



RO-FM-PRO-02
Rev 02
Effectivity Date: 17 September 2024

REQUEST FOR QUOTATION

DATE: 01 AUGUST 2025

Supplier: _____

Address: _____

Dear Sir/Madam:

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided in the table below, and at the dorsal portion of this form. We would appreciate receiving your offer in this form duly accomplished and signed by you or your authorized representative:

Submission of Quotation	Delivery Terms	Payment Terms
Closing Date & Time: 07 AUGUST 2025 at 12:00NN; via e-mail to: ranjev.garcia@ro.mwss.gov.ph Including the ff. Eligibility Documents/Information: 1. Valid PhilGEPS Certificate or Registration No., 2. Tax Identification Number (TIN), and 3. Mayor's/Business Permit	1. Delivery of services in accordance with the Terms of Reference (TOR), Detailed Project Plan and Timeline. 2. Place of delivery: MWSS Regulatory Office, Katipunan Ave., cor. H. Ventura Street, Brgy. Pansol, Quezon City, Manila	1. Payment for the services in accordance with the Terms of Payment indicated in the TOR. 2. <input checked="" type="checkbox"/> Check or <input type="checkbox"/> Cash 3. <input type="checkbox"/> Full or <input checked="" type="checkbox"/> Partial: <u>Progress billing</u>

Thank you very much.

Very truly yours,

RAMON A. JAVIER
Department Manager

Date: _____

To the End-User, Committee Chairperson, or Department Manager:

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation for the items as follows: (please indicate number of pages/sheets including this page (1 of _))

Technical Specifications, Terms of Reference, or Scope of Work and Eligibility/Documentary Requirements		OFFER		
Approved Budget for the Contract (ABC)		Qty./Units	Unit Price	Total
PR No. 25-194: Procurement of Services for the Repair and Replacement of MWSS RO Building's Front Facade Refer to the attached TOR	P1,200,000.00	1 lot		
		Delivery of Goods and Services Terms: _____		
		Payment Terms: _____		
Amount in Words:		TOTAL (inclusive of VAT):		
Our Eligibility Documents/Information: PhilGEPS Reg. No.: _____ TIN: _____ Business Permit No.: _____ Issued at: _____ Expiry Date: _____		Signature Over Printed Name Contact No.: _____ Email Address: _____		





TERMS OF REFERENCE (TOR)

Procurement of a Third-Party Contractor for the Repair and Replacement of the MWSS RO Building Front Facade

1. **Rationale.** On 02 February 2025, a wall tile from the building's front façade unexpectedly detached, causing damage to a portion of the glass canopy below. A subsequent investigation revealed that the tiles were either improperly installed or that the approved installation methodology was not followed in accordance with project specifications by the original contractor, MRRM Trading and Construction, and its subcontractor, RRR Stoneworks.

To ensure public safety, protect property, and preserve the structural and aesthetic integrity of the MWSS RO Building, the MWSS RO seeks to engage a qualified third-party contractor to undertake the removal of the existing granite-look porcelain wall tiles and replace them with durable, low-maintenance aluminum composite panels (ACP). The repair cost shall be charged to MRRM Trading and Construction and its subcontractor, RRR Stoneworks, through appropriate legal and contractual remedies.

2. Purpose

- 2.1 To address the hazards posed by the improperly installed façade tiles and prevent further incidents that could result in damage to property or injury to personnel and visitors.
- 2.2 To remove all existing wall tiles of the front façade, and replace them with aluminum composite panels (ACP) as a more durable, safer, and aesthetically enhanced alternative.
- 2.3 To procure the services of a qualified and professional contractor (hereafter referred to as the "Contractor") capable of providing the necessary manpower, equipment, materials, and technical expertise for the proper installation of aluminum cladding on the MWSS RO building façade.
- 2.4 To ensure that the repair and installation works comply with relevant industry standards, engineering best practices, and safety regulations, thereby reinforcing the structural integrity and long-term performance of the building façade.
- 2.5 To document all defects encountered during removal and installation for reference in pursuing claims or remedies against the original contractor and subcontractor.

3. **Approved Budget for the Contract.** The Approved Budget for this Contract (ABC) is **One million Two hundred thousand Pesos. (₱1,200,000.00)**, inclusive of VAT, applicable government taxes, permits, and incidental expenses.

3. Scope of Work. The scope of work for the third-party contractor shall include, but not be limited to, the following:

3.1. Pre-Construction Activities

- Conduct a thorough site inspection and assessment of the current condition of the facade.
- Develop and submit a detailed project plan, including methodology, work schedule, and safety protocols.
- Secure necessary permits and approvals, if applicable.
- Coordinate with MWSS RO to determine any restrictions on working hours or site access.

3.2. Removal and Preparation

- Implement temporary protective measures (e.g., scaffolding, nets, barriers) to safeguard workers and all surfaces during demolition.
- Safely remove the existing wall tiles and dispose of debris in compliance with environmental regulations.
- Identify and report any pre-existing structural issues uncovered during removal for documentation before proceeding.
- Prepare the surface for the installation of aluminum cladding, ensuring proper adhesion and structural support.

3.3. Installation of Aluminum Cladding

- Supply and install high-quality aluminum cladding that meets specified durability and aesthetic standards.
- Use of PVDF (polyvinylidene fluoride) coated ACPs is preferred for increased weather resistance.
- Install sub-framing and insulation, if needed, to ensure flatness and performance.
- Ensure proper sealing and waterproofing to prevent moisture infiltration.
- Submit color samples and shop drawings for approval prior to installation.
- Conduct alignment and finishing works to ensure compliance with architectural appearance standards, quality and project plan.

3.4. Post-Construction and Quality Assurance

- Conduct thorough inspection and testing of the installed cladding to ensure adherence to specifications.
- Final punch list walk-through with the MWSS RO PMU and documentation of rectifications.
- Conduct water leak testing and adhesion pull tests on randomly selected panels.

- Perform touch-ups and corrections as necessary.
- Provide a detailed completion report, including as-built drawings and warranty documentation.
- Clean up and restore the affected worksite to its original condition.
- Include preventive maintenance recommendations as part of the final documentation.

4. Specifications. The Contractor shall be guided with the following:

- Aluminum Composite Panel: Min. 4mm thickness, non-combustible core, PVDF finish.
- Fasteners and framing materials: Aluminum or equivalent corrosion-resistant materials.
- Include mechanical and thermal expansion tolerances.
- Refer to **Annex "A"**: Façade sketch, dimensions, and structural conditions.

5. Deliverables

The contractor shall deliver the following:

- Detailed project plan, including timeline and methodology.
- Structural assessment report after removal of existing tiles.
- Installed aluminum cladding compliant with industry standards.
- Completion report, including quality assurance testing results.
- Warranty coverages for materials and workmanship.
- DOLE-approved Construction Safety and Health Program (CSHP).
- Operation and maintenance manual for installed cladding system.
- Photographic documentation of each work phase (before, during, after).

6. Contractor Qualification Requirements

Interested contractors must submit proof of qualification:

- Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
- Valid Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- PCAB License must be valid and appropriate for vertical structure repair work, at least General Building – Category D.
- Submit prescribe original duly signed Omnibus Sworn Statement (OSS), and to attached:
 - a) Duly notarized Special Power of Attorney (if representing the owner of a sole proprietorship); or

- b) Duly notarized Secretary's Certificate in case of a corporation, partnership, or cooperative.
- Latest Income or Business Tax Return;
- Proof of at least one completed similar project within the last five (5) years with a contract value of at least 50% of the ABC.
- List of at least five (5) qualified technical personnel, including one licensed civil engineer or architect as Project-in-Charge.

7. General Requirements

The Contractor shall be responsible for the following:

- Submit and follow approved work, manpower, and delivery schedules.
- Implement and comply with the approved safety, environmental, and health protocols.
- Use high-quality, brand-new materials backed by manufacturer warranties.
- Implement dust, noise, and debris mitigation measures throughout the duration of the project.
- Install protective coverings for adjacent building components such as glass panels, floor tiles, lighting, and fixtures.
- Keep the site safe, clean, and organized during and after work.
- Provide access for MWSS RO inspectors and third-party engineers for independent quality checks.

8. Contract Period

The project must be completed within **sixty (60) calendar days**, exclusive of the time required for obtaining building permits. Extensions, if warranted, must be requested in writing and approved by MWSS RO based on justifiable causes (e.g., force majeure or permit delays beyond contractor's control).

9. Terms of Payment

- All payments are subject to applicable government accounting and auditing rules and regulations;
- Each progress billing must be supported with an Accomplishment Report certified by the MWSS RO Project Management Unit (PMU);
- Value-added tax and all applicable taxes must be reflected in billing statements.
- The 5% retention money shall be withheld from each progress billing proportionately; and

- A Mobilization Fee of 15% of the contract value may be released upon acceptance of Purchase Order and upon request.

10. Warranty

- The Contractor shall guarantee the work done to be free from both patent and latent defects and other conditions in the contract have been fully satisfied for a period of three (3) years, effective from the issuance of the Certificate of Inspection and Acceptance by the MWSS RO.
- The Contractor shall correct, at its own expense, any workmanship or material defects discovered during the three (3) year warranty period.
- Rectification must be completed within thirty (30) days from notice.
- Failure to comply may result in the use of retention money and/or blacklisting from future MWSS RO projects.
- The warranty obligation will be secured by retention money equivalent Five (5) percent of the awarded contract price. These funds will only be released after the warranty period has expired and upon receipt of a written request from the Contractor.

11. MWSS RO Responsibilities

- Provide unhampered access to the project site during working hours.
- Furnish available design drawings, structural plans, and historical reports.
- Assign focal persons from the PMU and Administration-Property Unit to coordinate inspections, address issues, and facilitate approvals.

12. Liquidated Damages

- Delay beyond the agreed contract period, including approved extensions, shall result in a penalty of 0.10% of the contract price per calendar day of delay, in accordance with RA 9184 and its IRR.
- Accumulated liquidated damages may be deducted from progress payments or the final billing.


13. Additional Provisions

- **Confidentiality Clause.** The Contractor shall treat all project documentation, designs, and data obtained during the project as confidential and shall not disclose such information without prior written consent from MWSS RO.

- **Force Majeure.** Neither party shall be held liable for delay or failure in performance due to events beyond their control, provided that written notice is given within seven (7) days from the occurrence of such event.
- **Termination Clause.** MWSS RO reserves the right to terminate the contract in whole or in part due to breach of contract, negligence, or failure to comply with TOR provisions.

End

Recommending Approval:


CLAUDINE B. OROCIO-ISORENA
DA for Administration and Legal
Affairs

APPROVED:


PATRICK LESTER N. TY
Chief Regulator

Contractor's Statement of Compliance:

I/We hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder:

Signature over Printed Name of Authorized Representative
Date: