



COMMISSION ON HUMAN RIGHTS
REPUBLIC OF THE PHILIPPINES

REQUEST FOR QUOTATION

September 10, 2020

Dear Sir/Madam:

Greetings from the Commission on Human Rights!

The Commission on Human Rights (CHR), through its Special Bids and Awards Committee for Foreign Assisted Projects (SBAC-FAPs), will procure for the Supply, Delivery and Installation of Glass Window and Doors for the Commission on Human Rights through Section 53.9 Negotiated Procurement – Small Value Procurement of the Updated Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 with an Approved Budget for the Contract (ABC) of **Three Hundred Thousand Pesos (PhP 300,000.00) with a breakdown of:**

Lot 1 – Supply, Delivery and Installation of Glass Window and Glass Door of Old Claimsboard Room
- Two Hundred Thousand Pesos (PhP 200,000.00)

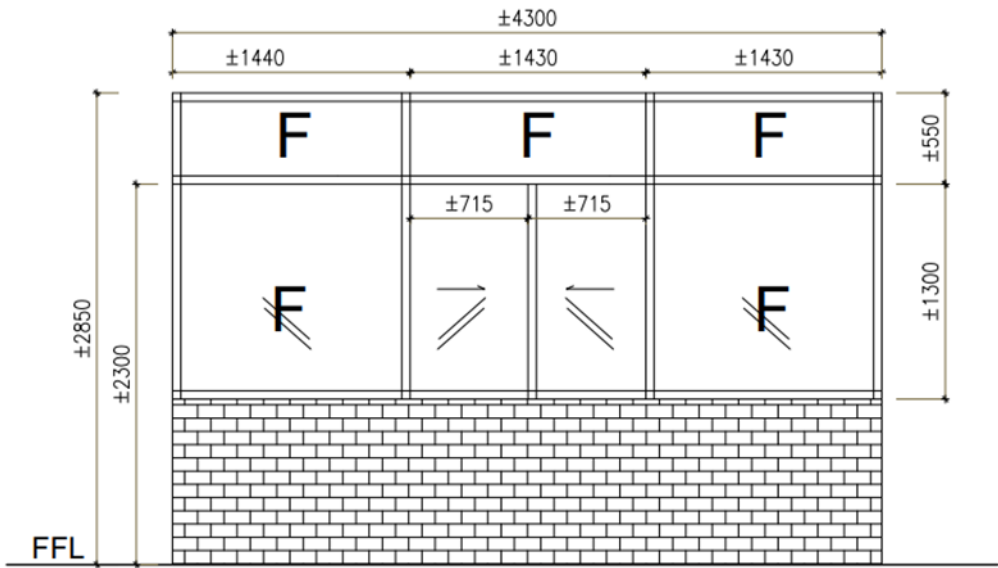
Lot 2 – Supply of Labor and Materials for the Installation of Transaction Windows of the Commission on Human Rights – One Hundred Thousand Pesos (PhP 100,000.00)

under the approved 2020 CHR-GOJUST Fund and pursuant to the 2020 CHR Annual Procurement Plan.

DESCRIPTION AND SCOPE OF SERVICES:

LOT 1 - Supply, Delivery and Installation of Glass Window and Glass Door of Old Claimsboard Room

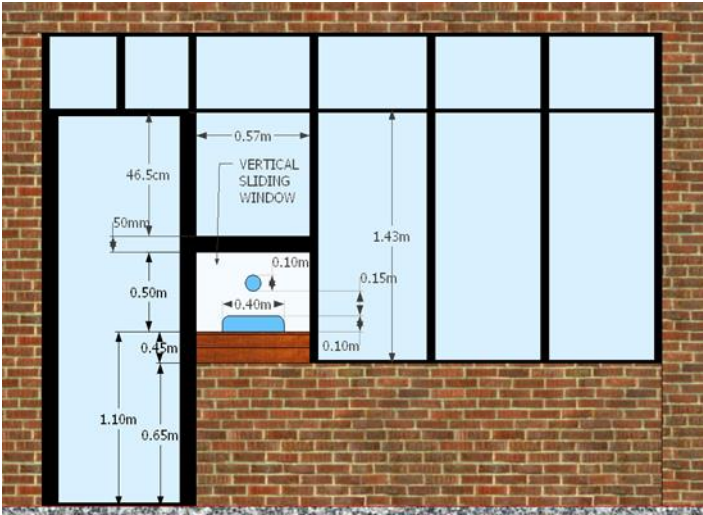
LOT	SUPPLY, DELIVERY AND INSTALLATION OF GLASS WINDOW AND GLASS DOOR OF OLD CLAIMSBOARD ROOM	1
sets	<div style="background-color: #00a0e3; color: white; text-align: center; padding: 2px;">WINDOW 1</div> <div>FRAME :ANALOK FRAME (50mm)</div> <div>GLASS : 6mm THK TEMPERED CLEAR GLASS</div> <div>TYPE : SLIDING WINDOW (MIDDLE) FIXED WINDOW @ BOTH END</div> <div>LOCKSET : STANDARD LOCKSET INCLUDED</div> <div>Removal of the Frame & Glass Panel (1.30m H x 82.5cm W), (0.55m H x 430cm W), (2.30m H x 100cm W)</div> <div>Installation of new Frame & Glass Panel (1.30m H x 82.5cm W), (0.55m H x 430cm W) (2.30m H x 100cm W)</div> <div>LOCKSET : STANDARD LOCKSET INCLUDED</div>	1

	<div></div>	
sets	<div><div>WINDOW 2</div><div>FRAME :ANALOK FRAME (50mm)</div><div>GLASS : 6mm THK TEMPERED CLEAR GLASS</div><div>TYPE : VERTICAL FIXED GLASS AND SLIDING WINDOW</div><div>LOCKSET : STANDARD LOCKSET INCLUDED</div><div>Removal of the Frame & Glass Panel (1.3m H x 693cm W), (0.55m H x 693cm W)</div><div>Installation of new Frame & Glass Panel((1.3m H x 660cm W), (0.55m H x 660cm W)</div><div>(33cm W x 55cm H) (33cm W x 1.3m H)</div><div></div><div>DOOR 1</div><div>FRAME :ANALOK FRAME (50mm)</div><div>GLASS : 6mm THK TEMPERED CLEAR GLASS</div><div>TYPE : GLASS DOOR (H -FRAME HANDLE) DUAL SWING (1m W x 2.1m H)</div><div>LOCKSET : STANDARD LOCKSET INCLUDED</div></div>	1

sets	<div>DOOR 2</div> <div>FRAME :ANALOK FRAME (50mm)</div> <div>GLASS : 6mm THK TEMPERED CLEAR GLASS</div> <div>TYPE : GLASS DOOR (H -FRAME HANDLE) DUAL SWING (70cm W x 2.1m H)</div> <div>LOCKSET : STANDARD LOCKSET INCLUDED</div> <div></div> <div>DOOR 3</div> <div>FRAME :ANALOK FRAME (50mm)</div> <div>GLASS : 6mm THK TEMPERED CLEAR GLASS</div> <div>TYPE : GLASS DOOR (H -FRAME HANDLE) DUAL SWING (80cm W x 2.1m H)</div> <div>LOCKSET : STANDARD LOCKSET INCLUDED</div>	1

*NOTE: Please see attached Terms of Reference (ToR) for more details

LOT 2 - Supply of Labor and Materials for the Installation of Transaction Windows of the Commission on Human Rights

lot	SUPPLY OF LABOR AND MATERIALS FOR THE INSTALLATION OF TRANSACTION WINDOWS OF THE COMMISSION ON HUMAN RIGHTS	1
sets	GLASS WINDOW	6
	FRAME :ANALOK FRAME (50mm)	
	GLASS : 6mm THK TEMPERED CLEAR GLASS	
	TYPE : VERTICAL SLIDING GLASS	
	SCOPE OF WORK	
	Removal of the panel glass (1.43m H x 57cm W)	
	Installation of new framing (1.43m H x 57cm W)	
	Cutting of the existing glass into 46.5cm H x 76cm W	
	Installation of the cut glass panel into new framing	
	LOCATION	
	IAD, FMO, SPAD, HRP AO, PMO, COA	
	LAYOUT	
		
	Note: actual measurements may vary upon actual inspection. Clarify with end-user and consultant.	

*NOTE: Please see attached Terms of Reference (ToR) for more details

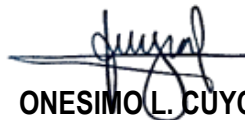
Your quotation/proposal must be submitted together with the attached reply slip on or before 05:00 PM of September 16, 2020 in a sealed bid envelope at the 3rd Floor, General Administration Office-Procurement Division, CHR Central Office, SAAC Building, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City or through email address gojustprocurement.chr2020@gmail.com

The SBAC-FAPs shall recommend the award of the contract to the Head of Procuring Entity (HoPE), to a bidder or bidders for Lot 1 *or* Lot 2 or Lots 1 *and* 2, respectively, that is, or are, determined to be the lowest calculated responsive bid or single calculated responsive bid (LCRB or SCRB) pursuant to Section 37.1.1 of the Revised Implementing Rules and Regulations (IRR) of the Republic Act 9184.

Should you have concerns, you may contact the Procurement Division at telefax no. 936-6107 or 09178571607 or at the email address written above.

The CHR reserves the right to reject any and all quotations/bids, to annul the procurement process, declare a failure of bidding, to reject all quotations/bids at any time prior to contract award, or not to award the contract, without thereby incurring any liability to the affected bidder/s, and to accept only the offer that is most advantageous to the Government pursuant to Sec. 41 of the 2016 Revised IRR of RA 9184.

Truly yours,



ONESIMOL L. CUYCO

Chairman

Special Bids and Awards Committee

REPLY SLIP

PROCUREMENT: Lot 1 – Supply, Delivery and Installation of Glass Window and Glass Door of Old Claimsboard Room

REQUEST FOR QUOTATION NO. : 09-153, s. 2020

August ____, 2020

Director ONESIMO L. CUYCO
Chairman
Special Bids and Awards Committee
Procurement Division, Commission on Human Rights
3rd Floor, General Administrative Office
Procurement Division, SAAC Building,
U.P. Complex, Commonwealth Avenue,
Diliman, Quezon City

Dear Dir. Cuyco :

This is to submit the following bid quotation/proposal for the subject procurement with a total bid price of _____ **Pesos (PhP_____00)**, inclusive of all existing and appropriate government taxes and charges:

Quantity	Unit	Description

I hereby certify that the above bid quotation/proposal is true and correct, and I accept the rights of the Commission on Human Rights, as the Procuring Entity, under Section 41 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Thank you.

Truly yours,

Name of Bidder	:	_____
Authorized Representative	:	_____
Designation/Position	:	_____
Address	:	_____
Telephone No./Mobile No.	:	_____
Email address	:	_____
TIN No	:	_____
Landbank Account Name	:	_____
Landbank Account Number	:	_____
PhilGEPS Registration No.	:	_____
Signature	:	_____

REPLY SLIP

PROCUREMENT: Lot 2 - Supply of Labor and Materials for the Installation of Transaction Windows of the Commission on Human Rights

REQUEST FOR QUOTATION NO. : 09-153, s. 2020

August ____, 2020

Director ONESIMO L. CUYCO
Chairman
Special Bids and Awards Committee
Procurement Division, Commission on Human Rights
3rd Floor, General Administrative Office
Procurement Division, SAAC Building,
U.P. Complex, Commonwealth Avenue,
Diliman, Quezon City

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Thank you.

Truly yours,

Name of Bidder	:	_____
Authorized Representative	:	_____
Designation/Position	:	_____
Address	:	_____
Telephone No./Mobile No.	:	_____
Email address	:	_____
TIN No	:	_____
Landbank Account Name	:	_____
Landbank Account Number	:	_____
PhilGEPS Registration No.	:	_____
Signature	:	_____



**REPUBLIC OF THE PHILIPPINES
COMMISSION ON HUMAN RIGHTS**

GSD-TOR CONTROL NO. 28G2020-008

TERMS OF REFERENCE

**REMOVAL, REFRAMING, SUPPLY AND INSTALLATION OF GLASS DOOR AND
GLASS WINDOW OF OLD CLAIM'S BOARD ROOM AT THE COMMISSION ON
HUMAN RIGHTS**

I. BACKGROUND

The Commission on Human Rights (Commission) is an independent National Human Rights Institution (NHRI) created under the 1987 Philippine Constitution, established on 05 May 1987 by virtue of Executive Order N o. 163. The Commission is mandated to conduct investigations on human rights violations against marginalized and vulnerable sectors of the society, involving civil and political rights.

The Commission is currently managing to improve and renovate its existing facilities by providing an adequate, conducive, and more safety-working environment for CHR employees, clients, and visitors. For this purpose, it is need of a suitable supplier/contractor that can supply, deliver, and install the glass door and windows.

II. OBJECTIVE

The objective of this procurement project is to obtain the services of legitimate, reputable and experienced supplier/contractor that can supply, deliver, and install glass door and window of Old Claims Boardroom at CHR PARDEC Building as set below in Scope of Services and Technical Specification/Bill of Quantities.

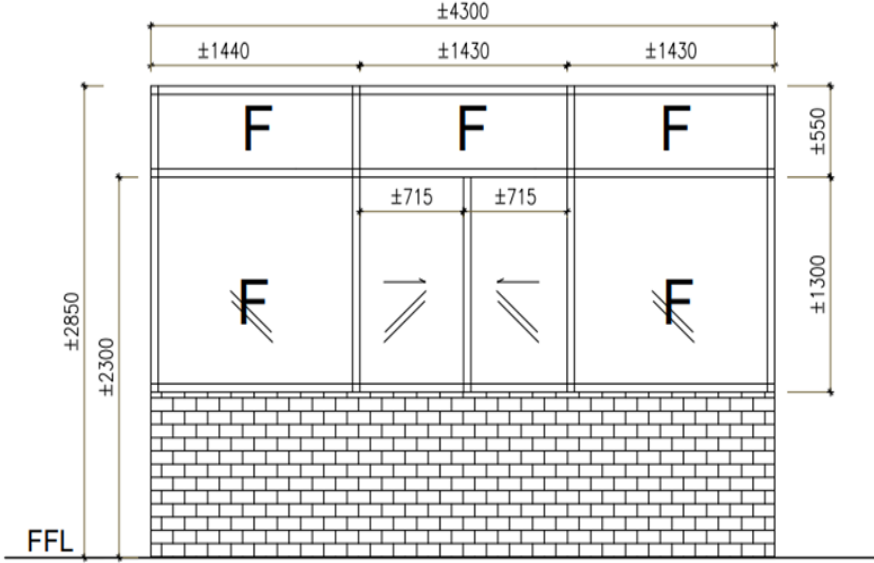
III. DESCRIPTION AND SCOPE OF SERVICES

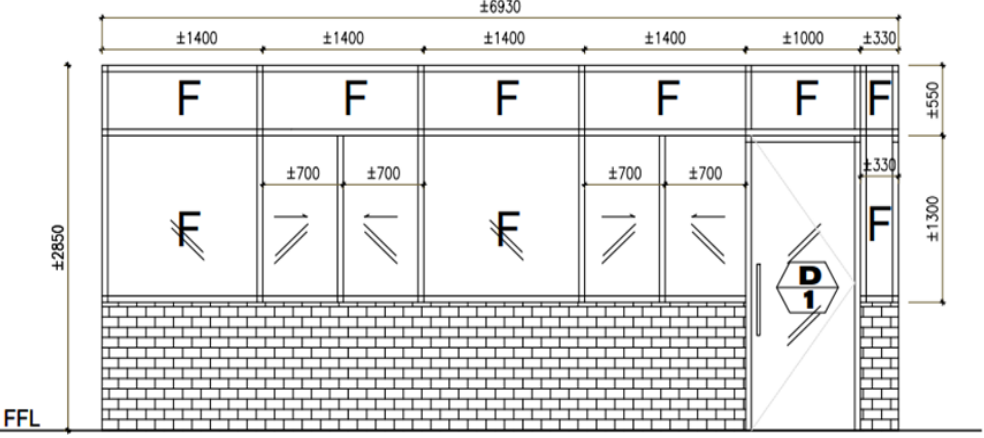
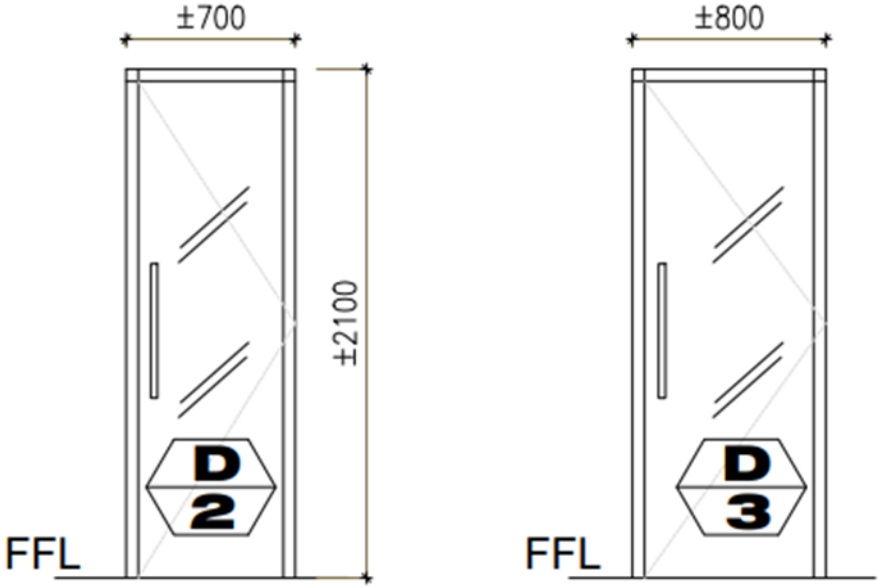
The services shall include the following:

1. Site inspection and verifying dimensions on actual
2. Removal existing windows, window frames and iron grills.
(see technical specification for dimension)
3. Check and verify the drawings / design provided by the CHR Consultant before any installation to be done.
4. Installation of frames of the windows and doors
5. Installation of glass for the door and exterior glazing.
6. Punch listing.

IV. TECHNICAL SPECIFICATIONS AND BILL OF QUANTITIES

Hereunder are specifications and its quantities required in the labor and materials for the installation of the new glass door and transaction window:

sets	WINDOW 1	1
	FRAME :ANALOK FRAME (50mm)	
	GLASS : 6mm THK TEMPERED CLEAR GLASS	
	TYPE : SLIDING WINDOW (MIDDLE) FIXED WINDOW @ BOTH END	
	LOCKSET : STANDARD LOCKSET INCLUDED	
	<i>Removal of the Frame & Glass Panel</i> (1.30m H x 82.5cm W), (0.55m H x 430cm W), (2.30m H x 100cm W)	
	<i>Installation of new Frame & Glass Panel</i> (1.30m H x 82.5cm W), (0.55m H x 430cm W) (2.30m H x 100cm W)	
	LOCKSET : STANDARD LOCKSET INCLUDED	
		
sets	WINDOW 2	1
	FRAME :ANALOK FRAME (50mm)	
	GLASS : 6mm THK TEMPERED CLEAR GLASS	
	TYPE : VERTICAL FIXED GLASS AND SLIDING WINDOW	
	LOCKSET : STANDARD LOCKSET INCLUDED	
	<i>Removal of the Frame & Glass Panel</i> (1.3m H x 693cm W), (0.55m H x 693cm W)	
	<i>Installation of new Frame & Glass Panel</i> ((1.3m H x 660cm W), (0.55m H x 660cm W)	
	(33cm W x 55cm H) (33cm W x 1.3m H)	
	DOOR 1	
	FRAME :ANALOK FRAME (50mm)	
	GLASS : 6mm THK TEMPERED CLEAR GLASS	
	TYPE : GLASS DOOR (H -FRAME HANDLE) DUAL SWING (1m W x 2.1m H)	
	LOCKSET : STANDARD LOCKSET INCLUDED	

		
sets	DOOR 2	1
	FRAME :ANALOK FRAME (50mm)	
	GLASS : 6mm THK TEMPERED CLEAR GLASS	
	TYPE : GLASS DOOR (H -FRAME HANDLE) DUAL SWING (70cm W x 2.1m H)	
	LOCKSET : STANDARD LOCKSET INCLUDED	
	DOOR 3	
	FRAME :ANALOK FRAME (50mm)	
	GLASS : 6mm THK TEMPERED CLEAR GLASS	
	TYPE : GLASS DOOR (H -FRAME HANDLE) DUAL SWING (80cm W x 2.1m H)	
	LOCKSET : STANDARD LOCKSET INCLUDED	
		

V. PROJECT DURATION

Supply, delivery and installation must be completed within Twenty-Five (25) calendar days from receipt of Notice of Proceed (NTP), provided the place/area for installation is clear from any obstruction.

VI. REQUIREMENTS

A. QUALIFICATION REQUIREMENTS

The Bidder must have the necessary experience and expertise in the above-mentioned project or similar project by submitting proofs of the following as part of the technical proposal:

1. Business Permit/Licenses of the Bidder;
2. Engaged in the same business for at least two (2) years;
3. No record of at least 3 months overdue project delivery at the CHR (those without request for extension);
4. Bidder's office should be located within Mega Manila.

B. ELIGIBILITY REQUIREMENTS

1. Interested suppliers are required to submit their valid and current Mayor's permit, and PhilGeps Registration Number, upon submission of Quotation/Proposal. PhilGeps Membership may be submitted in lieu of the Mayor's/ Business Permit and the PhilGeps Registration Number.

C. FINANCIAL OFFER

1. The prospective supplier must quote the best offer of the subject item. The financial offer shall be tax inclusive and shall be used as basis for the evaluation and calculation of the quotation.

VII. TERMS AND CONDITION

- A. The Purchase Order (P.O.) and Contract shall be accepted by the supplier prior to the delivery of goods/services.
- B. Non-availability of goods in bill of quantities shall be made known to the Procuring Entity/End-User prior to the implementation of the project.
- C. The Commission shall have the right to reject the goods and/or cancel the P.O./Contract and request for improvements/replacement if they are found to be non-compliant with the specifications. Further, the Commission shall have the right to inspect and/or test the goods to confirm if the latter are in conformity with the technical specifications.
- D. Supplier may submit a request for extension of delivery within the period specified in the contract for the approval of the Head of Procuring Entity (HoPE).
- E. Failure to deliver goods as specified in the contract or within the extension period shall authorize the Commission to liquidated damages of at least equal to one-tenth of

one percent (1%) of the cost of unperformed portion for everyday of delay until such goods are finally delivered and accepted by the procuring entity concerned.

The Commission may 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 available under the circumstances.

- F. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.
- G. Any modifications in the contract implementation must be approved by the Commission.
- H. No subcontracting shall be allowed for the entire project.
- I. Deliveries and Installation must be completed in one batch.
- J. The CHR thru Bids & Awards Committee (BAC) will base its governing final decision on the bidder's design, befitting its functionality, warranty and aftersales, project management capability, furniture customization capacity, space maximization, workflow efficiency and aesthetics that will best serve the end-user's requirement.

VIII. TERMS OF PAYMENT

Payment shall be made through Land Bank's LDDAP-ADA/BANK Transfer facility, processed within twenty (20) calendar days upon final acceptance of goods as described in the Scope of Work and Technical Specifications and upon approval of Inspection and Acceptance (IAR)/Acceptance and Completion Report. Bank Transfer fee shall be charged against the creditor's account for other Banking Institution.

IX. APPROVED BUDGET FOR THE CONTRACT (ABC):

Two Hundred Thousand Pesos - Php 200,000.00

X. WARRANTY AND COVERAGE

Warranty – At least three (3) months warranty on equipment, parts and services from the date of the Final Acceptance and completion of the delivery of goods.

XI. EXECUTION AND PRE-TERMINATION OF THE CONTRACT

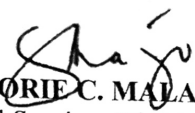
1. This Terms of Reference (TOR) shall form an integral part of the Contract, which shall be executed by and between the Commission as the Procuring Entity and the Supplier upon issuance of the Notice of Award (NOA).
2. The Contract and this TOR shall be implemented in accordance with the terms and conditions herein stipulated. Failure on the part of the Supplier to comply with any of the provisions of the Contract and this TOR shall warrant its pre-termination. The Commission shall inform the Supplier within ten (10) calendar days prior to the effectivity of the termination.

3. In case of pre-termination, the Supplier shall be liable to pay an additional liquidated damages equivalent to five percent (5%) of the Contract Price, in accordance with the Government Accounting Manual (GAM), and the performance security shall be forfeited. The Supplier shall further be blacklisted or disqualified from participating in any other project.

XII. MODE OF PROCUREMENT

The mode of procurement shall be through Alternative Mode or whatever is applicable, based on the Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 specifically known as "An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for other Purposes".

Prepared by:

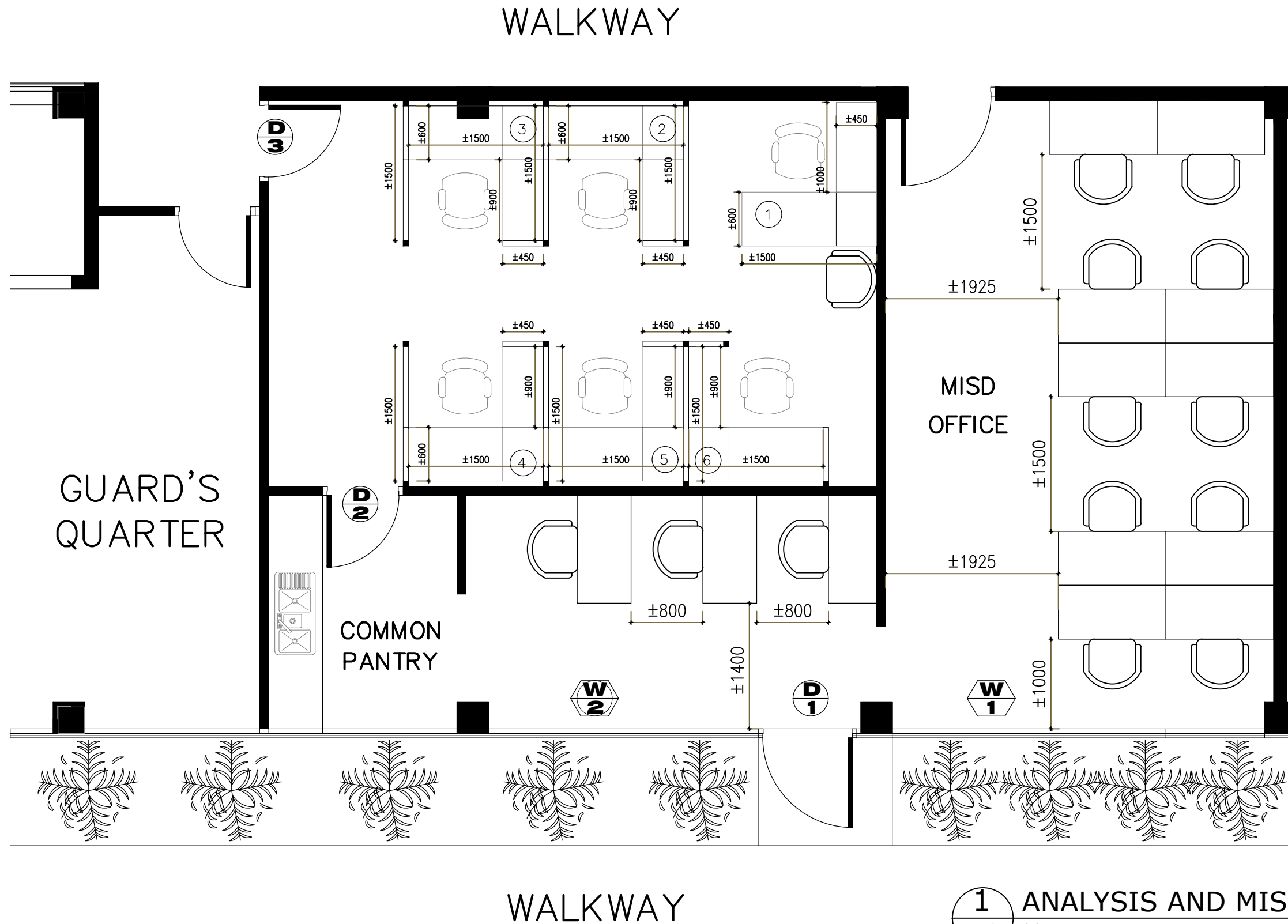

MARJORIE C. MALABANAN
General Services Division (GSD)

Recommending Approval:


MARIA NARLITA GARCIA-SIO
Chief, General Services Division (GSD)

Approved by:


ONES MOLA CUYCO
Director, General Administration Office (GAO)



1 ANALYSIS AND MISD WINDOW
A-0 SCALE NTS



R.A. NOLIDO CONSTRUCTION CORP.
GENERAL CONSTRUCTION+ENGINEERING DESIGN+CONSTRUCTION MANAGEMENT
UNIT B RAMA BUILDING 165 ROOSEVELT AVE., QC
TEL. NO: 02 3526419 TELEFAX: 02 4141523

ENGINEER:

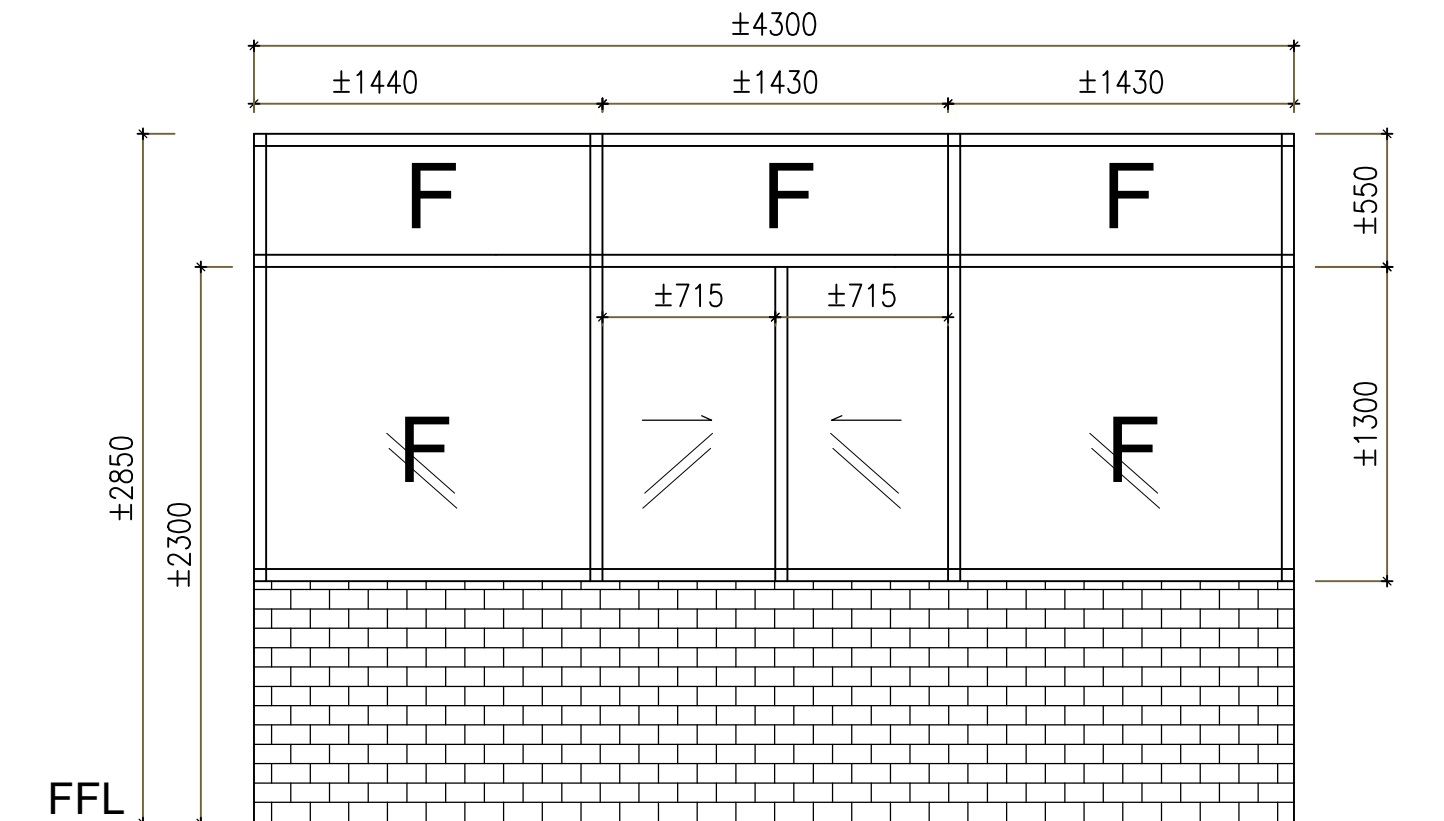
ARCHITECH
PRC: _____ PTR: _____
ISSUED AT: _____
TIN: _____ ISSUED ON: _____

PROJECT: **CHR-SAAC-PARDEC BLDG**
WINDOW
LOCATION: UP DILIMAN COMPLEX, COMMONWEALTH AVE., QC
OWNER: _____

PRINTS & REVISIONS		
NO.	DESCRIPTION	DATE

SHEET CONTENTS:
AS SHOWN
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WINDOW 1

1 ANALYSIS AND MISD WINDOW
A-1 SCALE NTS



R.A. NOLIDO CONSTRUCTION CORP.
GENERAL CONSTRUCTION-ENGINEERING DESIGN-CONSTRUCTION MANAGEMENT
UNIT 3 RAMA BUILDING 185 ROOSEVELT AVE., QC
TEL. NO: 05 5585419 TELEFAX: 05 4141585

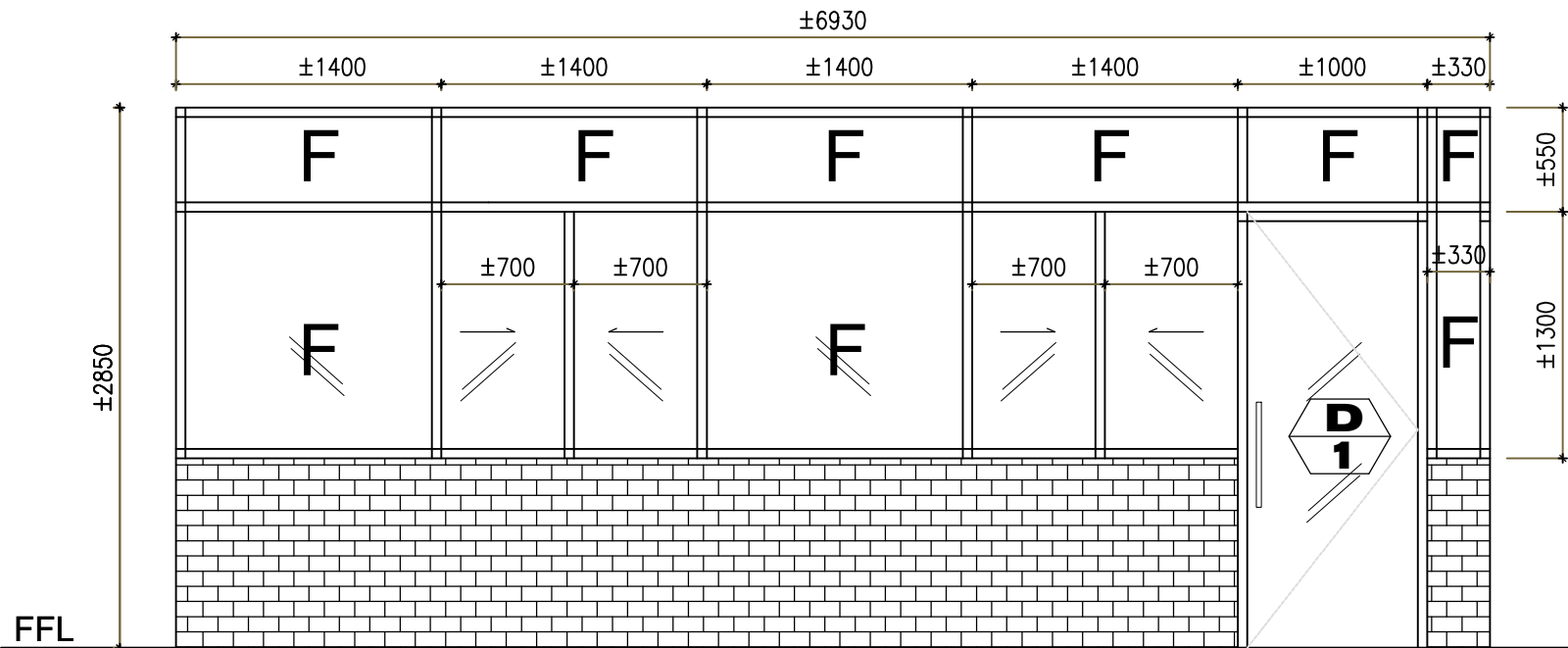
ENGINEER:
ARCHITECT:
PRC: PRC
TIC: TSCD A/E
TSCD C/E

PROJECT: CHR-SAAC-PARDEC BLDG WINDOW
LOCATION: UP DILMAN COMPLEX, COMANCHERIN AVE., QC
OWNER:

PRINTS & REVISIONS		
NO.	DESCRIPTION	DATE

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REV: []	REV: []

SHT. NO. A
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WINDOW 2

1 ANALYSIS AND MISD WINDOW
A-2 SCALE NTS



R.A. NOLIDO CONSTRUCTION CORP.
GENERAL CONSTRUCTION-ENGINEERING DESIGN-CONSTRUCTION MANAGEMENT
UNIT 3 RAMA BUILDING 105 ROOSEVELT AVE., QC
TEL. NO: 05 5585419 TELEFAX: 05 4141585

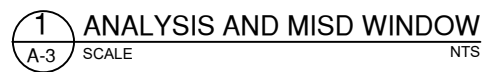
ENGINEER:
ARCHITECT:
PRC:
TIC:


PROJECT: CHR-SAAC-PARDEC BLDG WINDOW
LOCATION: UP DILMAN COMPLEX, COMANCHERIN AVE., QC
OWNER:

PRINTS & REVISIONS
NO. DESCRIPTION DATE

SHEET CONTENTS:
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SHT. NO. A 2



 R.A. NOLIDO CONSTRUCTION CORP. GENERAL CONSTRUCTION-ENGINEERING DESIGN-CONSTRUCTION MANAGEMENT UNIT 9 RAMA BUILDING 105 ROOSEVELT AVE., QC TEL. NO. 09 3080410 TELEFAX 09 4141583	ENGINEER: _____ _____ ARCHITECT	PROJECT: _____ _____ CHR-SAAC-PARDEC BLDG WINDCOW	PRINTS & REVISIONS <table border="1"> <thead> <tr> <th>NO.</th> <th>DESCRIPTION</th> <th>DATE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	NO.	DESCRIPTION	DATE																			SHEET CONTENTS: AS SHOWN	SHT.NO. A
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PRC: _____ TBL: _____	DATE: _____ ISSUED BY: _____ ASSISTED BY: _____	LOCATION: _____ UP DILAM COMPLEX, COMMERCEWAY AVE., QC	OWNER: _____	CHECKED BY: _____ DATE: _____	THESE DRAWINGS ARE INSTRUMENTS OF PROFESSIONAL ARCHITECTURAL SERVICE, AND ARE NOT TO BE REPRODUCED OR COPY BY ANY MEANS WITHOUT THE WRITTEN AGREEMENT WITH THE ARCHITECT 3																					

Lot 2



**REPUBLIC OF THE PHILIPPINES
COMMISSION ON HUMAN RIGHTS**

GSD-TOR CONTROL NO. 27H2020-010

TERMS OF REFERENCE

**SUPPLY OF LABOR AND MATERIALS FOR THE INSTALLATION OF
TRANSACTION WINDOWS FOR THE COMMISSION ON HUMAN RIGHTS**

I. BACKGROUND

The Commission on Human Rights (Commission) is an independent National Human Rights Institution (NHRI) created under the 1987 Philippine Constitution, established on 05 May 1987 by virtue of Executive Order N o. 163. The Commission is mandated to conduct investigations on human rights violations against marginalized and vulnerable sectors of the society, involving civil and political rights.

The Commission is currently managing to improve and renovate its existing facilities by providing an adequate, conducive, and more safety-working environment for CHR employees, clients, and visitors. Inclusive of this is the installation of new transaction window/s for Commissions' offices (IAD, FMO, SPAD, HRPAO, PMO and COA).

II. OBJECTIVE

The objective of this contract is to obtain the services of a qualified contractor / supplier who can install transaction window/s on the abovementioned offices to prevent direct intrusion of people into the office as set below in the Scope of Work and Technical Specifications/Bill of Quantities.

III. DESCRIPTION AND SCOPE OF SERVICES

The Services shall involve the following activities:

1. Removal of the existing panel (1.43m H x 57cm W)
2. Installation of new framing (1.43m H x 57cm W)
3. Cutting of the existing glass into 46.5cm H x 57cm W
4. Installation of the cut glass panel into new framing
5. Installation of the new vertical sliding glass

IV. TECHNICAL SPECIFICATIONS AND BILL OF QUANTITIES

Hereunder are specifications and its quantities required in the labor and materials for the installation of the new transaction window/s:

Vertical Sliding Window

ITEMS	QUANTITY
Frame : Analok 50mm	6 sets
Glass: 6mm Thk Tempered Glass .50m H x 57cm -76m	
Barrel bolt type lock	

Note: actual measurements may vary upon actual inspection. Clarify with end-user and consultant.

V. PROJECT DURATION

Delivery and installation must be completed within twenty (20) calendar days from receipt of Notice of Proceed (NTP), provided the place/area for installation is clear for any obstruction.

VI. REQUIREMENTS

A. QUALIFICATION REQUIREMENTS

The Bidder must have the necessary experience and expertise in the above-mentioned project or similar project by submitting proofs of the following as part of the technical proposal:

1. Business Permit/Licenses of the Bidder;
2. Engaged in the same business for at least two (2) years;
3. No record of at least 3 months overdue project delivery at the CHR (those without request for extension);
4. Bidder's office should be located within Mega Manila.

B. ELIGIBILITY REQUIREMENTS

1. Interested suppliers are required to submit their valid and current Mayor's permit, and PhilGeps Registration Number, upon submission of Quotation/Proposal. PhilGeps Membership may be submitted in lieu of the Mayor's/ Business Permit and the PhilGeps Registration Number.

C. FINANCIAL OFFER

1. The prospective supplier must quote the best offer of the subject item. The financial offer shall be tax inclusive and shall be used as basis for the evaluation and calculation of the quotation.

VII. TERMS AND CONDITION

- A. The Purchase Order (P.O.) and Contract shall be accepted by the supplier prior to the delivery of goods/services.
- B. Non-availability of goods in bill of quantities shall be made known to the Procuring Entity/End-User prior to the implementation of the project.
- C. The Commission shall have the right to reject the goods and/or cancel the P.O./Contract and request for improvements/replacement if they are found to be non-compliant with the specifications. Further, the Commission shall have the right to

inspect and/or test the goods to confirm if the latter are in conformity with the technical specifications.

- D. Supplier may submit a request for extension of delivery within the period specified in the contract for the approval of the Head of Procuring Entity (HoPE).
- E. Failure to deliver goods as specified in the contract or within the extension period shall authorize the Commission to liquidated damages of at least equal to one-tenth of one percent (1%) of the cost of unperformed portion for everyday of delay until such goods are finally delivered and accepted by the procuring entity concerned.

The Commission may 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 available under the circumstances.
- F. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.
- G. Any modifications in the contract implementation must be approved by the Commission.
- H. No subcontracting shall be allowed for the entire project.

VIII. TERMS OF PAYMENT

Payment shall be made through Land Bank's LDDAP-ADA/BANK Transfer facility, processed within twenty (20) calendar days upon final acceptance of goods as described in the Scope of Work and Technical Specifications and upon approval of Inspection and Acceptance (IAR)/Acceptance and Completion Report. Bank Transfer fee shall be charged against the creditor's account for other Banking Institution.

IX. APPROVED BUDGET FOR THE CONTRACT (ABC):

One Hundred Thousand Pesos - Php 100,000.00

X. WARRANTY AND COVERAGE

Warranty – At least three (3) months warranty on equipment, parts and services from the date of the Final Acceptance of the delivery of goods. Warranty certificate should be submitted by the supplier to its End-User / Clients

XI. EXECUTION AND PRE-TERMINATION OF THE CONTRACT


1. This Terms of Reference (TOR) shall form an integral part of the Contract, which shall be executed by and between the Commission as the Procuring Entity and the Supplier upon issuance of the Notice of Award (NOA).
2. The Contract and this TOR shall be implemented in accordance with the terms and conditions herein stipulated. Failure on the part of the Supplier to comply with any of the provisions of the Contract and this TOR shall warrant its pre-termination. The Commission shall inform the Supplier within ten (10) calendar days prior to the effectivity of the termination.

3. In case of pre-termination, the Supplier shall be liable to pay an additional liquidated damages equivalent to five percent (5%) of the Contract Price, in accordance with the Government Accounting Manual (GAM), and the performance security shall be forfeited. The Supplier shall further be blacklisted or disqualified from participating in any other project.

XII. MODE OF PROCUREMENT

The mode of procurement shall be through Alternative Mode or whatever is applicable, based on the Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 specifically known as "An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for other Purposes".

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