



**REQUEST FOR PROPOSAL  
 (Small Value Procurement) (3rd Posting)**

Company Name : \_\_\_\_\_ Date: \_\_\_\_\_  
 Address : \_\_\_\_\_ Quotation No. CWD 40-2018  
 End-User: Administrative Department  
 Tel. No./Fax No. : \_\_\_\_\_  
 T.I.N. : \_\_\_\_\_

Please quote your lowest price on the item(s) listed, subject to the Terms and Condition stated below and in a sealed envelope submits your proposals duly signed by authorized representative;

Activities	Date and Time	Place/Venue
Pre-bid Conference	September 17, 2018 @ 1:00pm	2 <sup>nd</sup> floor CWD Warehouse Building, Lakeview Subdivision, Brgy. Halang Calamba City
Opening of Proposal	September 25, 2018 @ 1:00pm	

Evaluation procedures shall be QUALITY COST BASED EVALUATION (QCBE) - 60% Technical Proposal, 40% Financial Proposal.

*Joelito A. Gillera*  
**ENGR. JOSELITO A. GILLERA**  
 BAC Chairman

**TERMS AND CONDITIONS:**

1. ALL ENTRIES SHALL BE TYPEWRITTEN
2. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS
3. THE APPROVED BUDGET FOR THE CONTRACT IS AMOUNTING TO **Php 650,000.00**  
(BID EXCEEDING THE ABC SHALL BE AUTOMATICALLY DISQUALIFIED)
4. ALL PAGES OF THE SUBMITTED DOCUMENTS MUST BE SIGNED BY THE AUTHORIZED REPRESENTATIVE/S

**DOCUMENTARY REQUIREMENTS SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION:**

1. PHILGEPS CERTIFICATE OF PLATINUM MEMBERSHIP
2. INCOME AND BUSINESS TAX RETURNS (VAT PAYMENT) LATEST SIX (6) MONTHS
3. OMNIBUS SWORN STATEMENT
4. PROFESSIONAL LICENSE / CURRICULUM VITAE
5. COMPANY PROFILE

Item no.	ITEM & DESCRIPTION/ TECHNICAL SPECIFICATION	QTY.		UNIT AMOUNT	TOTAL AMOUNT
	<b>Supply of Design and Estimate of CWD Building III and Roofing of CWD Main Building (Outsource)</b>				
1	CWD Building III	1	Lot	461,225.60	461,225.60
2	Roofing of CWD Main Building	1	Lot	188,774.40	188,774.40

## Terms of Reference

### 1.0 BACKGROUND

Calamba Water District expanded its services on the different areas thru donation, turned over Barangay/Subdivision Water System, and expansion projects. The current CWD Main Office Building was occupied way back year 1998. As years passed, the organization had greatly catch-up with technology through the use of numerous computers on the workplace. Currently, CWD aims for the improvement of its working environment particularly the electrical system.

Moreover, an additional space for safekeeping of tools, equipments and vehicles of the Engineering and Production Department is needed. This will help our staff for a fast and accurate response to any complaints as well as on service connections.

Further, to cover the roof top of CWD Main Building and make the space functional. This will also prevent leakages on the floor caused by the saturation of water on the concrete slab that affects the fourth and third floor wall, electrical panel board and stair landings during rainy days. Thus, it will address the perennial problem of leakages on the building as a whole.

### 2.0 OBJECTIVES

1. To come up with the ergonomically and economical four (4) story building design.
2. To improve working space and cater existing and additional manpower for efficient performance for total customer satisfaction
3. To maintain the building in good condition.
4. To evaluate the existing capacity and safety of the electrical system of the CWD main building or building one (1).

### 3.0 ARCHITECTURAL, CIVIL, STRUCTURAL, PLUMBING, ELECTRICAL AND MECHANICAL DESIGN SERVICES

#### Scope of Work

1. The Consultant shall be responsible for the architectural planning and civil, structural, plumbing, electrical and mechanical engineering design including landscaping (if any) etc. of the proposed CWD building three(3), roof top office with approximate area of 418 (see attached sketch) and 242 square meter respectively .
2. The Consultant shall be responsible for the evaluation of existing electrical system and preparation of enhancement or revision to serve its purpose. It includes the following:
  - a. The Consultant shall investigate the structural capacity of the CWD main building collect site and existing data and several materials specification from Owner which may be required for the purpose of preparation of plans and for drawing up preliminary plans and estimates. The consultant will present preliminary plans until finally accepted and approved by the Owner – CWD.
  - b. Preparation of all working drawing (in suitable scale) based on the approved preliminary plans sufficient in detail for submission to Building Official of the City. The drawing submitted shall also show existing water supply, sewerage (if any) and drainage system
  - c. The Consultant should have at his/her office the latest Structural Architectural software like Staad and Autocad respectively and Primavera System / MS Project.
  - d. Preparation of detailed estimate, technical specifications and modification of the estimates as when required by the Owner shall also be done by the Consultant.
  - A. The Consultant shall also be present in the pre bid conference of the tenders of the construction works and shall also provide the necessary required replies to the queries. The Consultant shall have to make visit to Owner's office for presentation of Design from time to time. For all such visits, no allowances shall be admissible to the Consultant. The work shall be done in the following stages.



<p><b>A.Planning and Design:</b></p> <p><b>STAGE 1</b>  <b>Preliminary plans / Estimates</b>  The Consultants shall present the preliminary plans and estimates until they are finally approved by the Owner – CWD.</p> <p><b>STAGE 2</b>  The Consultant shall submit bill of quantity and detailed estimate based on CWD format, technical, specification, structural analysis, schedule of work, scope of work, manpower and equipment utilization, all working drawings in suitable scale based/or standard scale for building construction on approved plans with building permit in details for construction building process.</p> <p><b>4.0 SCHEDULE AND COMPLETION TIME</b></p> <p>It is the intent of the Calamba Water District that design and all requirements (structural analysis, BOQ, technical specifications, all drawings, schedule of works) and necessary Building Permit for building 3, roof top roofing, and building 1 to be completed within two (2) months counted from the day after received of Purchase Order.</p> <p><b>5.0 SUBMISSION OF DOCUMENTS</b></p> <ol style="list-style-type: none"> <li>1. Preliminary planning/design seeking comments and approval in 30" x 20" size tracing paper and blue print and 1 soft copy. 1 hard copy each</li> <li>2. Proposed Drawing Signed and Sealed in 30" x 20" Size tracing paper And 1 soft copy 1 hard copy</li> <li>3. Preliminary and final BOQ and detailed estimate respectively both in soft and hard copy (1 copy each).</li> <li>4. Technical Specification, scope of work, structural And electrical Analysis, schedule of work in A4 size paper, both in soft &amp; hard copy (1 copy each)</li> </ol> <p><b>B. Execution</b></p> <ol style="list-style-type: none"> <li>1. The Consultant is obliged to make free of cost for the minor changes in the plan if needed during the execution of the work or in any additional work in the plan as per request by the Owner.</li> <li>2. Investigation  Soil and other investigation necessary shall be done by the Consultant.</li> </ol> <p>Legend: CWD – Calamba Water District  <b>****Nothing Follows****</b></p>				
<b>Approved Budget for the Contract      Php</b>				<b>650,000.00</b>

Delivery Period            : \_\_\_\_\_  
Warranty                     : \_\_\_\_\_  
Price Validity               : \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We quote on the item(s) at prices noted above.

\_\_\_\_\_  
Printed Name/Signature/Date

\_\_\_\_\_  
Tel. No. /Cellphone No./ e-mail address