



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

Date: March 02, 2018
PR. No.: 18-01-0044 (SVP)
ABC: P400,000.00

Name of Company: _____
Address: _____
Business Permit No.: _____
TIN No.: _____
Contact Nos. [Landline/Cellphone Nos./Email Add]: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your representative not later than **March 09, 2018 (3:00 PM)**.

Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated above.

ENGR. NEIL L. MACARAEG
BAC Chairman

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all items.
3. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date 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. 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.
7. 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.
8. The item/s shall be delivered within sixty (60) calendar days from receipt of purchase order/contract.
9. The NPO Inspectorate Group shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. 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 NPO Inspectorate Group shall rescind the contract once the cumulative amount of the liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
11. Bidders must also submit the following:
 - a. Certified true copy of current Mayor's Permit/Business License
 - b. Certified true copy of Philgeps Certificate of Registration
 - c. Certified true copy of Latest Income/Business Tax Returns with BIR Stamp
 - d. Omnibus Sworn Statement as prescribed by the GPPB with Notarized & photo copy of any government issued ID
 - e. Company Profile
 - f. List of similar completed projects local/abroad
 - g. List of key personnel to be assigned in the project

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

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget for the Contract (ABC)	OFFER					
			PRICE			Compliance with Technical Specifications		REMARKS
			QTY	Unit Price	Total Price	Yes	No	
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 I - SCOPE OF WORKS A. DESIGN CONSULTANCY a) Architectural-Interior Design 1. Preparation	1 Lot	P400,000.00				[]	[]	

<p>of Schematic Design Studies leading to a recommended solution;</p> <p>2. Prescribe interior design finishes appropriate for different activities and spaces and prepare furniture and furnishing layout.</p> <p>3. Prepare Architecture Interior Working Drawings such as Plans, Elevations, Design Drawings/Construction details and Technical Specifications.</p> <p>4. Check and approve samples of materials and shop drawings of furniture, furnishings, fixtures and décor items.</p> <p>b) Mechanical Engineering Design (Mechanical Ventilation and</p>								
---	--	--	--	--	--	--	--	--

<p>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 Documentatio n including Technical Specifications. 4. Mechanical Systems Bill of Quantities. <p>c) Electrical Engineering Design (Lighting, Power</p>								
--	--	--	--	--	--	--	--	--

and Auxiliary Systems) 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								

<p>Engineering Design (Sprinkler System Design)</p> <ol style="list-style-type: none"> 1. Fire Protection System Design Calculation (Sprinkler System) 2. Fire Suppression System Design Calculation (FM200) 3. Fire Protection Engineering System Design Technical Documentatio n. 4. Fire Protection Systems Bill of Quantities. <p>e) Sanitary Engineering Design (Domestic Water Supply and Drainage System)</p> <ol style="list-style-type: none"> 1. Water System Design Calculation 2. Drainage System Design Calculation 3. Condensate Drainage Design Calculation 4. Sanitary System Design Technical Documentatio n. 5. Sanitary Systems Bill of 								

<p>Quantities.</p> <p>f) The design / study shall be divided into three (3) phases which covers the following:</p> <p>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.</p> <p>2. Phase 2: Detailed Engineering Design Technical Evaluation – corresponding descriptions, technologies, advantages and disadvantages of each option</p>								
---	--	--	--	--	--	--	--	--

<p>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.</p> <p>3. Phase 3: Tender Design</p>								
--	--	--	--	--	--	--	--	--

<p>Documentation</p> <p>With the option chosen by the Client, detailed Architectural/Interior and engineering activities will be done which include the following:</p> <p>Detailed Plans / Drawings – this shall include the details of the necessary structures and engineering interventions;</p> <p>Technical Specifications – this shall include the set of requirements to be met by the products/materials and design that shall form the project; and,</p> <p>Quantity Survey – budgetary and construction cost estimates based on the prepared detailed engineering</p>								
---	--	--	--	--	--	--	--	--

design.								
II APPROVED BUDGET COST – P400,000.00								

Signature over Printed Name

Position in the Company