

Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
 OWWA Center Bldg., 7th St. corner F.B. Harrison St., Pasay City
 Tel# 833-0113 Telefax# 833-1010

P.R. No. 2019-03-0020
 DATE: 21-Mar-19

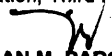
REQUEST FOR PRICE QUOTATION

(NAME OF SUPPLIER)

(ADDRESS OF SUPPLIER)

Sir:

Please quote your lowest net price/s, **taxes included**, on the item/s hereunder listed and submit your quotation using your company letterhead and enclosed in a sealed envelope marked "One (1) Lot - Proposal for Consultancy Service for Preparation of Design, Plans, Drawings and Detailed Estimates for Renovation of Various Comfort Rooms in the OWWA Center Building" addressed to Overseas Workers Welfare Administration, Third Floor OWWA Center Building, 7th Street corner, FB Harrison, Pasay City on or before 05 April 2019 at 10:00 a.m.


JUAN M. PARCO, JR.
 Supply Officer


NIMFA C. UNICA
 OIC, PPMO

DEALER'S/SUPPLIER'S OFFER					
ITEM NO.	QTY	UNIT	SPECIFICATIONS	UNIT COST	TOTAL
				Unit Price (vat inclusive)	
1	1	lot	Proposal for Consultancy Service for Preparation of Design, Plans, Drawings and Detailed Estimates for Renovation of Various Comfort Rooms in the OWWA Center Building <i>(Please see attached Terms of Reference)</i> Pre-Bid Conference will be on 29 March 2019 at 10:00 a.m. at 10th Floor, Conference Room, OWWA Center Building, Pasay City ABC (Php800,000.00)		
Additional Documentary Requirements must be submitted upon submission of offer:					
1. PhilGEPS Registration Number for Red Membership					
2. Mayor's/ Business Permit					
3. Professional License/ Curriculum Vitae					
4. PCAB License					
5. Income / Business Tax Return					
6. Omnibus Sworn Statement (within 5 days upon acceptance of Notice of Award)					
Note: 1. Please attach Philgeps Certificate 2. Use of non-discretionary/non-discriminatory selection criteria as tie-breaking method in case of two or more bidders determined and declared as the Lowest Calculated and Responsive Bidder (LCRB) in accordance with GPPB Circular No. 06-2005. 3. Based on the above requirement/s all price quoted /submitted shall be considered final & unalterable and VAT inclusive. 4. Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted. 5. Bid modifications as well as bids submitted beyond the scheduled deadline shall not be considered. 6. The OWWA reserves the right to accept or reject any bid, to annul the bidding process, and to reject at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.					

DELIVERY: _____

TERMS OF PAYMENT: _____

PRICE VALIDITY: 60 days

(Name of Supplier)

(Signature of Owner/Manager)

(Print Name)

(Contact Number)

(Date)

TERMS OF REFERENCE

PROJECT TITLE	Consultancy Service for Preparation of Design, Plans, Drawings and Detailed Estimates for Renovation of Various Comfort Rooms in the OWWA Center Building
I. PROJECT LOCATION	OWWA Center Building 7 th St. cor. F.B. Harrison St. Pasay City
II. RATIONALE	<p>The OWWA intends to rehabilitate various comfort rooms in the OWWA Center Building to provide comfortable and modern facilities for its clients and employees. OWWA does not have the technical capability to prepare the detailed design and estimates for the project such that there is a need to engage the service of a consultant. OWWA also intends to farm out the project to interested licensed Designer/s who shall be responsible in the preparation of all documents necessary for the conduct of Public Bidding for the actual implementation of the Renovation Project as required under R.A. 9184.</p> <p>The Consultant/Designer shall also assist OWWA in execution of the renovation works. The Consultant/Designer must be available whenever questions and clarifications required by OWWA and/or the contractor. If design modifications are necessary in the implementation of the Project, the consultant shall be responsible for preparation of all necessary design modifications.</p>
III. GENERAL SCOPE OF WORKS	<p>The Consultant/Designer Services shall include the following:</p> <ol style="list-style-type: none"> 1. Preparation of Detailed Architectural and Engineering Design to be approved by the Head of Procuring Entity (HOPE). The consultant/designer shall be required to prepare at least three (3) Architectural Design concepts or architectural drawings of a sample comfort room. From the three concepts prepared by the designer, the Head of Procuring Entity shall choose and approve which among the three concepts will be developed by the designer. 2. All comfort rooms included in the renovation project shall follow the design concept approved by the HOPE. 3. Design and Specifications for the Project shall conform to, but not limited to the minimum standards set by the following: <ul style="list-style-type: none"> ➤ National Building Code of the Philippines (NBCP) ➤ Fire Code of the Philippines ➤ Accessibility Law (BP 344) ➤ Electrical Code of the Philippines ➤ Mechanical Code of the Philippines ➤ Sanitary/Plumbing Code of the Philippines ➤ Applicable Local regulations and Ordinances

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IV. DETAILED SCOPE OF WORK

I. PRE- PLANNING PHASE

The prospective bidder, by submitting the proposal, represents that:

1. Has thoroughly read/ examined carefully and fully understands the proposal documents and the proposal will be in accordance therewith.
2. Proposal is based upon the conditions and requirements of the proposal documents without exception.
3. Has visited and inspected the Project Site and its surroundings and has determined for and satisfied all matters pertaining to the project, including the location and the nature of work; transportation and communication facilities; the requirement and the availability of materials, labor, water, electric power, locations and other factors that may affect cost, duration and execution of the project, and has determined the general characteristics of the work and conditions indicated above.
4. Has acquainted and familiarized all conditions, affecting the carrying out of the contract work and has arrived at an estimate of the facilities needed for the project.
5. Is aware that OWWA shall not assume any responsibility regarding erroneous interpretations out of any data furnished by OWWA.
6. Knowledgeable with all laws, decrees, regulations of the Philippines, local regulations and ordinances which may affect or apply to the operations and activities of the prospective contractor in the execution of the project design.

II. SURVEY AND STUDIES

1. Survey of Existing Utilities
 - a. The prospective bidder is expected to conduct an actual site survey of the project area to identify and verify preliminary parameters of the proposed project. In the process, the prospective bidder shall be familiarized with the site condition and nearby occupancy.
 - b. It is also expected that the prospective bidder shall be familiarized with existing relevant materials and literature of the project, to be able to come up with an intelligent proposal.
 - c. Determine existing and proposed infrastructure, facilities and utilities which may have a bearing on the planning and design exercise. The proponent shall identify/locate the existing utilities at the site, namely:
 1. Electrical Power Supply
 2. Water Supply System
 3. Sewer and Storm Drainage System

V. SPECIFIC LOCATION OF COMFORT ROOMS

10th Floor:

Common Comfort Room:

Male and Female 1 unit

Small Comfort Room: 4 Units

Board Room
Conference Room
Gym (Male and female)

9th Floor:

Common Comfort Room: 1 unit

Male and Female

Small Comfort Room: 10 Units

Room 902, 903,904,905,907

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	<p>Include Foot Washing Sink (Male/Female)</p> <p>8th Floor:</p> <p>Common Comfort Room: 1 Unit Male and Female</p> <p>7th Floor:</p> <p>Common Comfort Room: 1 Unit Male and Female Include Foot Washing Sink (Male/Female)</p> <p>6th Floor:</p> <p>Common Comfort Room: 1 Unit Male and Female</p> <p>5th Floor :</p> <p>Common Comfort Room: 1 Unit Male and Female Include Foot Washing Sink (Male/Female)</p> <p>4th Floor:</p> <p>Common Comfort Room: 1 Unit Male and Female</p> <p>3rd Floor</p> <p>2nd Floor:</p> <p>Common Comfort Room: 2 Unit Male and Female/ Halfway House Include Foot Washing Sink (Male/Female)</p> <p>Ground Floor</p> <p>NOTE: There will be fifty (50) comfort rooms included in the scope of the project.</p>	<p>908, 909, KALMA Shower Room Male Shower Room Female</p> <p>Small Comfort Room: 11 Units Room 802, 803,804,805,807 808, 809, 806, ODA Shower Room Male Shower Room Female</p> <p>Small Comfort Room: 2 Units FIMO/PPDO</p> <p>Small Comfort Room: 2 Units ODA/COA</p> <p>Small Comfort Room: 2 Units Admins Office/FMS</p> <p>Small Comfort Room: 6 Units AFMO/EGSD/GAS Records Section HRMDD Section Canteen</p> <p>Small Comfort Room: 3 Units NCR Director's Office RAD Director RAD Isolation Room</p> <p>Small Comfort Room: 1 Unit</p>
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VI. OWNERSHIP OF THE DESIGN The Designer shall give the procuring entity copies of all the documents necessary for the implementation of the project through Public Bidding. The copies shall be in soft (Computer files) and hard (printed) copies of the documents. The soft copies shall be in both the native design file (CADD) and PDF formats. The design shall become property of OWWA and OWWA may use the design or its concept in any of its renovation/construction works for any OWWA offices.

VII. SHORTLISTING OF QUALIFIED DESIGNER/S The prospective designer/s shall be rated on the rating system labelled as **ANNEX A**. A minimum of 70 points rating shall be deemed as the minimum rating for shortlisting of designer/s. A Notice of Eligibility and Shortlisting shall be issued indicating therein the schedule for submission of Technical Documents.

VIII. EVALUATION OF TECHNICAL DOCUMENTS Technical Documents of shortlisted bidders shall be evaluated based on the following:

Plan of Approach and Methodology	Points
1. Understanding the Objectives	10
2. Quality of Methodology	15
3. Innovativeness	15
4. Work Programme	30
5. Proposal Presentation	30
TOTAL	100

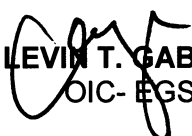
The Designer shall be rated using a Quality - Based Rating System as indicated in the R.A. 9184.

IX. OWNERSHIP OF PROJECT DESIGN The Designer shall give the procuring entity copies of all documents necessary in the implementation of the project through Public Bidding. Computer files in soft copies and hard (printed) copies of the documents. The soft copies shall be in both the native design file (CADD) and PDF formats. The design shall become the property of OWWA and OWWA may use the design or its concepts in any of its renovation/construction works for any OWWA offices.

X. DURATION OF PROJECT From preparation of Design, Plans, Drawings and Detailed Estimates for Renovation of Various Comfort Rooms in the OWWA Center Building for the project must be completed within forty five (45) Calendar Days from receipt of the Notice to Proceed.

XI. APPROVED BUDGET FOR THE CONTRACT The Approved Budget for the Contract is Six Hundred Thousand Pesos (P600,000.00) as contained in the approved Board Resolution No.04 Series 2019. It shall be sourced from the original approved budget of Twenty Three Million One Hundred Thousand Pesos (Php 23,100,000.00) for the implementation of the renovation of various comfort rooms at OWWA Center Building, Pasay City.

Prepared By:


LEVIN T. GABUTAN
OIC- EGSD

Recommending Approval:


Director EMMA V. SINCLAIR
OIC-AFMO

Certified Funds Available:


KAREN JOY B. PADDUYAO
OIC-ACCOUNTING *116*

Approved:


HANS LEO J. CACDAG
Administrator *18*

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