



REQUEST FOR QUOTATION / PROPOSAL

CIAP-F-PRO-003 || Rev. 1 || 24/02/2022

Engagement of Services of Architectural Technical Design Consultant for CIAP

P.R. No./Date Received: **2022-06-049 / 15 June 2022**

RFQ/P No. / Date: **RFQ 2022-06-0041 / 16 June 2022**

The Construction Industry Authority of the Philippines (CIAP) invites all eligible suppliers, contractors and consultants to quote the best offer for the described item/s in the attached **Terms of Reference/Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

The following are the required document/s to be submitted as attachment/s to the quotation/proposal:

(Please check the appropriate documents needed to be submitted by the bidder. Please refer to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Professional License/Curriculum Vitae for consulting services
- PCAB Licence
- Net Financial Contracting Capacity Computation
- Latest Income/Business Tax Return
- Notarized Omnibus Sworn Statement
- Signed Terms of Reference or Technical Specifications, if applicable
- BIR Certificate of Registration (BIR Form No. 2303)

This pro-forma quotation maybe submitted through **registered** or **electronic mail** to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to ciapbac@construction.gov.ph on or before **June 24, 2022, 5:00pm**, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and subject to the following **Terms and Conditions**:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for **sixty (60)** calendar days upon receipt of the bid. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. CIAP-BAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.
10. Payment shall be made through **check payment (Landbank)**.
11. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: _____.

Very truly yours,

ANGEL ZYRENE D. CACHO

Secretariat, Bids and Awards Committee

CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

4th Floor Room 410, Executive Building Center, 369 Sen. Gil Puyat Ave., cor. Makati Ave., Makati City

Telephone: (+632)8986-4507 | e-mail: ciapbac@construction.gov.ph

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-out by the supplier)		
	1	P 120,000.00	Engagement of Services of Architectural Technical Design Consultant for the Construction Industry Authority of the Philippines <i>(Please see attached TERMS OF REFERENCE)</i>			
<i>xxxxx NOTHING FOLLOWS xxxxxxxx</i>						
Total ABC		P 120,000.00		TOTAL Amount		
Delivery and Other Instructions:						

(Please provide **complete** information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that CIAP is not bound to accept the lowest or any proposal that CIAP may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number : _____

TERMS OF REFERENCE

Engagement of Services of Architectural Technical Design Consultant for the Construction Industry Authority of the Philippines

I. Background and Rationale

The Construction Industry Authority of the Philippines (CIAP) and its Implementing Boards (IB) intends to transfer its office from the Executive Building Center (ECB) to National Police Commission (NAPOLCOM) building, which is also located along Sen. Gil. Puyat Avenue, Makati City. The transfer of office is under the consideration of the forthcoming expiration of contract of lease with ECB, the fiscal impact of the increase of rent fees for next year, and the lower rent fees offered by NAPOLCOM.

In view of this, the CIAP is in need of a PRC Registered/Licensed Architect who will provide assistance in the floor layout/architectural plans, power/electrical layout of the leased office space of CIAP and other related duties listed in this Terms of Reference.

II. Objective

The engagement aims to engage a PRC Registered/Licensed Architect who will provide assistance in the floor layout/architectural plans, power/electrical layout, cost estimating, and project scheduling of the leased office space of CIAP and other related duties listed in this Terms of Reference. Specifically, the engagement aims that the consultant has to

1. Conduct ocular site inspection;
2. Determine site conditions;
3. Confirm actual site measurements; and
4. Submit the deliverables enumerated in this Terms of Reference with an end requirement of a complete office space allocation, plan and lay-out for the CIAP and its IBs.

III. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is **One Hundred Twenty Thousand Pesos (Php120,000.00)**, inclusive of all applicable government taxes and service charges.

IV. Mode of Procurement

The procurement of the Architectural Technical Design Consultant shall be undertaken through Negotiated Procurement – Small Value Procurement pursuant to R.A. No. 9184 and its 2016 revised Implementing Rules and Regulations (IRR).

V. Scope of Works

The Architectural Technical Design Consultant will be engaged from the acceptance of Notice to Proceed until the contract of lease is awarded to the target lessor. He/She shall be in-charge to perform the following duties:

1. Conduct ocular inspection, determine site condition, and confirm actual site measurement.
2. Review and provide recommendations on the space lay-out and floor plan proposed by each implementing Board.
3. Conduct space planning based on the requirements of each implementing Board.
4. Provide over-all architectural and structural design concept that will feature the over-all theme, color schemes, furniture – both built-in and modular, accessories and finishes to be used in the renovation including among others the preparation of all design requirements and technical specifications and bill of quantities.
5. Provide cost estimates and project plans and schedule for the fit-out and renovation for the office space to be leased.
6. Assist CIAP in the preparation of bidding documents for the fit-out and renovation of the target office, including but not limited to the preparation of all design requirements, technical specifications, and bill of quantities.
7. Submit final office lay-out and design, and revise accordingly based on the feedback of the management.

Further, he/she is tasked to submit the following documents, in sets of five (5):

1. Perspective Drawing;
2. Material Board/ Swatches;
3. Architectural Plans;
4. Lighting Lay-Out/ Power Lay-Out;
5. A/C Ducting Lay-Out;
6. Sanitary/ Plumbing Lay-Out;
7. Network and Telephone Cabling Layout; and
8. And any other specifications crucial for the design.

On the other hand, the CIAP:

- a. Designate a Project Manager who will work closely with the Architectural Technical Design Consultant, and receiving of all proposals, reports and other documents to be submitted by the of Architectural Technical Design Consultant; and
- b. Pay the project cost inclusive of all applicable government taxes in accordance with the payment schedule.

VI. Deliverables and Timelines

The following are the expected deliverables from the Training Service Provider for this engagement, with corresponding timeline of submission:



<i>Deliverables</i>	<i>Timelines</i>
i. Conduct of site inspection and submission of reports on the site condition, including confirmation of the actual site measurements, and meetings	• Within fifteen (15) business days from receipt of Notice to Proceed
ii. Conduct of meetings with the end-users and CIAP IBs	• Within five (5) days from the conduct of site inspection
iii. Initial draft of space lay-out and floor plan based on the proposal/recommendation	• Within fifteen (15) days from the date of meeting with end-users and CIAP IBs
iv. Final space lay-out and floor plan (floor layout/architectural plans, power/electrical layout, cost estimates, and project plan and schedule)	• Within ten (10) days from the last of final consultation meeting with end-users and CIAP IBs
v. Comments and feedback on the bidding documents for the fit-out and renovation for the lease of office space of CIAP	• Within five (5) days before the date of scheduled pre-procurement conference
vi. Comments, feedback and evaluation of received proposals/bids for the fit-out and renovation of the lease of office space of CIAP	• Within ten (10) days from the opening of bids

VII. Qualifications and Evaluation of the Training Service Provider

a. Eligibility Requirements

To determine if the prospective bidder is eligible to participate in the bidding, legal, technical and financial documents shall be submitted by the bidder, and the submission of documentary requirements prescribed in Annex "H" Appendix A of the revised IRR of R.A. No. 9184.

ii. Minimum Qualifications and Selection Criteria

The CIAP shall select the most qualified provider using the quality based evaluation pursuant to the pertinent provisions of R.A. No. 9184, following the criteria below and evaluation below:

Evaluation Criteria	Preferred Qualifications	Bases	Weight (%)
Applicable experience and capability of the bidder	<ul style="list-style-type: none"> At least five (5) years of experience in providing consultancy services for Architectural Technical Design (space lay-out and floor plan (floor layout/architectural plans, power/electrical layout, cost estimating and project planning and scheduling)) Engaged with at least three (3) organizations in consultancy experience in Architectural Technical Design; and Engaged with at least two (2) national government agency on consultancy experience in Architectural Technical Design 	(a) DTI or Sec registration certificate indicating the year of registration and/or other relevant documents; (b) list of completed and on-going contracts; (c) copies of Certificates of Satisfactory Service Rendered/Certificates of Completion / contracts/NOA/NTP;	40



Qualification of personnel who may be assigned to the Project	<u>Lead Architect</u> <ul style="list-style-type: none">• Must have a valid PRC Licensed Architect• With at least five (5) years of experience in Architectural Technical Design (space lay-out and floor plan (floor layout/architectural plans, power/electrical layout, cost estimating and project planning and scheduling))	Signed extensive curriculum vitae submitted indicating the relevant work experience and educational background, trainings attended (preferably supported by certificates of training)	40
Plan of approach and methodology	Clarity, feasibility, timelines, written proposal, overall quality of proposed work	Submitted proposed technical proposal with plan of approach and methodology.	20

The hurdle score for this project to pass in the evaluation is 80.

VIII. Mode of Payment

Payment shall be endorsed to the Executive Director of CIAP; and the payment shall be released within 15 to 30 days upon receipt of billing statement supported by a Certificate of Satisfactory Service Rendered, and the CIAP's acceptance of the deliverables listed above.

IX. Liquidated Damages

If the service provider fails to delivery any or all of the goods and/or to perform the services within the period specified in this Terms of Reference, the Procuring Entity shall, without prejudice to its remedies under this contract and under the applicable law, deduct form the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of every day of delay. Pursuant to Section 68 of R.A. No. 9184, the maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the Procuring Entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

X. Confidentiality of Data and Information

The service provider that will be engaged by CIAP shall submit outputs directly to the designated and authorized CIAP personnel for review, acceptance, approval, and eventual endorsement for payment. All materials, data and information used and generated through this engagement will be the sole property of CIAP. The service provider shall neither use nor disseminate these documents for their own purposes without the written consent from the head of the CIAP.



Prepared by:


RUFINO H. TIVIDAD
Chief Administrative Officer

Approved by:


DORIS U. GACHO
Executive Director-in-Charge, CIAP

CONFORME:

This is to certify that the undersigned, as an authorized representative of the Contractor, confirms and complies with all of the requirements and deliverables needed for the Engagement of Services of Architectural Technical Design Consultant for the Construction Industry Authority of the Philippines

Name and Signature of Authorized Representative of the Contractor

PhilGEPS Registration Number

Tax Identification Number

Date