

## **REQUEST FOR QUOTATION**

Date: February 27, 2024

RFQ No. 2024-MC-66

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(Company Name & Address)

Sir/Madam:


The **Philippine International Convention Center, Inc. (PICCI)**, through its Bids and Awards Committee, intends to procure for the **SUPPLY OF LABOR AND MATERIALS FOR THE CLEANING OF GREASE TRAPS AND SEWER MANHOLES**, with an **Approved Budget for Contract (ABC) of Two Hundred Fifteen Thousand Four Hundred Pesos (₱215,400.00)**, VAT Inclusive, which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the service/s described herein, subject to the Terms of Reference provided for this RFQ. Submit your quotation/offer duly signed by you or your duly authorized representative not later than **3:00 p.m. of March 6, 2024**. A copy of the following shall be submitted along with your quotation/offer:

- a. **2024 Mayor's/Business Permit;**
- b. **BIR Registration Certificate;**
- c. **PhilGEPS Registration Number;**
- d. **Omnibus Sworn Statement;**
- e. **Copy of the Terms of Reference duly signed on all pages;**
- f. **Bill of Quantities (BOQ).**

Open quotations may be submitted manually or through email at the address and contact numbers indicated below.

For any clarifications, you may contact **Mr. Odysseus Oliver U. Galimba** at telephone no. **(02) 8789-4760** or email address at [ougalimba@picc.gov.ph](mailto:ougalimba@picc.gov.ph)



**KRISTINE ANGELICA E. AGUJO**  
Head, BAC Secretariat/  
Procurement Unit

## **TERMS OF REFERENCE**

**I. PROJECT TITLE:**

Supply of Labor and Materials for the cleaning of grease traps and sewer manholes.

**II. APPROVED BUDGET FOR CONTRACT (ABC):**

Two Hundred Fifteen Thousand Four Hundred Pesos (₱ 215,400.00), VAT Inclusive.

**III. GENERAL SCOPE OF WORKS:**

The works shall be supply of all materials, tools, labor, equipment and other services necessary for the siphoning and cleaning of grease traps, sewer manholes and septic tanks.

The following features of the work shall be performed, but not limited to the following:

**1.0 General Requirements:**

**1.1 Mobilization**

Manpower, tools, materials and equipment.

**1.2 Health and Safety Requirements**

- Personal Protective Equipment of Workers and safety signage.
- The Contractor shall provide necessary safety equipment.

**1.3 Demobilization**

Manpower, tools, equipment, including hauling-out of garbage.

**2.0 Siphoning of grease traps, sewer manholes and septic tanks.**

**2.1 Siphoning of three (3) grease traps located at Courtyard and East Wing Parking.**

**2.2 Siphoning of sewer manholes located at Quad Area near guardhouse, East and West Parking of Secretariat Building, manhole beside STP, APEC Garden near Power House and septic tanks located at Warehouse and Workshop Area.**

**2.3 Siphoning shall be in twelve (12) Sessions. Three (3) truck loads per session per month, at least 3.5 cu.m. / truck load.**

- April 2024

- May 2024
- June 2024
- July 2024
- August 2024
- September 2024
- October 2024
- November 2024
- December 2024
- January 2025
- February 2025
- March 2025

3.0 Manual Cleaning of three (3) grease traps located at Courtyard and East Wing Parking.

3.1 Manual cleaning of left over dirt/grease after siphoning shall be by Mixing and stirring of hot water and soap (to be provided by PICC) to melt the hard grease at walls and bottom of grease traps for siphoning. Brushing and scraping of grease, slime, scales and other sedimentary deposits at the chamber bed and laterals (wall chamber).

3.2 Rinsing the chambers with hot water, cleaning of stainless manhole covers and hauling of all garbage.

3.3 Schedule of manual cleaning shall be in four (4) Sessions only:

- April 2024
- July 2024
- October 2024
- January 2025

**IV. GENERAL CONDITION OF THE CONTRACT:**

1. The CONTRACTOR shall be responsible for the supply of manpower, technical expertise, supervision, tools and equipment for the cleaning of the grease traps.
2. The CONTRACTOR is required to inspect and examine the site and the surroundings of the proposed project to arrive at an accurate estimate of labor, materials, equipment, facilities and services necessary to carry-out the works.
3. The CONTRACTOR shall provide all supervision, labor, materials, plant and Contractor's equipment, which may be required.
4. The CONTRACTOR shall be liable to all fire and accident claims and other related claims arising for the injuries and damages, which occurred in the vicinity.
5. The CONTRACTOR shall free the PICC and its personnel from and against all liability for damages arising from injuries or liabilities to persons or damages to property occasioned by any act of omissions of the CONTRACTOR including any and all expenses which may be incurred by its personnel in the defense of any claim, action or suit.

6. Any work that may affect the operation, security and image of the Center shall be coordinated properly to PICC's Representative and shall be done in accordance with Center's approved schedule.
7. Cost of rework and restoration of damaged properties due to CONTRACTOR's poor workmanship or negligence shall be borne by the contractor.
8. The CONTRACTOR's personnel assigned to the project must wear their company's ID at all times while working inside the Center.

**V. TERMS OF PAYMENT:**

1. Payment shall be in monthly payment, to be made after the siphoning and cleaning of grease traps per session. The CONTRACTOR shall submit a request for payment of work accomplished and will be process upon submission of the following documents:
  - a. Letter request of the CONTRACTOR for the release of payment
  - b. Photographs of work accomplished.
  - c. Invoice
2. PICC shall have the right to deduct from the CONTRACTOR's billing such amount as may be necessary to cover the third party liabilities, as well as uncorrected discovered defects in the project.
3. Payment shall be adjusted by deducting there from the amounts for taxes based on government auditing and accounting rules and regulations.

**VI. CONTRACT DURATION:**

Twelve (12) months

**VII. GENERAL CONDITIONS OF THE CONTRACT:**

1. All prices quoted herein are valid, binding and effective for One Hundred Twenty (120) calendar days from date of quotation.
2. The Contractor shall be responsible for the source(s) of his services/equipment shall make deliveries in accordance with schedule, quality and specifications. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award.
3. The Contractor shall pick up RS and NTP issued in his favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or email shall constitute an official notice to the AWARDEE. Thereafter, if the RS remain unclaimed, the said RS shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the service of the requesting agency's

requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.

4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a NTP but fails to deliver the services within the time called for in the same order, he shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his services. Thereafter if AWARDEE has not completed delivery of services within the extended period, the subject RS & NTP shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE. The PICC-BAC shall then purchase the required services from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA 9184 and its IRR-A.
5. All services by the contractor shall be subject to inspection and acceptance by the PICC.
6. A penalty of one tenth (1/10) of one percent (1%) of the total value of services/works shall be deducted for each day of delay including Sundays and holidays in the delivery of the services.
7. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.

# REQUEST FOR QUOTATION

Date:

RFQ No. 2024-MC-66

TO: PHILIPPINE INTERNATIONAL CONVENTION CENTER, INC.  
PICC COMPLEX, 1307 PASAY CITY

Sir/Madam:

After having carefully read and accepted the Terms of Reference, I/we submit our documentary requirements and quotation/offer as follows:

DESCRIPTION	AMOUNT
SUPPLY OF LABOR AND MATERIALS FOR THE CLEANING OF GREASE TRAPS AND SEWER MANHOLES	₱ _____ VAT Inclusive

- With Attach Bill of Quantities (BOQ).

We undertake, if our quotation is accepted, to deliver the services in accordance with the delivery schedule specified in the Schedule of Requirements.

We acknowledge that PICC reserves the right to accept or reject any and all others, annul the procurement process, and refuse to make an award, without thereby incurring any liability to the affected offerors.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

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

Address: \_\_\_\_\_

Office Telephone No./s: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email Address/es: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

PROJECT : SUPPLY OF LABOR AND MATERIALS FOR THE SIPHONING AND CLEANING OF GREASE TRAPS  
LOCATION : PICC Complex, Pasay City  
DATE:

Submitted by:

(Designation)