



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES CHICAGO

07 March 2021

REQUEST FOR QUOTATION

Sir/Madam,

We would like to request for your lowest price quotation for the item described below, subject to the following:

1. Quotations submitted to this Office will be considered final offer. In the event that the price is acceptable, a properly accomplished and approved Purchase Order and Job Order will be served to the supplier/contractor;
2. The Philippine Consulate General reserves the right to reject, or to accept any offer it may deem most advantageous to the Government;
3. Goods/Services supplied or delivered shall be subject to the usual inspection by the Philippine Consulate General's duly authorized representative;
4. Payment will be effected in compliance with the Philippine Government's prescribed accounting and auditing requirements; and
5. The validity period of the prices quoted must appear in the quotation.

QTY	UNIT	PARTICULARS	AMOUNT
1		Repair and Upgrade of the Official Residence <i>(Attached is a copy of the Terms of Reference)</i>	USD 62,000.00

Name of Supplier/Provider : _____
 Address of Supplier/Provider : _____
 Supplier/Provider's Contact Details: _____

Deadline for the submission of quotations will be on 31 March 2021.

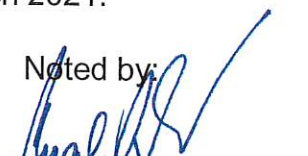
Prepared by:



LEILA V. IMPERIAL

Property Officer and Member of
BAC-Technical Working Group

Noted by:



RYAN C. PONDOC
BAC Chairperson

TERMS OF REFERENCE

EMERGENCY/PENDING REPAIRS AND UPGRADE OF THE OFFICIAL RESIDENCE OF THE CONSUL GENERAL IN CHICAGO PCG

A. BACKGROUND

The Philippine Consulate General in Chicago, Illinois intends to engage the services of a technically, legally and financially capable General Contractor to provide continuing repairs and upgrade of the Official Residence of the Consul General located at 945 Timber Hill Rd. Highland Park IL. The Official Residence sustained severe water damage on 28 December 2020 due to the bursting of an old copper pipe because of freezing temperatures. Excessive water caused flooding at the basement, submerged the gas furnace, water heater and carpeted flooring.

The Consulate hired the services of HN Rooter Plumbing & Sewer Drain Co. and M & I Heating and Cooling Inc. who conducted emergency repairs and performed the following: 1. Drained the water out of the official residence, 2. Repaired broken pipes, 3. Replaced the badly damaged gas furnace and 4. Restored the heating, ventilation and air conditioning (hvac) unit of the property.

The Consulate will now focus on the upgrade and remaining structural repairs particularly on the basement, garage, first and second floor of the official residence which sustained severe water damages.

B. OBJECTIVE

The objective of this project is to conduct remaining structural repairs and upgrade of the official residence to address the issues affecting its different areas. This is necessary in order for the official residence to be fully functional as a habitable abode and to be utilized as an official venue for the incoming Consul General's activities and events.

C. SCOPE OF WORK

This project involves the conduct of structural assessment of the existing state of the official residence and involves the supply, delivery and installation of construction materials necessary for its continuing repairs and upgrade.

DETAILED SCOPE OF WORK

The General Contractor shall undertake the repair and upgrade of the following specific areas at the official residence:

a. Basement

Frames

Removal of damaged frames and installation of new wooden frames. Installation of missing support frames where missing and at the crawl space.

Drywall

Installation of new drywall on walls and on ceiling where missing.

Flooring

Installation of new vinyl waterproof planks, at the flooring and steps connecting the basement to the first floor.

Electrical

Removal of any loose electrical connections and install new can lighting, outlets and switches.

Painting

Application of primer paint on all drywalls. Application of two coats of paint on walls and ceilings.

Cabinetry

Installation of one base cabinet with vinyl countertops.

Window

Replacement of a broken window.

b. First Floor

Garage

Installation of drywall and insulation at the ceiling. Perform clean up and haul away all construction debris.

Side Room

Installation of drywall and vinyl flooring.

Painting

Application of primer paint on all drywalls. Application of two coats of paint on walls and ceilings.

c. Second Floor

Master's Bedroom

Removal of carpet and replacement of damaged hardwood floors.

Hallway

Replacement of damaged hardwood floors.

Flooring

Removal of carpets and refinish all hardwood floors at the entire second floor.

Bathroom

Replacement of damaged tiles and installation of new ones that matches with existing tiles. Installation of new bathroom vanity and plumbing connection to the new sink.

d. Staircase

Refinish all hardwood flooring/steps.

D. PROPOSED SCHEDULE OF ACTIVITIES

The project shall be implemented with the following target dates per activity. This shall also be the basis of the progress billing and the final date of project completion. Any modification to the said schedule shall be supported by a change request and justification report from the General Contractor.

ACTIVITY	NO. OF CALENDAR DAYS
Project Preparation and Mobilization	7 calendar days upon receipt of notice to proceed
Delivery of Supplies and Materials	10 calendar days upon receipt of notice to proceed
Project Implementation	45 calendar days upon receipt of notice to proceed
Project Completion and Acceptance	55 calendar days upon receipt of notice to proceed

The periods indicated in the above matrix aims to provide target dates only and does not illustrate the actual deployment of the construction services.

E. IMPLEMENTATION

No construction work shall commence unless the General Contractor has submitted the detailed work plan and the Consulate has given written approval. Work execution shall be in accordance with reviewed and approved documents.

The General Contractor shall register and acquire necessary permits with concerned authorities at Highland Park, IL prior to the commencement of the project and provide all materials, equipment and labor necessary to perform satisfactorily the construction services required at the official residence.

a. Staffing

The General Contractor shall ensure that the construction team is composed of experts/professionals with relevant training and adequate experience in construction work.

The General Contractor shall also provide a written list of the names and addresses of all parties furnishing materials and labor and of the amounts due or to become due to each. This list, or affidavit, must appear either as part of the contract or in a separate printed statement.

b. Warranty

The General Contractor shall assume full responsibility for the contract work from project commencement up to the final acceptance of the Consulate and shall be held responsible for any damage or destruction of the works except those occasioned by *force majeure*.

The General Contractor shall also warrant that construction materials are of good quality and meets the generally accepted manufacturing standards.

c. Progress Reports

The General Contractor shall ensure the submission of progress reports to the Consulate in accordance with its detailed work plan. The Consulate on the other hand, shall submit a status update as prescribed by the Home Office and upon completion of the project, shall send a utilization report using the standard format and attach copies of all disbursement vouchers.

d. Payment Schedule

The payment shall be made through progress billing. The Consulate and the General Contractor shall agree to a staggered payment scheme composed of a deposit, second payment and final payment. The payment may be made via check, cashier's check or electronic wire transfer. At the completion of the project, the final official receipt shall be marked "paid in full". Final payment shall be made only if the Consulate determined that the project passed final inspection and walkthrough.

F. PROJECT DURATION

The project's duration shall not be more than three (3) months. Project extension will subject the General Contractor to penalties and surcharges (as stipulated in RA 9184) unless the fault is attributable to the Consulate. The General Contractor is expected to follow the scheduled completion **strictly**.