Republic of the Philippines
PROVINCE OF CAMARINES NORTE

BAGONG PILIPINAS

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
Infrastructure
(Small Value Procurement)

The Provincial Government of Camarines Norte (PGCN), through its Bids and Awards Committee (BAC), hereby invites all interested contractors, to quote their lowest price on the project stated below, subject to the Terms of Reference (TOR), in accordance with Section 35.1 of the Implementing Rules and Regulation of RA 12009.

Name of Project and Location:	**RENOVATION OF COLD ROOM LOBBY AND STORAGE** **CNPH, Daet, Camarines Norte**
Contract Reference Number:	**RFQ-INFRA-2026-003 (4)**
Approved Budget for the Contract:	**P 395,409.05**

TERMS OF REFERENCE

I. The following documentary requirements shall be submitted together with the price quotation **(sealed in an envelope)**:

1. Valid PhilGEPS Registration Certificate-Platinum (Attach Annex "A" stating that you have a current and updated file of the following Class "A" eligibility documents under Section 23.1 (a) and 24.1):
   a. SEC/DTI/CDA Registration Certificate
   b. Mayor's Business permit
   c. Tax Clearance
   d. Philippine Contractors Accreditation Board (PCAB) license and registration
   e. Audited Financial Statements
2. BIR Registration Certificate
3. Income tax Return (ITR)- (for ABC's above 500K)
4. Omnibus Sworn Statement-(for ABC's above 50K)
5. Affidavit of Site Inspection
6. Name/credentials of proposed Key personnel (**Project Manager, Project Engineer, Materials Engineer, Construction Foreman and Safety Officer**)
7. List of all On-Going Government and Private Contracts including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
8. List of completed similar project with relevant experience with Building Construction.
9. List of Contractor's Equipment (**Enough Hand Tools**)
   (The contractor's major equipment units which are owned, leased and/or under Purchase agreements must be supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor during the duration of the project, as the case may be which must meet the minimum requirements)
10. Quotations **not** accompanied by the documents stated shall be automatically disqualified

II. Additional Requirements to be submitted within five (5) days from opening of sealed quotations:

1. Construction Schedule and S-Curve
2. PERT/CPM
3. Manpower Schedule
4. Equipment Utilization Schedule
5. Construction Method in Narrative Form
6. Construction Safety & Health Programs Approved by DOLE*

**Copy of the CSHP received by DOLE may be initially submitted together with the NOA however, the DOLE approved CSHP must be immediately submitted upon approval.*

II. Implementation Schedule:

The project should be completed within **Forty-Five (45) Calendar Days** starting from receipt of Notice to Proceed (NTP).

III. General Conditions:

1. All quotations must be legibly written.
2. Price offers exceeding the Approved Budget for the Contract (ABC) shall be automatically disqualified.
3. Price Quotations shall be duly supported by the **bidder's detailed computation of estimated costs for each item**.
4. Total bid offers shall be inclusive of taxes such as but not limited to VAT, income tax, local tax (such as Sand & Gravel Tax, Contractor's Tax) and other levies.
5. Price quotation will be valid for sixty (60) calendar days from date of opening of sealed quotations.
6. The price offered shall not be subject to any increase for whatever reason including in cases of devaluation/inflation during the entire duration of the contract.

IV. Awards of Contract

All submitted quotations will be evaluated and calculated including its eligibility requirements. The BAC shall recommend to the Head of the Procuring Entity the award of contract to the contractor/supplier with the Single or Lowest Calculated Responsive Quotation, setting forth the names of those who responded to the Request for Quotations (RFQ) with an Abstract of Quotations.

V. Performance of Security

1. To guarantee the faithful performance of the successful bidder of its obligation under the contract, it shall post a Performance Security within ten (10) calendar 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 denominated in Philippine Pesos and posted in favor of the procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash or Cashier's/Manager's check issued by a Universal or Commercial Bank. *(The Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.)*	Ten percent (10%)

(b) Bank Draft/Guarantee or irrevocable Letter of Credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. *(The Bank Draft/Guarantee, or irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.)*	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

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.

VI. Contract Signing

1. The Provincial Government Camarines Norte shall enter into contract with the winning bidder upon posting of the required Performance Security and insurance coverage. The following documents shall form part of the contract:
   a. Contract Agreement;
   b. Terms of Reference;
   c. Price Quotation Form including the detailed cost computation of estimated costs; and
   d. Notice of Award

VII. Notice to Proceed (NTP)

The Provincial Government of Camarines Norte shall issue the NTP to the successful bidder upon approval of the contract by the Head of the Procuring Entity.

VIII. Contract Implementation:

The rules and regulations and other aspect of contract implementation shall be in accordance with Section 71.2 of IRR of RA 12009, such as, but not limited to the following:

a. Variation Order-Change Order/Extra Work Order
b. Suspension Work
c. Extension of Contract Time
d. Liquidated Damages
e. Advance Payment
f. Negative Slippage
g. Progress Payments
f. Retention Money
g. Other Aspects of Contract Implementation

IX. Warrant Security:

1. To guarantee that the contractor shall perform his responsibilities as prescribed in Section 62.2.3.1(a) of this IRR, it shall be required to post a warranty security in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash or Letter of Credit issued by a Universal or Commercial Bank: Provided, however, that the Letter of Credit shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. *(The Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.)*	Five percent (5%)
(b) Bank Guarantee confirmed by a Universal or Commercial Bank. *(The Bank Draft/Guarantee may be issued by other banks certified by the BSP as authorized to issue such financial instrument.)*	Ten percent (10%)
(c) Surely 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.	Thirty percent (30%)

2. The warranty security shall be denominated in Philippine Pesos, remain effective for one (1) year from the date of issuance of the Certificate of Final Acceptance by the PGCN.

Funded through the ***Field Health Services (FHS) – Repair and Maintenance – Building and Other Structures Annual Budget 2026.***

Interested contractors/suppliers may obtain further information from the ***Provincial Government of Camarines Norte*** and inspect the Terms of Reference at the address given below from ***8:00 a.m. to 5:00 p.m., Monday to Friday, except Holidays.***

A complete set of Request for Quotation Documents may be acquired by interested contractors/suppliers on ***November 17, 2026 – November 26, 2026*** at the ***Provincial Capitol Building, Daet, Camarines Norte*** and from the website of the ***Philippine Government Electronic Procurement System (PhilGEPS)*** upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of ***Five Hundred Pesos (P500.00).*** The Procuring Entry shall allow the contractor/suppliers to present its proof of payment for the fees in person.

All Quotations together with the required documents must be placed in a sealed envelope marked ***RENOVATION OF COLD ROOM LOBBY AND STORAGE, CNPH, Daet, Camarines Norte*** must be duly received by the BAC Secretariat at the address below on or before ***November 26, 2026 at 1:30p.m***. Late bids shall not be accepted.

Opening of sealed quotations shall be on ***November 26, 2026 at 2:00p.m. onwards*** at the ***BAC Conference Office, 2nd Floor of Provincial Capitol Building, Daet, Camarines Norte.*** Bids will be opened in the presence of the contractors/suppliers representatives who choose to attend the activity.

For further inquiries, please coordinate with the BAC Secretariat the address below:

ENGR. HAROLD R. GESTIADA, EnP
P.A.B.E./ Head, BAC Secretariat
BAC Office, 2nd Floor, Provincial Capitol Building,
Daet, Camarines Norte

The Provincial Government of Camarines Norte reserves the right to reject any or all price quotations, to waive any minor defects therein, to annul the bidding process, to reject all price quotations, at any time prior to contract award, thereby incurring any liability to the affected bidder(s), and to accept only the offer that is most advantageous to the government.

The PGCN assumes no responsibility whatsoever to compensate and indemnify bidders for any expenses incurred in the preparation of their price quotations.

MAXIMO P. MAGANA JR., REA
Provincial Assessor/BAC Chairperson

PRICE QUOTATION

TO: **MAXIMO P. MAGANA JR., REA**
Provincial Assessor/BAC Chairperson

Sir:

After having fully read and accepted the Terms of Reference for the ***RENOVATION OF COLD ROOM LOBBY AND STORAGE, CNPH, Daet, Camarines Norte***, I hereby submit, **in a sealed envelope**, my price quotation, along with the required documents and detailed computation of estimated costs.

Item No.	Item Description/ Specifications/Scope of Work	Quantity	Unit	Unit Cost	Total Cost
Name of Project: **RENOVATION OF COLD ROOM LOBBY AND STORAGE** Location: **CNPH, Daet, Camarines Norte** Approved Budget for the Contract (ABC): **P 395,409.05**					
I	REMOVAL OF EXISTING STRUCTURES AND FIXTURES	83.92	Sq.m.		
II	CEILING WORKS	19.54	Sq.m.		
III	MASONRY WALL	23.99	Sq.m.		
IV	TILE WORKS	19.54	Sq.m.		
V	DOORS AND WINDOWS	20.13	Sq.m.		
VI	PAINT WORKS	135.04	Sq.m.		
VII	ELECTRICAL WORKS	1.00	LS		
SPL1	OCCUPATION HEALTH & SAFETY PROGRAMS	1.00	Lot		
TOTAL					
In words:					

If our bid is accepted, we undertake to provide the required performance security.

We agree to abide by this bid for the bid validity period of one hundred twenty (120) 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 bid, together with your written acceptance thereof and your Notice of Award (NOA) shall be binding upon us.

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

_____
Name of Firm/Offeror

_____
Printed Name and Signature of Representative

_____
Address

_____
Telephone No./Cellphone No./E-mail Address

_____
Date