor and transform into Official Gazette Library and Working Area	1 Lot	P400,000.00	Within sixty [60] calendar days upon receipt of Purchase Order	Upon completion, acceptance of goods, inspected and accepted by the enduser.	

TECHNICAL SPECIFICATIONS

Item	Specification	Comply or Not Comply
	<p>1 Lot Engineering & Interior Design Consulting Services for:</p> <ol style="list-style-type: none"> 1) Renovation of Finance & Management Division Area to accommodate the transfer of Director's Office 2) Renovation of Director's Office at 3rd floor and transform into Official Gazette Library and Working Area <p>I - SCOPE OF WORK</p> <p>A. DESIGN CONSULTANCY</p> <p>a) Architectural-Interior Design</p> <ol style="list-style-type: none"> 1. Preparation of Schematic Design Studies leading to a recommended solution; 2. Prescribe interior design finishes appropriate for different activities and spaces and prepare furniture and furnishing layout. 3. Prepare Architecture Interior Working Drawings such as Plans, Elevations, Design Drawings/Construction details and Technical Specifications. 4. Check and approve samples of materials and shop drawings of furniture, furnishings, fixtures and décor items. <p>b) Mechanical Engineering Design (Mechanical Ventilation and Air-conditioning System)</p> <ol style="list-style-type: none"> 1. Thermal load calculation 2. Full MEPF design from Concept to Construction drawings. Life Cycle Analysis and CFD modelling during the Concept Design Phase. Fluid Dynamics or CFD shall take place to analyze the fluid motion in micro level. And use to assess / optimization VAC systems in terms of the ventilation effectiveness, and thermal comfort. 3. Mechanical Engineering System Design Technical Documentation including Technical Specifications. 4. Mechanical Systems Bill of Quantities. <p>c) Electrical Engineering Design (Lighting, Power and Auxiliary Systems)</p> <ol style="list-style-type: none"> 1. Electrical load calculation 2. Lighting Design including illumination calculation using DIALUX. 	

3. Load Analysis of Plant Area, Service Corridors and Riser Planning, Detailed Load Calculations and Schedules, Existing Transformer and Building Generator Assessment, LV Cable Sizing, Short Circuit Calculations, Voltage Drop Calculations, Protection Sizing, Protection Coordination, Conduit and Cable Tray
 4. Electrical Engineering System Design Technical Documentation.
 5. Electrical Systems bill of Quantities.
- d) Fire Protection Engineering Design (Sprinkler System Design)**
1. Fire Protection System Design Calculation (Sprinkler System)
 2. Fire Suppression System Design Calculation (FM200)
 3. Fire Protection Engineering System Design Technical Documentation.
 4. Fire Protection Systems Bill of Quantities.
- e) Sanitary Engineering Design (Domestic Water Supply and Drainage System)**
1. Water System Design Calculation
 2. Drainage System Design Calculation
 3. Condensate Drainage Design Calculation
 4. Sanitary System Design Technical Documentation.
 5. Sanitary Systems Bill of Quantities.
- f) The design / study shall be divided into three (3) phases which covers the following:**
1. **Phase 1: Schematic Design Stage**
This phase aims to develop conceptual Architectural/Interior Design and Engineering intervention for this project. The Client is to choose which among the options presented is acceptable on their part in order to proceed to the next phase.
 2. **Phase 2: Detailed Engineering Design**
Technical Evaluation – corresponding descriptions, technologies, advantages and disadvantages of each option shall be presented;
Initial Cost Estimation – budgetary and construction cost estimate per option; and,
Design Analysis – analysis of Existing Structure, Lighting, Ventilation and Air Conditioning System
Preparation of Final Report and Final Presentation – a single final report and a corresponding presentation will be prepared such that the descriptions, technologies, advantages, and disadvantages, of each of the three conceptual engineering interventions will be discussed.
 3. **Phase 3: Tender Design Documentation**

With the option chosen by the Client, detailed Architectural/Interior and engineering activities will be done which include the following:

Detailed Plans / Drawings – this shall include the details of the necessary structures and engineering interventions;

Technical Specifications – this shall include the set of requirements to be met by the products/materials and design that shall form the project; and,

Quantity Survey – budgetary and construction cost estimates based on the prepared detailed engineering design.

II APPROVED BUDGET COST – P400,000.00

Further, interested suppliers must submit, together with their quotation or proposal, the following documents:

1. Certified true copy of valid and current Mayor's Permit/Business License
2. Certified true copy of Latest Income and Business Tax Return
3. Certified true copy of PhilGeps Registration
4. Duly notarized Omnibus Sworn Statement
5. Tax Identification Number [TIN]

Quotation/s will be valid for a period of 120 calendar days.

The National Printing Office reserves the right to accept or reject any Quotation, to annul the procurement process and to reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, you may get in touch with the BAC Secretariat at the contact number abovementioned

EDDIE B. VISTA
BAC Chairman



Attachment 1

PRICE QUOTATION FORM

Date: _____

The Bids and Awards Committee
National Printing Office
Edsa, corner NPO Road
Diliman, Quezon City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder are our financial proposal for the items identified below:

ARTICLE AND DESCRIPTION	A B C	BID AMOUNT
1 Lot Engineering & Interior Design Consulting Services for: 1) Renovation of Finance & Management Division Area to accommodate the transfer of Director's Office 2) Renovation of Director's Office at 3 rd floor and transform into Official Gazette Library and Working Area	Php400,000.00	

Signature : _____
Printed Name : _____
Company Name : _____
Contact No. : _____



Republic of the Philippines
Presidential Communications & Operations Office
NATIONAL PRINTING OFFICE
Edsa corner NPO Road, Diliman, Quezon City
Telephone and Fax No. 925-2192
E-mail Address: npo.bacsecretariat@gmail.com

REQUEST FOR QUOTATION

For procurement of 1 Lot Various Materials for Generator Set
Through Alternative Mode of Procurement under Sec. 53.9 Small Value Procurement

The National Printing Office, through the Bids and Awards Committee, invites prospective suppliers to submit lowest and reasonable quotation for Procurement of 1 Lot Various Materials for Generator Set with an Approved Budget for the Contract of Php70,507.30 through Revolving Fund 2018.

Quotations must be submitted personally or through e-mail/fax and duly signed by the owner or authorized representative of the supplier. Submission of Price Quotation Form [attachment 1] is not later than 3:00 p.m. on **January 30, 2018**.

SCHEDULE OF REQUIREMENTS

Item No.	Description	Quantity	Total	Delivered Weeks/Months	Term of Payment	Warranty
1	Various Materials for Generator Set	1 Lot	P70,507.30	Within ten [10] working days upon receipt of Purchase Order	Upon completion, acceptance of goods [good running condition], inspected and accepted by the enduser.	

TECHNICAL SPECIFICATIONS

Item	Specification	Comply or Not Comply
	<p style="text-align: center;">1 Lot Various Materials for Generator Set</p> <ul style="list-style-type: none"> 1) 5 kls. – Stainless steel electrode, size: 3/32" 2) 2 pcs. – Stainless tube 20ft. x 5" dia. X 2mm 3) 1 pc. – Black iron 20ft. x 5" dia. X sched.40 4) 10 pcs. – Dyna Bolt 3/8" 5) 10 pcs. – U bolt 7" x 3/8" dia. w/lock washer 	

Further, interested suppliers must submit, together with their quotation or proposal, the following documents:

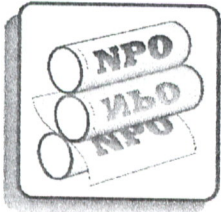
1. Certified true copy of valid and current Mayor's Permit/Business License
2. Certified true copy of Latest Income and Business Tax Return
3. Certified true copy of PhilGeps Registration
4. Duly notarized Omnibus Sworn Statement
5. Tax Identification Number [TIN]

Quotation/s will be valid for a period of 120 calendar days.

The National Printing Office reserves the right to accept or reject any Quotation, to annul the procurement process and to reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, you may get in touch with the BAC Secretariat at the contact number abovementioned

EDDIE B. VISTA
BAC Chairman



Attachment 1

PRICE QUOTATION FORM

Date: _____

The Bids and Awards Committee
National Printing Office
Edsa, corner NPO Road
Diliman, Quezon City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder are our financial proposal for the items identified below:

ARTICLE AND DESCRIPTION	A B C	BID AMOUNT
1 Lot Various Materials for Generator Set 1) 5 kls. – Stainless steel electrode, size: 3/32" 2) 2 pcs. – Stainless tube 20ft. x 5" dia. X 2mm 3) 1 pc. – Black iron 20ft. x 5" dia. X sched.40 4) 10 pcs. – Dyna Bolt 3/8" 5) 10 pcs. – U bolt 7" x 3/8" dia. w/lock washer	Php70,507.30	

Signature : _____
Printed Name : _____
Company Name : _____
Contact No. : _____