



Republic of the Philippines  
Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
**Project Support Office (PSO-Visayas Cluster)**  
3rd Floor Evangeline Building, R. Colina St., Ibabao-Estancia, Mandaue City, Cebu  
Tel. Nos.: (032) 349 2826 / 349 2824; Email: psovisayas@gmail.com

## REQUEST FOR QUOTATION

SHOPPING – WORKS  
FOR THE SUPPLY OF LABOR & MATERIALS FOR THE  
REPAIR OF DA-PRDP PSO VISAYAS CLUSTER OFFICE (ILOILO)

Solicitation No.: PSO-VIS-CW-001-17  
Reference PR No.: 2017-03-043

April 03, 2017

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Gentlemen:

Please Quote your lowest price, inclusive of taxes for the above-cited Project, based on the attached Terms of Reference, Bill of Quantities (BOQ), and Plans & Specifications, and submit your Quotation duly signed by your authorized representative not later than April 11, 2017 at 10:00 AM.

*Original Signed*

ENGR. JOSE ALBERT A. BARROGO  
SBAC Chairperson

Instructions:

1. All items must be legibly written.
2. Quotation shall be duly supported with a detailed computation of costs for each item of work as per Bill of Quantities.
3. Total Quotation shall be inclusive of taxes such as but not limited to VAT, local tax and other levies.
4. Quotation shall be valid for Thirty (30) calendar days from date of opening of Sealed Quotation.
5. The Quotation shall not be subject to any increase for whatever reason including in cases of devaluation/inflation during the entire duration of the contract.



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## **TERMS OF REFERENCE (TOR)**

### **SHOPPING FOR THE SUPPLY OF LABOR & MATERIALS FOR THE REPAIR OF DA-PRDP PSO VISAYAS CLUSTER OFFICE (ILOILO)**

Solicitation No.: PSO-VIS-CW-001-17  
PR Reference No.: 2017-03-043

#### **I. RATIONALE**

This Terms of Reference (TOR) is hereby adopted by the Special Bids and Awards Committee (SBAC) for the project, Supply of Labor and Materials for the REPAIR OF DA-PRDP PSO VISAYAS CLUSTER OFFICE (ILOILO), which shall be undertaken through Shopping Method of Procurement pursuant to World Bank Guidelines on Procurement of Goods, Works and Non-Consulting Services.

The objectives of this Terms of Reference (TOR) are to achieve the following:

1. To uphold transparency and accountability;
2. To achieve equity, effectiveness, efficiency and economy; and
3. To award the repair works as required, to the Contractor whose Quotation is most advantageous to the government.

#### **II. SUBJECT MATTER OF THE SHOPPING**

The subject matter of the Shopping is for the award of Contract for the Supply of Labor and Materials for the REPAIR OF DA-PRDP PSO VISAYAS CLUSTER OFFICE (ILOILO).

#### **III. ESTIMATED PROJECT COST (EPC)**

The Estimated Project Cost (EPC) for the Supply of Labor and Materials for the REPAIR OF DA-PRDP PSO VISAYAS CLUSTER OFFICE (ILOILO) is TWO MILLION SEVEN HUNDRED SIXTY FIVE THOUSAND PESOS (PHP 2,765,000.00).

#### **IV. QUALIFICATION OF BIDDERS**

Bidders who are qualified under the herein Eligibility Criteria may be allowed to participate.

## V. SCHEDULE OF SHOPPING ACTIVITIES

The Shopping activities shall be conducted at the DA-PRDP PSO VISAYAS CLUSTER, 3<sup>rd</sup> FLOOR EVANGELINE BLDG., R. COLINA ST., IBABAO-ESTANCIA, MANDAUE CITY, CEBU on the following schedules.

ACTIVITIES	DATE	PLACE
Posting of Request for Quotation (RFQ) including Plans & Specifications and Terms and Conditions	April 03, 2017 (Monday)	PhilGEPS and PRDP websites, and DA-PRDP PSO Visayas Bulletin Board
Issuance of Request for Quotation (RFQ) including Plans & Specifications and Terms and Conditions	April 03-10, 2017 9:00 AM to 5:00 PM	DA-PRDP PSO Visayas Cluster, 3 <sup>rd</sup> Floor Evangeline Bldg., R. Colina St., Ibabao-Estancia, Mandaue City, Cebu
Project Site Visit Person In-charge: Engr. Antonio Ronel Triño Mobile # 09494905116	April 06, 2017 at 10:00 AM (Thursday)	Main Entrance of Iloilo Sports Complex, Lapaz, Iloilo City
Deadline of Submission and Opening of Request for Quotation (RFQ) and Determination of LCRQ	April 11, 2017 at 10:00 AM (Tuesday)	DA-PRDP PSO Visayas Cluster, 3 <sup>rd</sup> Floor Evangeline Bldg., R. Colina St., Ibabao-Estancia, Mandaue City, Cebu

Sealed Quotations will be opened in the presence of invited independent observers and Bidder/s or authorized representatives, who chose to attend the activity. Late Quotations shall not be accepted.

The Contract shall be awarded to the Bidder with the Lowest Calculated Responsive Quotation (LCRQ) who was determined as such after evaluation.

## VI. ISSUANCE OF REQUEST FOR QUOTATION (RFQ)

The Request for Quotation (RFQ) including the Terms of Reference, Bill of Quantities, Plans & Specifications, and other Annexes, may be secured free of charge at the PRDP PSO Visayas Cluster Office, 3<sup>rd</sup> Floor Evangeline Bldg., R. Colina St., Ibabao-Estancia, Mandaue City, Cebu from 9:00AM to 5:00PM on Mondays to Fridays from April 03 to April 10, 2017. It may also be downloaded free of charge from the PhilGEPS and PRDP websites.

## VII. SUBMISSION AND RECEIPT OF QUOTATION

The Bidder shall submit in sealed envelope through its authorized representative, one (1) original and three (3) photocopies of the following documents:

## 1. ELIGIBILITY DOCUMENTS

- a. Registration Certification of the Company
  - i) SEC / DTI / CDA Registration
  - ii) PCAB License
- b. Mayor's Business Permit
- c. PhilGEPS Registration
- d. Tax Clearance
- e. Single Largest Completed Contract that is similar to this Project in the past five (5) years equivalent to at least 50% of value of the EPC of this Project supported with the Notice of Award, Contract Agreement, Notice to Proceed, Certificate of Completion, and Certificate of Acceptance.

## 2. TECHNICAL DOCUMENTS

- a. List of Manpower Requirement
- b. Authority of Signatory (if representative)

## 3. FINANCIAL DOCUMENTS

- a. Quotation form, in the prescribed format, including its supporting detailed computation of costs for each item of work as per Bill of Quantities.

## VIII. QUOTATION

- 1) Quotation shall be submitted using the attached Quotation Form and must be duly supported by the Bidder's detailed computation of costs for each item of work as enumerated in the Bill of Quantities.
- 2) Quotation shall be inclusive of taxes such as but not limited to VAT, income tax, local tax and other levies.
- 3) Quotation shall be valid for Thirty (30) days from the opening of Quotations.

## IX. DETAILED COMPUTATION OF COSTS

- 1) The supporting Detailed Computation of Costs shall contain the labor, materials, equipment, OCM, profit and tax for the construction, installation, testing, and commissioning of works to be done by the Contractor.
- 2) The attached Bill of Quantities shall be used to calculate the Contract Price. The Contractor is paid for the quantity of the work done at the rate in the Bill of Quantities for each item.

## X. AWARD OF CONTRACT

The BAC shall recommend to the Head of the Procuring Entity the award of contract to the Bidder with the Lowest Calculated Responsive Quotation (LCRQ) or the Single Calculated Responsive Quotation (SCRQ).

## XI. 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 five (5) 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 in an amount equal to a percentage of the total Contract price in accordance with the following schedule:
  - a. Cash or certified (cashier's/manager's) check issued by a Universal or Commercial Bank in the amount of five percent (5%) of the Contract price; and
  - b. Bank guarantee issued by a Universal or Commercial Bank in the amount of ten percent (10%) of the Contract price.
- 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.
- 4) The Performance Security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance, which shall be after one (1) year from the issuance of the Certificate of Completion, subject to the following conditions:
  - a. There are no pending claims against the Contractor or the issuing bank filed by the Procuring Entity; and
  - b. The Contractor has no pending claims for labor and materials filed against it.

## XII. CONTRACT SIGNING

The Procuring Entity shall enter into Contract with the successful Bidder upon posting of the required Performance Security. The following documents shall form part of the Contract:

- a) Contract Agreement;
- b) Request for Quotation (RFQ);
- c) Terms of Reference (TOR);
- d) Bill of Quantities (BOQ);

- e) Plans & Specifications;
- f) Addenda and/or Supplemental, if any;
- g) Quotation Form including the detailed cost computation of items of work as per Bill of Quantities;
- h) Eligibility, Technical and Financial Documents;
- i) Letter of Acceptance / Notice of Award (NOA);
- j) Performance Security

### XIII. NOTICE TO PROCEED (NTP)

The Procuring Entity shall issue the Notice to Proceed (NTP) to the successful Bidder upon approval of the Contract by the Head of the Procuring Entity. The Contract's effectivity date shall commence on the date of receipt of the Notice to Proceed by the Contractor.

### XIV. PROGRAM OF WORK

The Contractor shall submit to the Procuring Entity's Representative for approval a Program of Work showing the general methods, arrangements, order and timing for all activities in the Works and updates which shall show the actual progress achieved on each activity including any changes to the sequence of the activities.

### XV. CONTRACTOR'S OBLIGATION

1. The Contractor shall carry out the works properly and in accordance with the Contract. The Contractor shall provide all supervision, labor, materials, plant and equipment required for the project. All materials on site shall be deemed to the property of the Procuring Entity.
2. The Contractor shall commence execution of the works immediately upon the receipt of Notice to Proceed and shall carry out the works in accordance with the Contract. The Contractor shall complete the project per approved Contract time of forty five (45) days. No Contract time extension shall be allowed for unjustifiable reasons or at Contractor's fault that causes delay. Any delay will be penalized applying the provisions on Liquidated Damages. Contract time extension may be allowed based on the provisions of RA 9184 and to be supported by a written report of the Procuring Entity's Representative and Letter Request of the Contractor and reasons for the purpose of work extension certified by the concerned Component/Unit Head and approved by the Head of the Procuring Entity.
3. The Contractor shall assign an Engineer/Foreman to carry out the supervision of the works and shall provide list of laborers/workers to the Procuring Entity's Representative for proper identification and monitoring. The Contractor shall notify the Procuring Entity's Representative of any replacement of key personnel and workers.
4. The Contractor shall be responsible for the safety of all activities on the Site.

5. The Contractor shall carry out all instructions of the Procuring Entity's Representative that comply with the applicable laws where the Site is located.

#### XVI. LIQUIDATED DAMAGES

The Contractor shall pay liquidated damages to the Procuring Entity 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 Procuring Entity shall rescind this Contract, without prejudice to the other courses of action and remedies open to it.

#### XVII. PROGRESS PAYMENTS

- a) The Contractor may submit a request for payment for work accomplished. Such request for payment shall be verified and certified by the Procuring Entity's Representative. Materials and equipment delivered on the site but not completely and properly installed shall not be included for payment.
- b) The first progress payment may be paid by the Procuring Entity to the Contractor provided that at least twenty percent (20%) of the work has been accomplished as certified by the Procuring Entity's Representative.

#### XVIII. RETENTION MONEY

- 1) Progress payments are subject to retention of ten percent (10%), referred to as the "retention money." Such retention shall be based on the total amount due to the Contractor prior to any deduction and shall be retained from every progress payment until the whole value of Works, as determined by the Procuring Entity's Representative, are completed.
- 2) The total "retention money" shall be due for release upon issuance of the Certificate of Completion by the Procuring Entity.

#### XIX. SPECIAL PROVISIONS

##### *LIABILITY OF THE CONTRACTOR*

The Contractor shall submit list of employees/workers with information of address, age and designation. They should be provided with Company/ Contractor's Identification Card (ID).

1. The Contractor or its duly authorized representative shall enforce and be responsible for the following policy for its personnel/workers within site premises;

- a) No drinking.
  - b) No gambling.
  - c) No carrying of firearms/deadly weapons/explosives.
  - d) No loitering/littering
  - e) Curfew hours from 9:00 PM to 4:00 AM. (in the case of overtime works)
  - f) Wearing of IDs.
2. The Contractor shall be held liable and responsible for the misdemeanor/misbehavior of its workers. Similarly, the Contractor shall also be liable and responsible to losses/damages incurred on the properties caused by its workers, after proper investigation by the Procuring Entity and/or the local PNP.
  3. The Contractor shall replace all materials found not in accordance to the Plans & Specifications within five (5) calendar days. The Procuring Entity's Representative must record in the logbook delivery of materials not in accordance with specifications.
  4. The Contractor must sign a written agreement conforming that it may tap/use electricity and water of the office based on the established average consumption of the provincial office/office concerned. As such, the Contractor shall shoulder all expenses incurred in the implementation of the project such as water and electricity bills in excess of average monthly consumption of the provincial office/office concerned to be determined by the Procuring Entity's Representative and the payment of the established excess monthly average consumption shall be paid separately by the Contractor.
  5. The Contractor shall allow the inspection of its delivery truck/vehicles including laborers' baggage prior to entry/exit.

#### *OBLIGATIONS OF THE PROCURING ENTITY*

1. The Procuring Entity shall assign a Representative who shall inspect all material deliveries as to the set specifications and intended for the Project in the presence of the Contractor or his authorized representative. The Procuring Entity's Representative may invite a COA representative during the conduct of inspection.
2. The Procuring Entity's Representative shall issue a Notice of Rejection to the Contractor on materials rejected and Notice of Acceptance on materials delivered as replacement. The Notice of Inspection shall indicate the following.
  - (a) Item
  - (b) Description/Specification
  - (c) Quantity
  - (d) Unit
  - (e) Reason/Cause of rejection



The Procuring Entity's Representative shall determine the equipment/utilities that will consume electricity and water.

The Contractor shall be paid on the basis of percentage of work completed upon request and submission of the work accomplishment report resulting from the evaluation and assessment of the Procuring Entity's Representative duly certified by the Procuring Entity's concerned Component/Unit Head and approved by the Head of the Procuring Entity.

#### XX. FINAL PAYMENT

Final payment of the Contract price shall be made upon submission of the following complete supporting documents:

- a) Affidavit stating full payment of all obligations due for labor, equipment rentals, taxes;
- b) Certificate of Completion to be prepared and signed by the Procuring entity's Representative duly certified by the Procuring Entity's concerned Component/Unit Head and approved by the Head of the Procuring Entity;
- c) Notice of Award (Photocopy);
- d) Notice to Proceed (Photocopy);
- e) Contract Agreement (Photocopy);
- f) Progress Accomplishment Report.

#### XXI. DURATION AND EFFECTIVITY OF THE CONTRACT

The Contract shall be completed within FORTY FIVE (45) calendar days effective on the date of receipt of the Notice to Proceed.

#### XXII. RESERVATION CLAUSE

The Procuring Entity reserves the right to accept or reject any or all other Quotations, to waive any formalities or defects found therein and to annul the Procurement (Shopping) process and reject all Quotations at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder/s and to accept only such Quotations most advantageous to the government.

#### SPECIAL BIDS AND AWARDS COMMITTEE (SBAC)

*Original Signed*

ENGR. JOSE ALBERT A. BARROGO  
Chairperson

**ANNEX – A: BILL OF QUANTITIES****BILL OF QUANTITIES**

No.	Description	Qty.	Unit	Unit Cost	Total
1	DEMOLITION/REMOVAL (windows, doors, walls, faulty electrical, tiles)	1.00	Lot		
2	TILEWORKS	524.39	Sq. M.		
3	MASONRY WORKS	14.07	Sq. M.		
4	CONCRETE WORKS (PANTRY)	0.29	Cu. M.		
5	CEMENT PLASTERING	23.64	Sq. M.		
6	DOORS	1.00	Lot		
7	WINDOWS	1.00	Lot		
8	DRY WALL	75.66	Sq. M.		
9	BUILT-IN CABINETS	91.30	Lin. M.		
10	GLASS WALL/PARTITION (Fixed Analok Glass in Bronze Aluminum Frame)	9.92	Sq. M.		
11	PARTITION WALL/CUBICLE (1.20m High Wall in Plastic Frame with Synthetic Fabric Finish with 0.30m High Glass in Aluminum Frame)	81.30	Sq. M.		
12	SANITARY WORKS	1.00	Lot		
13	PAINTING WORKS	2,360.28	Sq. M.		
14	ELECTRICAL WORKS	1.00	Lot		
15	ELEVATED WATER TANK [3.2 cu.m Stainless Steel Water Tank with 1 Hp Electric Water Pump (booster)]	1.00	Lot		
16	PARKING AREA	56.00	Sq. M.		
17	FORMS AND SCAFFOLDINGS	1.00	Lot		
18	PANAFLEX SIGN (1m x 3m Panaflex Signage with Lightings)	1.00	Unit		

19	PROJECT SUPERVISION	1.00	Lot		
<b>TOTAL QUOTATION AMOUNT</b>					

Total Quotation Amount in Words:

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***ANNEX – B: PLANS & SPECIFICATIONS***

(SEE ATTACHED PLANS & SPECIFICATIONS – Sheets 1 to 10)

**ANNEX – C: FORMS**

**ANNEX – C-1: QUOTATION FORM**

## **QUOTATION FORM**

Date: \_\_\_\_\_

To: THE CHAIRPERSON  
Special Bids and Awards Committee (SBAC)  
DA-PRDP, PSO Visayas Cluster  
3<sup>rd</sup> Floor Evangeline Building, R. Colina St.  
Ibabao-Estancia, Mandaue City, Cebu

After having carefully read and accepted the terms and conditions as per attached TERMS OF REFERENCE for the **Supply of Labor and Materials for the REPAIR OF DA-PRDP PSO VISAYAS CLUSTER OFFICE (ILOILO)** through Shopping Method, I hereby submit my quotation for the project as indicated above, along with the required documents and detailed computation of costs as per Bill of Quantities:

**QUOTATION:**

Project Title	Location	Quoted Amount*
<b>Supply of Labor and Materials for the REPAIR OF DA-PRDP PSO VISAYAS CLUSTER OFFICE (ILOILO)</b>	Iloilo Sports Complex, Lapaz, Iloilo City	Php
Quoted Amount in Words:		

\* With attached detailed computation of costs per item as per Bill of Quantities

If our Quotation is accepted, we undertake to provide a performance security in the form, amount, and within the time specified in the TOR.

We agree to abide by this Quotation for the Validity Period of Thirty (30) 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 Quotation, together with your written acceptance thereof or Notice of Award, shall be binding upon us.

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

(Name of Firm / Bidder) \_\_\_\_\_

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

(Address) \_\_\_\_\_

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

(Date) \_\_\_\_\_

**ANNEX – C-2:**

**LETTER OF ACCEPTANCE / NOTICE OF AWARD (NOA)**



Republic of the Philippines  
Department of Agriculture

**PHILIPPINE RURAL DEVELOPMENT PROJECT**

**Project Support Office (PSO-Visayas Cluster)**

3rd Floor Evangeline Building, R. Colina St., Ibabao-Estancia, Mandaue City, Cebu  
Tel. Nos.: (032) 349 2826 / 349 2824; Email: psovisayas@gmail.com

**LETTER OF ACCEPTANCE / NOTICE OF AWARD (NOA)**

Date: *[insert date]*

To: *[Name and address of Contractor]*

This is to notify you that your Quotation dated *[insert date]* for the execution of the *[insert name of Contract and reference numbers]* for the Contract Price of *[insert amount of quotation]*, is hereby accepted by our Agency.

You are hereby instructed to come to our office located at *3<sup>rd</sup> Floor Evangeline Bldg., R. Colina St., Ibabao-Estancia, Mandaue City, Cebu* to sign the formal agreement on *[date]* at *[time]*.

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Conforme:

Signature of Authorized Representative: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

## **CONTRACT AGREEMENT**

THIS CONTRACT AGREEMENT, made this *[insert date]* day of *[insert month]*, *[insert year]* between *the DA-PRDP PSO Visayas Cluster* (hereinafter called the “Entity”) and *[name and address of Contractor]* (hereinafter called the “Contractor”).

WHEREAS, the Entity is desirous that the Contractor execute *the Supply of Labor and Materials for the REPAIR DA-PRDP PSO VISAYAS CLUSTER OFFICE (ILOILO)* (hereinafter called “the Works”) and the Entity has accepted the Quotation for *[insert the amount in numbers and words]* by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW THIS CONTRACT AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Contract Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Terms of Reference hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as part of this Contract Agreement, to wit:
  - (a) Request for Quotation (RFQ);
  - (b) Terms of Reference (TOR);
  - (c) Bill of Quantities (BOQ);
  - (d) Plans & Specifications;
  - (e) Addenda and/or Supplemental, if any;
  - (f) Quotation Form including the detailed computation of costs per item of work as per Bill of Quantities;
  - (g) Eligibility, Technical and Financial Documents;
  - (h) Letter of Acceptance / Notice of Award (NOA); and
  - (i) Performance Security;
3. In consideration of the payments to be made by the Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Entity to execute and complete the Works and remedy any defects therein in conformity with the provisions of this Contract Agreement in all respects.
4. The Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects wherein, the Contract Price or such other sum as may become payable under the provisions of this Contract Agreement at the times and in the manner prescribed by this Contract Agreement.



IN WITNESS whereof the parties thereto have caused this Contract Agreement to be executed the day and year first before written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Contractor)

Binding Signature of Procuring Entity \_\_\_\_\_

Binding Signature of Contractor \_\_\_\_\_

=====
ACKNOWLEDGEMENT

Republic of the Philippines]
City of Mandaue, Cebu ] s.s.

BEFORE ME, this \_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_
personally appeared the following:

Table with 3 columns: Name, Competent Evidence of Identity, Date/Place of Issue. Includes rows for TIN: \_\_\_\_\_

Known to me and to me known to be the same persons who executed the foregoing CONTRACT AGREEMENT consisting of \_\_\_\_\_ (\_\_\_) pages including this page, and who acknowledged to me that the same is their free and voluntary act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal at the place and on the day first written above.

NOTARY PUBLIC

Doc. No. \_\_\_\_\_
Page No. \_\_\_\_\_
Book No. \_\_\_\_\_
Series of \_\_\_\_\_

**ANNEX – C-4: PERFORMANCE SECURITY (BANK GUARANTEE)**

(With Bank’s Letter Head)

**PERFORMANCE SECURITY (Bank Guarantee)**

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To : DA-PRDP PSO Visayas Cluster  
3<sup>rd</sup> Floor Evangeline Building, R. Colina St.  
Ibabao-Estancia, Mandaue City, Cebu

WHEREAS, *[name and address of contractor]* (hereinafter called the “Contractor”) has undertaken, in pursuance of Contract No. *[insert number]* dated *[insert date]* to execute the Supply of Labor and Materials for the REPAIR OF DA-PRDP PSO VISAYAS CLUSTER OFFICE (ILOILO) (hereinafter called the “Contract”);

AND WHEREAS, it has been stipulated by you in the said Contract Agreement that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract Agreement;

AND WHEREAS, we have agreed to give the Contractor such a Bank Guarantee;

NOW THEREFORE, we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of *[insert amount of Guarantee in numbers and in words]* such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of Guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of demand of the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract Agreement or of the Works to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until the date of issue of the Certificate of Final Acceptance.

Signature and seal of the Guarantor \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

**ANNEX – C-5: CERTIFICATE OF SITE INSPECTION**



Republic of the Philippines  
Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
**Project Support Office (PSO-Visayas Cluster)**  
3rd Floor Evangeline Building, R. Colina St., Ibabao-Estancia, Mandaue City, Cebu  
Tel. Nos.: (032) 349 2826 / 349 2824; Email: psovisayas@gmail.com

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(Date)

**CERTIFICATE OF SITE INSPECTION**

This is to certify that \_\_\_\_\_ (**Bidder's Name**) \_\_\_\_\_ with business address at \_\_\_\_\_, has inspected the site of the proposed project, Supply of Labor and Materials for the REPAIR OF DA-PRDP PSO VISAYAS CLUSTER OFFICE (ILOILO) located in Iloilo City.

This certification is hereby issued for whatever legal purpose it may serve.

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Procuring Entity's Representative



Republic of the Philippines  
 Department of Agriculture  
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**QUOTATION OPENING CHECKLIST**

Name of Project: Supply of Labor and Materials for the REPAIR OF DA-PRDP PSO VISAYAS CLUSTER OFFICE (ILOILO)

Bidder’s Name: \_\_\_\_\_

Date of Opening: \_\_\_\_\_

	Present	Absent
<b>1. ELIGIBILITY DOCUMENTS</b>		
a) DTI / SEC / CDA Registration - - - - -	_____	_____
b) Mayor’s Business Permit - - - - -	_____	_____
c) PCAB License - - - - -	_____	_____
d) PhilGEPS Registration - - - - -	_____	_____
e) Tax Clearance - - - - -	_____	_____
f) Single Largest Completed Contract - - - - -	_____	_____
<b>2. TECHNICAL DOCUMENTS</b>		
a) Manpower Requirement - - - - -	_____	_____
b) Authority of Signatory (if representative) - -	_____	_____
<b>3. FINANCIAL DOCUMENTS</b>		
a) Quotation Form supported with detailed - - - computation of costs per item of work as per Bill of Quantities	_____	_____

Each Bidder shall submit in sealed envelope through its authorized representative, one (1) original and three (3) photocopies of the Eligibility, Technical and Financial Documents.