



Republic of the Philippines  
**CITY OF NAGA**  
**BIDS AND AWARDS COMMITTEE**

E-mail: [bac@naga.gov.ph](mailto:bac@naga.gov.ph); Website: [www.naga.gov.ph](http://www.naga.gov.ph)



**REQUEST FOR QUOTATION**  
**Infrastructure**  
**(Negotiated Procurement-Small Value Procurement)**

The City Government of Naga (CGN), through its Bids and Awards Committee (BAC), hereby invites all interested contractors, to quote their lowest price on the project stated below, subject to the Terms of Reference (TOR) and submit the same duly signed by their authorized representative not later than 3:00PM on **Tuesday, October 31, 2023**, at the City Procurement Office, City Hall Compound, J. Miranda Avenue, Naga City. Opening of sealed bids will be at 3:00 PM on the same day.

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Name of Project and Location: **ELECTRICAL AND HOUSEKEEPING WORKS OF 32 CLASSROOMS AT JULIAN MELITON ELEMENTARY SCHOOL, BGY. CONCEPCION PEQUENA, NAGA CITY**

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Contract Reference Number: **009185-2023-05**

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Approved Budget for the Contract: **P 120,000.00**

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**TERMS OF REFERENCE**

I. The following documentary requirements shall be submitted together with the price quotation (**sealed in an envelope**):

1. PhilGEPS Registration Certificate-Platinum (Attach Annex "A" stating that you have a current and updated file of the following Class "A" eligibility documents under Section 23.1(a) and 24.1):
  - a. SEC/DTI/CDA Registration Certificate
  - b. Mayor's/Business Permit
  - c. Tax Clearance
  - d. Philippine Contractors Accreditation Board (PCAB) license and registration
  - e. Audited Financial Statements
2. BIR Registration Certificate
3. Income Tax Return (ITR)
4. Omnibus Sworn Statement
5. Affidavit of Site Inspection

II. Implementation Schedule:

The project should be completed within **thirty (30)** calendar days starting from receipt of Notice to Proceed (NTP).

III. General Conditions:

1. All quotations must be legibly written.
2. Price offers exceeding the Approved Budget for the Contract (ABC) shall be automatically disqualified.
3. Bid offers shall be duly supported by the bidder's detailed computation of estimated costs for each item.
4. Total bid offers shall be inclusive of taxes such as but not limited to VAT, income tax, local tax and other levies.
5. Price quotation will be valid for one hundred and twenty (120) calendar days from date of opening of sealed bids.
5. The price offered shall not be subject to any increase for whatever reason including in cases of devaluation/inflation during the entire duration of the contract.

IV. Award of Contract

The BAC shall recommend to the CGN the award of contract to the bidder with the Lowest Calculated Responsive Bid (LCRB).

V. Performance Security

1. To guarantee the faithful performance of the successful bidder of its obligation under the contract, it shall post a Performance Security within ten (10) calendar days from the receipt of Notice of Award (NOA), which shall answer for any liability arising from the performance of the contract.
2. The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. <i>(The Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	Ten percent (10%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. <i>(The Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

3. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the Contractor is in default in any of its obligations under the Contract.

VI. Contract Signing

1. The CGN shall enter into contract with the winning bidder upon posting of the required Performance Security and insurance coverage. The following documents shall form part of the contract:
  - a. Contract Agreement;
  - b. Terms of Reference;
  - c. PriceQuotation Form including the detailed cost computation of estimated costs; and
  - d. Notice of Award

VII. Notice to Proceed (NTP)

The CGN shall issue the NTP to the successful bidder upon approval of the contract by the Head of the Procuring Entity.

VIII. Progress Payments:

1. The contractor may submit a request for payment for work accomplished. Such request for payment shall be verified and certified by the CGN's Project Engineer. Materials and equipment delivered on the site but not completely and properly installed shall not be included for payment.
2. The first progress payment may be paid by the CGN to the contractor provided that at least fifty percent (50%) of the work has been accomplished as certified by the CGN's Project Engineer.

IX. Warranty Security:

1. To guarantee that the contractor shall perform his responsibilities as prescribed in Section 62.2.3.1(a) of this IRR, it shall be required to post a warranty security in accordance with the following schedule:

Form of Warranty Security	Amount of Warranty Security (Not less than the required percentage of the Total Contract Price)
a. Cash or Letter of Credit issued by a Universal or Commercial Bank: Provided, however, That the Letter of Credit shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. (The Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.)	Five percent (5%)
b) Bank guarantee confirmed by a Universal or Commercial Bank. (The bank draft/guarantee may be issued by other banks certified by the BSP as authorized to issue such financial instrument.)	Ten percent (10%)
c) Surety bond callable upon demand issued by GSIS or a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

2. The warranty security shall be denominated in Philippine Pesos, remain effective for one (1) year from the date of issuance of the Certificate of Final Acceptance by the CGN.

X. Liquidated Damages

The Contractor shall pay liquidated damages to the CGN at the rate per day of delay.

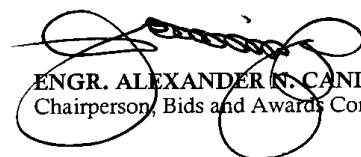
The applicable liquidated damages is at least one tenth (1/10) of one percent of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of this contract the CGN shall rescind this Contract, without prejudice to the other courses of action and remedies open to it.

For further inquiries, please coordinate with the Office of the BAC Secretariat at the address below:

Office of the BAC Secretariat  
c/o City Planning and Development Office  
2<sup>nd</sup> Floor City Hall Building, City Hall Compound  
J. Miranda Avenue, Concepcion Pequena, Naga City

The CGN reserves the right to reject any or all price quotations, to waive any minor defects therein, to annul the bidding process, to reject all price quotations, at any time prior to contract award, thereby incurring any liability to the affected bidder(s), and to accept only the offer that is most advantageous to the government.

The CGN assumes no responsibility whatsoever to compensate and indemnify bidders for any expenses incurred in the preparation of their price quotations.

  
ENGR. ALEXANDER N. CANING  
Chairperson, Bids and Awards Committee

# PRICE QUOTATION

TO: **ENGR. ALEXANDER N. CANING**  
BAC Chairperson

Sir:

After having carefully read and accepted the Terms of Reference for the **PROPOSED ELECTRICAL AND HOUSEKEEPING WORKS OF 32 CLASSROOMS AT JULIAN MELITON ELEMENTARY SCHOOL, BGY. CONCEPCION PEQUENA, NAGA CITY**, I hereby submit, **in a sealed envelope**, my price quotation, along with the required documents and detailed computation of estimated costs:

Item No.	Item Description/ Specifications/ Scope of Work	Quantity	Unit	Unit Cost	Total Cost
<b>PROPOSED ELECTRICAL AND HOUSEKEEPING WORKS OF 32 CLASSROOMS AT JULIAN MELITON ELEMENTARY SCHOOL, BGY. CONCEPCION PEQUENA, NAGA CITY</b> <b>Contract Reference Number: 009185-2023-05</b> <b>Approved Budget for the Contract (ABC) – P 120,000.00</b>  <b>(Attached please find the detailed estimates)</b>					
NRTB 9	Electrical Works	1.00	lot		
SPLG066	Improvement of Classrooms	26.00	units		
SPL155	Construction Safety and Health	1.00	mo.		
SPL001	Sign Board	1.00	pc.		
<b>T O T A L</b>					
In words:					

If our bid is accepted, we undertake to provide the required performance security.

We agree to abide by this bid for the bid validity period of one hundred twenty (120) days and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your Notice of Award (NOA) shall be binding upon us.

We understand that you are not bound to accept the lowest or any bid you may receive.

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Name of Firm/Offeror

\_\_\_\_\_  
Printed Name and Signature of Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone No./Cellphone No./E-mail address

\_\_\_\_\_  
Date