



**BANGKO SENTRAL NG PILIPINAS**

**DEPARTMENT OF GENERAL SERVICES**

Procurement Division

**REQUEST FOR QUOTATION**

**(Goods and Services)**

Reference No.	:	DGS PR No. 1000026355 : PRD2018-323
Brief Description of the Requirement	:	One (1) lot Supply, Delivery and Installation of Granite Counter Top, including Lavatory at Building C, BSP, Quezon City, as per BSP Technical Specifications and Other Requirements and Plan/Drawing
Approved Budget for the Contract (ABC)	:	PhP118,455.00, VAT inclusive
Completion Period	:	Within sixty (60) calendar days from receipt of a copy of the executed Purchase Order

We request submission of your bid on the BSP's requirement, duly signed by your authorized representative. The quotation must be submitted not later than **12 noon on 23 January 2019** to the Department of General Services, Procurement Division, Room 405, 4<sup>th</sup> Floor, Bldg. A, BSP, East Avenue, Diliman, Quezon City or **thru Fax No. 927-8457 or email at TORRESJB@bsp.gov.ph**. All bids that meet the deadline shall be opened at **2:30 P.M. on 23 January 2019**.

*D. Rosario*  
**DIANA ROSE L. ROSARIO**  
 Bank Officer IV

**INSTRUCTIONS TO BIDDER** (Failure to comply with the following requirements shall result in the disqualification of your bid):

1. Use this prescribed form and all entries must be typewritten/printed legibly.
2. Bids exceeding the Approved Budget for the Contract (ABC) shall be disqualified.
3. Bidders shall submit the following documents, together with the quotation:

<b>TECHNICAL DOCUMENTS</b>	<b>SUBMITTED* (✓ OR X)</b>
a. BSP Technical Specifications and Other Requirements, duly initialed/signed on each and every page by the bidder's authorized representative (2 pages);	
b. BSP Plan/Drawing, duly initialed/signed by the bidder's authorized representative (1 page);	
c. BSP Supplied Evaluation Matrix (BSPSEM), duly accomplished and initialed/signed on each and every page by the bidder's authorized representative; and	<b>Not Applicable</b>
d. Bidder's proof of offer (containing all the technical information listed in the attached BSPSEM and other relevant information) necessary for the evaluation, in any of the following: <ol style="list-style-type: none"> <li>i. Product Brochure(s) from the manufacturer [paper copy or downloaded from the internet with indication of its source (e.g., website)]; or</li> <li>ii. Manufacturer's Catalog highlighting the data conforming to the BSP specifications; or</li> <li>iii. Certification from the manufacturer that the product conforms to the specifications stated in the bidder's duly accomplished BSPSEM.</li> </ol>	<b>Not Applicable</b>
e. Other requirements, if applicable.	<b>Not Applicable</b>

\*To be verified by the Committee on Procurement during the Opening of Bids

*TH* *Rosa*

4. Bidders shall submit the following documents:

LEGAL DOCUMENTS	SUBMITTED* (✓ OR X)
a. Valid Y2018 Mayor's/Business Permit, or the equivalent document for Exclusive Economic Zones or Areas;	
b. Current Philippine Government Electronic Procurement System (PhilGEPS) Registration Number for Red Membership or Registration Certificate, including Annex A for Platinum Membership;	
c. Y2017 Income Tax Return (ITR) duly filed thru Electronic Filing and Payment System (eFPS) of the BIR as provided for under E.O. 398 or Revenue Regulations (RR) 3-2005, together with Filing and Payment References;	<b>Not Applicable</b>
d. Business Tax Return (Quarterly Value-Added Tax Form 2550-Q) for the quarter ending <i>30 September 2018</i> , per RR 3-2005, together with Filing and Payment References; and	<b>Not Applicable</b>
e. Omnibus Sworn Statement (use BSP prescribed form).	

\*To be verified by the Committee on Procurement during the Opening of Bids

The BSP reserves the right to reject the Price Quotation or not award the contract and makes no assurance that a Contract shall be entered into as a result of this project.

**THE PROCUREMENT DIVISION**  
**Bangko Sentral ng Pilipinas**  
**Currency Management Sector**  
**East Avenue, Diliman, Quezon City**

After having carefully read and accepted the BSP's requirements and Terms and Conditions, I/we submit our:

**FINANCIAL PROPOSAL**

Qty./Unit	Article/Specification	Total ABC (VAT inclusive)	Total Price (VAT inclusive)
1 lot	Supply, Delivery and Installation of Granite Counter Top, including Lavatory at Building C, BSP, Quezon City, as per BSP Technical Specifications and Other Requirements and Plan/Drawing	PhP118,455.00	PhP
Total Amount in Words:			
Brand/Model:			
Completion Period:		Within sixty (60) calendar days from receipt of a copy of the executed Purchase Order	

Note: Financial Proposal shall be submitted together with the attached Bid Cost Sheet. Total bid price in words and figures tallies with that in the Bid Cost Sheet.

I/We declare that we comply with the requirements of Republic Act No. 9184 and its IRR in the submission of this bid; and we undertake that should the BSP accept the above offer/bid, I/we will enter into a contract with the BSP, within ten (10) calendar days from receipt of Notice of Award;

I/We acknowledge that failure to sign each and every page of this Bid Form, including its attachments shall be a ground for rejection of our bid;

I/We likewise certify/confirm that the undersigned, is the duly authorized representative of our firm and granted full power and authority to do, execute, and perform any or all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the above requirement of the Bangko Sentral ng Pilipinas (BSP);

Until a formal Purchase Order is issued and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

\_\_\_\_\_  
Signature over Printed Name of the Bidder's Signing Official/Designation

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

Date: \_\_\_\_\_  
Tel No. \_\_\_\_\_  
Fax No. \_\_\_\_\_  
Cellphone No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

PHILGEPS Registration No. \_\_\_\_\_  
Valid Until: \_\_\_\_\_

**BANGKO SENTRAL NG PILIPINAS  
TERMS AND CONDITIONS**

Reference No.	:	<b>DGS PR No. 1000026355 : PRD2018-323</b>
Brief Description of the Requirement	:	<b>One (1) lot Supply, Delivery and Installation of Granite Counter Top, including Lavatory at Building C, BSP, Quezon City, as per BSP Technical Specifications and Other Requirements and Plan/Drawing</b>
Approved Budget for the Contract (ABC)	:	<b>Php118,455.00, VAT inclusive</b>
Completion Period	:	<b>Within sixty (60) calendar days from receipt of a copy of the executed Purchase Order</b>

1. **ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE FOR A PERIOD OF SIXTY (60) CALENDAR DAYS FROM THE DATE OF THE OPENING OF BIDS.**
2. **AWARDEE** shall pick up purchase/job order(s) issued in his favor within three (3) days after receipt of notice. A telephone call or fax transmission or e-mail shall constitute an official notice to the **AWARDEE**. Thereafter, if the purchase/job order(s) remain unclaimed, the BSP shall have the right to cancel this order and impose the applicable administrative sanction(s) under Section 69 of R.A. 9184. All **DEFAULTING AWARDEES** shall be precluded from proposing or submitting a substitute sample.
3. **Terms of Payment:**
  - a. Payment shall be made upon issuance of Certificate of Completion/Acceptance by the End-user Department(s)/Office(s) and upon submission of all documents as required by the Bank, as indicated in the Scope of Works/Specification/Terms of Reference and other bidding documents;
  - b. **For local bidder:** Payment shall be under the **Checkless Payment System**, in the form of a direct credit to the bank account of the payee (awardee) through the demand deposit account of bank maintained with the Bank (BSP) upon submission of the Authority to Credit by the company.
  - c. **For foreign bidder:** Refer to BSP Technical Specifications and Other Requirements/Terms and Conditions/Terms of Reference/Scope of Work.
4. The winning bidder is required, within ten (10) calendar days from receipt of the Notice of Award, to submit its Performance Security in any of the following acceptable forms:

Form of Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)	Validity Period
a) Cash or Cashier's/Manager's Check issued by a Universal Bank (UB) or Commercial Bank (KB)	Five Percent (5%)	NA
b) Bank Draft/Guarantee or Irrevocable Letter of Credit issued by a UB or KB; Provided, however, that it shall be confirmed or authenticated by a UB or KB, if issued by a foreign bank.		Ninety (90) calendar days from date of issuance of performance security
c) Surety Bond callable upon demand issued by surety/insurance company duly certified by the Insurance Commission or as authorized issue such security <sup>1</sup> .	Thirty Percent (30%)	

5. The contract awardee agrees that, for its own account, the BSP may cause the extension of the validity of the performance security prior to its expiration when the implementation of the awarded contract has not yet been completed.

<sup>1</sup> The BSP will not accept Surety Bond with condition, such as the following:

- a.) "in case of default of the Principal, this bond shall answer for the difference in the bid price of the winning bidder and that of the next lowest complying bidder or that of the new winning bidder in case of re-bidding plus necessary expenses incurred by the obligee in the re-bidding which liability shall in no case exceed the amount of the bond"; or
- b.) "That the amount of liability of the surety under this bond is limited to the actual loss or damage sustained and duly proven by the obligee."

6. A **warranty bond** valid for a period of **three (3) months** shall be required after acceptance by the BSP of the delivered items.

Form of Warranty	Minimum Amount in % of the Total Contract Price
Cash, Cashier's/Manager's Check issued by Universal or Commercial Bank	
Bank draft/guarantee or irrevocable letter of credit issued by Universal or Commercial Bank provided that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by foreign bank.	One percent (1%)
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 (for Infrastructure Project)	Thirty percent (30%)

The guarantee shall reflect information such as, but not limited to the following:

- Issuing Bank's machine validation of bank name and amount guarantee;
- Purpose which is to assure that manufacturing defects shall be corrected by the supplier/ manufacturer/ distributor after delivery;
- Details of the purchase contract/ agreement subject of guarantee; and
- Maturity/ expiration period of guarantee.

The preferred Issuing Bank for the special bank guarantee is the designated depository bank in the authority to credit bank account executed by the contract awardee under the BSP Checkless Payment System. Special bank guarantee issued by another bank shall be justified.

Replacement of form of warranty from money retention to special bank guarantee shall be allowed only subject to approval by the BSP official authorizing the covering purchase contract/agreement and prior to the first payment (whether progress or one-time payment). **No substitution on the form of warranty shall be allowed after payments have been made.**

The said amount shall only be released after the lapse of the warranty period: Provided, however, that the supplies/services delivered are free from patent and latent defect and all the conditions imposed under the Contract have been fully met.

7. All deliveries by suppliers shall be subject to inspection and acceptance by the **Bangko Sentral ng Pilipinas**. The delivery vehicles to be used which will enter the BSP premises shall be in the state of good maintenance.
8. Supplier shall guarantee his deliveries to be free from defects for at least **three (3) months**. Any defective item(s)/ product(s) therefore that may be discovered by the BSP within the coverage of the standard product warranty or as may be prescribed in the Technical Specifications/Terms and Conditions shall be replaced or repaired at no cost to the BSP, or the amount thereof reimbursed by the supplier, within seven (7) calendar days upon receipt of a written notice to that effect.
9. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages, subject to the terms and conditions prescribed RA 9184 and its revised IRR.
10. Where the **AWARDEE** fails to effect the delivery within the prescribed period, the **BSP** may upon its discretion, extend the period of delivery subject, however, to the imposition of appropriate liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay, collectible from any money due or maybe due to the supplier/contractor/service provider, whichever is convenient to the Bank.

Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the BSP may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.

11. All transactions are subject to withholding of creditable Value Added Tax (VAT), as may be applicable, per Revenue Regulation No. 10-93.

**CONFORME:**

\_\_\_\_\_  
**Signature over Printed Name  
of the Bidder's Signing Official/Designation**



**BANGKO SENTRAL NG PILIPINAS**

**DEPARTMENT OF GENERAL SERVICES**

Department

**TECHNICAL SPECIFICATIONS AND OTHER REQUIREMENTS**

ITEM/S: Supply, Delivery and Installation of granite counter top including lavatory at Bldg. C

**I. TECHNICAL SPECIFICATIONS**

Instruction: Please indicate in the table below the complete and accurate specifications of your requirements.

NO.	PARAMETERS	DESCRIPTION
1	Granite	15mm thick granite slab for counter and splashboard, type and color as approved by the Architect.
2	Undercounter lavatory	Vitreous china, front over flow, fitting ledge suitable for single faucet hole. Complete with angle valve, hose, lugs and screws; Color: White
3	Faucet	Provide angle type, single hole, mixing type, polished chrome faucet with pop-up assembly and tailpiece. Complete with angle valve, hose and gasket.

**II. OTHER REQUIREMENTS**

Instruction: Please supply the information required by putting a check (✓) mark and/or filling in the blanks.


A.	<input type="checkbox"/> <b>Delivery Period:</b> <input type="checkbox"/> One-Time Delivery: within ____ calendar days from receipt of P.O./ J.O. <input type="checkbox"/> Staggered Delivery: shall be based on the following schedule <input checked="" type="checkbox"/> <b>Completion Period/Contract Duration:</b> within <u>60</u> calendar days from receipt of P.O./ J.O. <input type="checkbox"/> <b>Other Delivery Terms:</b> _____ <p style="text-align: center;">[please specify completely]</p>
B.	<b>Performance Security:</b> <input checked="" type="checkbox"/> Required / <input type="checkbox"/> Not Required
C.	<b>Product Warranty:</b> Supplier's Warranty Certificate valid for <u>NA</u>
D.	<b>Warranty Security:</b> <input checked="" type="checkbox"/> Required <u>1</u> % Retention valid for <u>3 months</u> / <input type="checkbox"/> Not Required
E.	<b>Manner of Payment:</b> <input checked="" type="checkbox"/> One-time Payment <i>"Payments shall be made through the Philippine Payment and Settlement System (PhilPaSS), an online facility of the Bangko Sentral ng Pilipinas. The awardee shall enroll its preferred bank on which they want the proceeds of the transaction to be credited. The awardee shall cover for bank charges imposed by their designated bank."</i>
F.	<b>Requirement for End-user's Evaluation:</b> <input checked="" type="checkbox"/> The winning bidder must submit sample of granite tile with-in five (5) calendar days from receipt of P.O./ J.O. for user's evaluation prior to delivery. The sample shall be 6"x6" in size. <input type="checkbox"/> No submission required.

**Conforme :** \_\_\_\_\_  
Name/Signature of Bidder's  
Authorized Signing Official

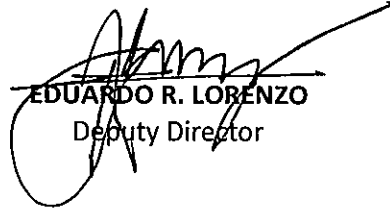
**G. Certification Requirements:**

- Notarized Certificate that the bidder has been in the industry of \_\_\_\_\_ manufacturing/distributorship for at least \_\_\_ years. (otherwise, please rephrase)
- Satisfactory Performance for the most recent completed project in the last \_\_\_ years (otherwise, pls. rephrase)
- Certification(s) not required

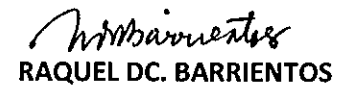
Prepared by:

  
MICHAEL R. VILLAMEJOR  
Bank Officer V  
C

Recommending approval:

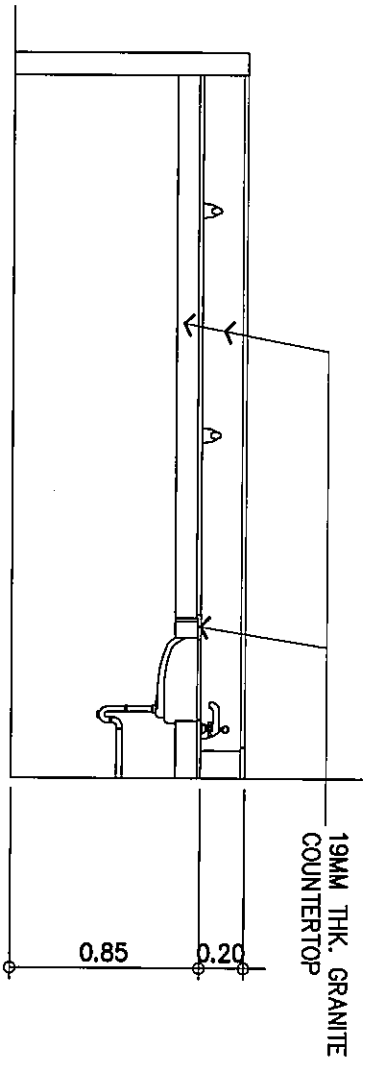
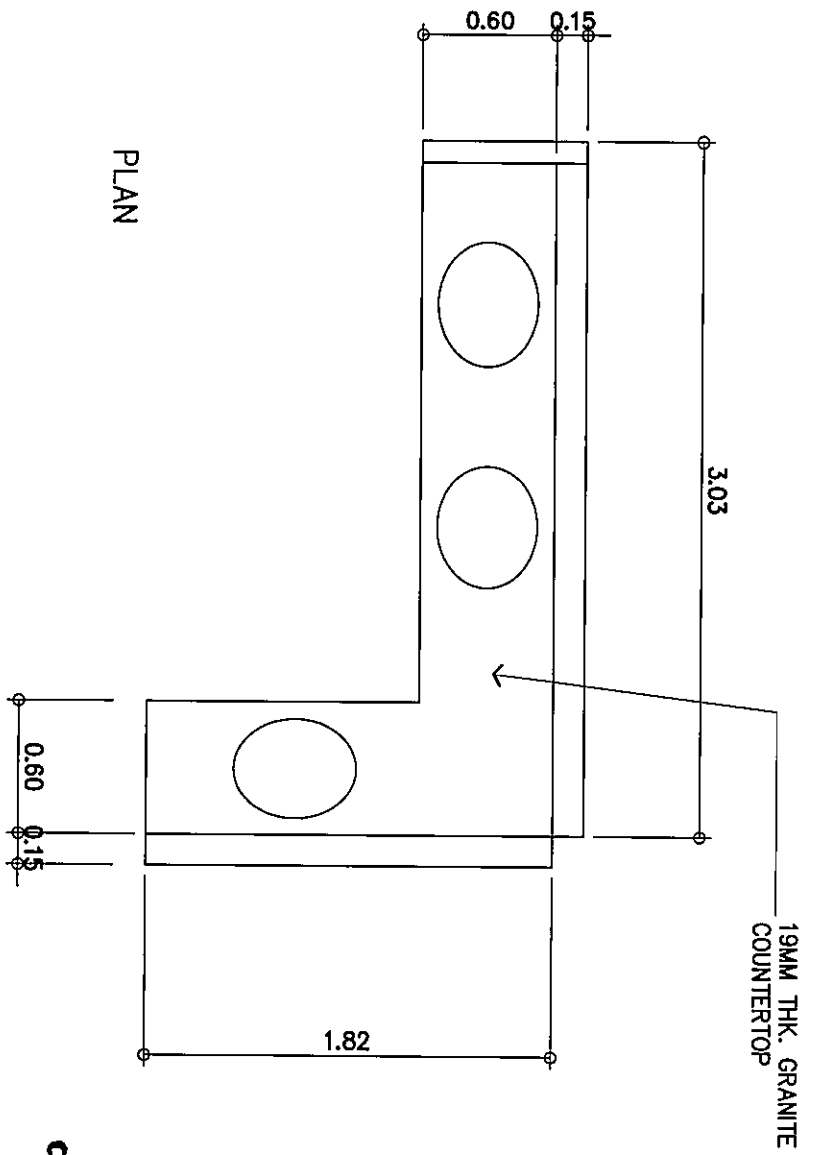
  
EDUARDO R. LORENZO  
Deputy Director

Approved by:

  
RAQUEL DC. BARRIENTOS  
Officer-In-Charge *eg*  
per Office Order No. 1839 s. 2018

CONFORME:

\_\_\_\_\_  
Signature of Bidder's Authorized Representative



Conform to: \_\_\_\_\_  
 Name/Signature of Bidder's  
 Authorized Signing Official

*[Handwritten signature]*