



Republic of the Philippines  
**NATIONAL COMMISSION ON INDIGENOUS PEOPLES**  
**Cordillera Administrative Region**  
Unit 311, Lyman Ogilby Centrum, 358 Magsaysay Avenue, Baguio City  
Telefax: (074) 422-4173 | [www.ncipcar.ph](http://www.ncipcar.ph) | [ncipcarbac@gmail.com](mailto:ncipcarbac@gmail.com)

## REQUEST FOR QUOTATION

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Sir/Madam:

The National Commission on Indigenous Peoples through its Bids and Awards Committee (BAC), will undertake procurement of civil works for the Nursery Establishment in Domolpos, Tinongdan, Itogon, Benguet with an approved budget for the contract of Two Hundred Sixty Thousand Two Hundred Ninety Eight Pesos and 91/100 Only (Php 260,298.91).

The procurement will be undertaken through Small Value Procurement in accordance Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

In accordance with the Terms of Reference, please accomplish, provide correct and accurate information and submit the duly signed Price Quotation Form (Annex "A") in a sealed envelope on the address indicated in the letterhead or email at [ncipcarbac@gmail.com](mailto:ncipcarbac@gmail.com) not later than 9:00 AM of September 25, 2020.

The NCIP-CAR reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

Very truly yours,

**ATTY. BRAIN S. MASWENG**  
BAC Chairman

**PRICE QUOTATION FORM (ANNEX "A")**

**ATTY. BRAIN S. MASWENG**

BAC Chairperson  
National Commission on Indigenous Peoples  
Cordillera Administrative Region

S I R:

After having carefully read and accepted the terms and conditions, I hereby submit my quotation together with the required documents:

Quantity	Financial Offer/Quotation	Total Cost inclusive of applicable tax (Please state amount in words and in figures)
1 lot	Nursery Establishment in Domolpos, Tinongdan, Itogon, Benguet	Php _____

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

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

Note:

1. All entries must be typewritten or hand-printed, corrections must be countersigned.
2. Price offer exceeding the ABC for this project shall be automatically disqualified
3. Bid offer shall be duly supported by the bidder's detailed computation of costs for each item of work as enumerated in the bill of quantities.
4. Total bid offers shall be inclusive of taxes such as but not limited to VAT, income tax, local tax and other levies.
5. Price validity shall be for a period of 120 calendar days from the date of opening.
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.

Bidder's Commitment:

We hereby agree and bind ourselves to the terms and conditions herein specified, to the manner of bidding and evaluation set up by the Bids and Awards Committee. We understand that NCIP-CAR is not bound to accept the lowest or any quotation it may receive.

Very truly yours,

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

Position: \_\_\_\_\_

Company Represented: \_\_\_\_\_

Tel. No. / Cellphone No.: \_\_\_\_\_



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Project : **NURSERY ESTABLISHMENT**  
 Location : Domolpos, Tinongdan, Itogon, Benguet

**BILL OF QUANTITIES**

<i>To be filled up by the Procuring Entity</i>				<i>To be filled up by the Bidder</i>
Item No (1)	Description (2)	Unit (3)	Quantity (4)	Amount in Words and Figures (Pesos) (5)
ITEM I	<b>Initial Nursery Operation</b>	Lot	1	
	Rattan seedlings	Seedlings	5000	
	Citrus mother plants – bud rootstock seedlings	Seedlings	100	
	Potting bags	Pieces	5000	
	Potting media	Cu.m	9	
	Tools and equipment	Lumpsum	1	
ITEM II	<b>Seedling Purchase and Plantation Establishment</b>	Lot	1	
	#12 x 6" x 12m cyclone wire	Pieces	8	
	#15 x 100m double standard barb wires	Pieces	8	
	Indigenous pole cutting (live fence)	Lumpsum		
	# 16 GI wire	Kilos	35	
ITEM III	<b>Shade Net Installation</b>	Lot	1	
	#12 x 25kg/roll wire	Rolls	5	
	# 16 wire	Kgs	2	
	3" S40 G.I pipe	Lm	14	
	12mm RSB	Pieces	7	
	Shade net 50m/roll 50% shade intensity-black or green	Rolls	5	
	Anti-insect nylon net (3mx50m)	Rolls	3	

Submitted by:

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## TERMS OF REFERENCE

### SMALL VALUE PROCUREMENT (SEC. 53.9) FOR THE NURSERY ESTABLISHMENT

#### I. Identifying Data

Project: Nursery Establishment

Location: Domolpos, Tinongdan, Itogon, Benguet

Approved Budget for the Contract (Ceiling Amount): Php 260,298.91

#### II. Qualification of Bidders

Bidders qualified under Section 23.4.2 (eligibility requirements for the procurement of infrastructure projects) are allowed to participate. Preferably, bidders should have implemented similar infrastructure projects within the ancestral domain or have previous engagements with the ICCs/IPs in the area.

#### III. Schedule of Activities

- a. Posting of Request for Quotation (RFQ) and related documents in the PhilGEPs and NCIP-CAR Website: September 18, 2020
- b. Issuance of RFQ: September 18, 2020 until 9:00 AM of September 25, 2020
- c. Deadline for submission and receipt of bids: September 25, 2020 at 9:00AM
- d. Opening of bids and eligibility check: September 25, 2020 at 9:00 AM

#### IV. Bid Forms

Plans and all other bidding documents can be downloaded at PhilGEPs website and NCIP-CAR website or can be taken at the NCIP Regional Office.

#### V. Submission and Receipt of Bids

The bidder shall submit the accomplished price quotation form, bill of quantities and the following documents:

- a. Mayor's/Business Permit
- b. PhilGEPs Registration
- c. PCAB License
- d. Income/Business tax return
- e. Omnibus Sworn Statement shall be required if after evaluation, your bid will be determined as the Single/Lowest Calculated or Responsive Bid.

#### VI. Performance Security

To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar

days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract. The Performance Security shall be denominated in Philippine Pesos in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount (Not less than the required percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
(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.	
(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.	Five percent (5%)

#### VII. Contractor's Obligation

1. The contractor shall take charge of securing the permit from LGU, if necessary.
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 **thirty eight (38) calendar 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 Project-in-Charge and Letter Request of the Contractor and reasons for the purpose of work extension and approval of the Head of the Procuring Entity.
3. The Contractor shall be liable and accountable for any eventualities such as;
  - a. Accident, injury and death of its workers.
  - b. Harm and injury to third parties caused by its workers.
  - c. Financial credit from third parties by its workers.
4. All duties, excise and other taxes and revenue charges, if any shall be borne by the Contractor.
5. Upon completion of all the works covered, it is duty of the contractor to clear and clean all surfaces including the surroundings from paint and spots, dirt and other unsightly objects. All finished work shall be inspected and approved by the project in-charge. Any portion of the work not in conformity to standards shall be removed and/or repaired at no extra cost before the final turnover of the building to the end user.
6. Construction Safety and Health
  - a. The jobsite shall be secured and provided with safety signage installed at visible and unobstructed areas.
  - b. Notice of Construction in tarpaulin shall be provided on site and installed in unobstructed areas where it is visible to the public.
  - c. Proper construction outfit shall be worn at the jobsite at all times.
  - d. Personal Protective Equipment (PPE) shall be provided by the contractor, at his own expense, to his workers.

VIII. 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 NCIP-CAR shall rescind this Contract, without prejudice to the other courses of action and remedies open to it.

IX. Warranty

The Contractor shall be required to put up a warranty security in the form of cash, bank guarantee, letter of credit, GSIS or surety bond callable on demand, in accordance with the following schedule:

Form of Warranty	Amount (Not less than the required percentage of the Total Contract Price)
Cash or letter of credit issued by 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	Five percent (5%)
Bank guarantee confirmed by a Universal or Commercial Bank	Ten percent (10%)
Surety 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%)

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 Procuring Entity, and returned only after the lapse of the said one (1) year period.

X. Final Payment

Final payment of the contract price shall be made upon submission of the complete requirements by the supplier (ie. billing statement) and issuance of Certificate of Completion to be prepared by the Project-in-Charge with the Inspection Team.

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