



2nd RFQ

REQUEST FOR QUOTATION

PROJECT: "REPAIR AND IMPROVEMENT OF THE NTA CENTRAL OFFICE"

Purchase Request No.: 2407 - 350

The NATIONAL TOBACCO ADMINISTRATION (NTA), through its *Corporate Operating Budget for CY 2024*, intends to apply the sum of ₱199,222.93, being the Agency Estimate, for the project "**Repair and Improvement of the NTA Central Office**". Quotations received in excess of the Agency Estimate shall be automatically rejected.

1. The NTA now invites quotations for the "**Repair and Improvement of the NTA Central Office**". Completion of the Works is required for **30 calendar days**, from receipt of Notice to Proceed.
2. A complete set of Specifications and Quotation Form may be acquired by interested parties from **MR. GERALD C. GUZMAN**, from the address below.
3. A copy of your **Business/Mayor's Permit¹**, **PhilGEPS Registration Number**, and **Philippine Contractors Accreditation Board (PCAB) License** are also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.
4. The **Omnibus Sworn Statement² (for ABC's above Php 50k) (GPPB-prescribed forms)**, **Income/ Business Tax Return³ (for ABC's above Php 500k)**, and **Net Financial Contracting Capacity (NFCC) (for ABC's above Php 500k)** will also be required to be submitted.
5. Quotations must be delivered to the address below on or before October 24, 2024, at 5 PM.
6. The NTA reserves the right to accept or reject any quotation prior to contract award, without thereby incurring any liability to the affected interested parties.

For further information, please refer to:

ZENAIDA T. ARROJO
National Tobacco Administration
11TH Floor, The Upper Class Tower, Quezon Avenue
corner Scout Reyes St., Quezon City
Tel No. 372 3188;
Website Address: nta.da.gov.ph


ZENAIDA T. ARROJO
Chairperson, NTA-BAC

¹ In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

² In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

³ Manually filed tax returns or filed through the EFPS



**Repair and Improvement of the NTA Central Office
PROGRAM OF WORK**

Region : NCR		Roadbed Width : na			
Name of Project : Repair and Improvement of the NTA Central Office		Bridge Width : na			
Location : Lots 1 & 2 cor. Scout Reyes Brgy. Paligsahan, Quezon City		Type of Structure : Multi-purpose Building			
Appropriation :		No. of Span : na			
Source of Fund :		No. of Piers : na			
Classification :		Dimension : na			
Station Limits :		No. of Storeys :			
Net Length :		No. of Classrooms : na			
Starting Date : FOLLOWING RA 9184		No. of Days to Complete 30 c.d.			
ITEM	ITEMS OF WORK TO BE DONE	PERCENT	EQUIPMENT		
		%	DESCRIPTION	NEEDED	
PART I	OTHER GENERAL REQUIREMENTS		Minor Tools	1	
I-1	Mobilization and Demobilization		Scaffolding	2	
PART II	FINISHING				
II-1	Carpentry Works				
II-2	Supply and Installation of fabricated Metal Door, Jambs, & Accessories				
II-3	Dismantling and Relocation of Tempered Glass Doors				
II-4	Painting Works (Masonry/Concrete Painting)				
PART III	ELECTRICAL				
III-1	Conduit, Boxes, Fittings, & Breaker				
III-2	Wires, Wiring Devices & Existing Line trouble shooting				
ITEM	DESCRIPTION	ESTIMATED COST OF PROPOSED WORK			
		UNIT	QUANTITY	UNIT COST	TOTAL COST
PART I	OTHER GENERAL REQUIREMENTS				
I-1	Mobilization and Demobilization	L.S	1.00	-	
PART II	FINISHING				
II-1	Carpentry Works	Sq.m	54.75	-	
II-2	Supply and Installation of fabricated Metal Door, Jambs, & Accessories	Sq.m	1.89	-	
II-3	Dismantling and Relocation of Tempered Glass Doors	Sq.m	3.78	-	
II-4	Painting Works (Dry Wall Painting)	Sq.m	109.50	-	
PART III	ELECTRICAL				
III-1	Conduit, Boxes, Fittings & Breaker	L.S	1.00	-	
III-2	Wires, Wire Devices & Existing line trouble shooting	L.S	1.00	-	
BREAKDOWN OF EXPENDITURES (ESTIMATE)		%			
1. LABOR					A. TOTAL PROJECT COST
2. MATERIALS					(DIRECT / INDIRECT)
3. EQUIPMENT EXPENSES					B. ENG'G. & ADMIN. OH
4. INDIRECT COST (OCM, PROFITS, TAX, VAT)					C. SURVEY PREPARATION
5. SOIL TESTING:					D. ROW /SITE ACQUISITION
5. ENG'G. & ADM. OVERHEAD					SOIL TESTING
6. CONST. CONTINGENCIES					E. CONST. CONTINGENCIES
7. GENDER & DEVELOPMENT					F. GENDER & DEVELOPMENT
8. COST OF RIGHT OF WAY					G. COST OF RIGHT OF WAY
9. RA 9206					H. RA 9206
10. YOUTH & INFRA DEVELOPMENT					I. BUDGET RESERVE
11. BUDGET RESERVE					J. YOUTH & INFRA DEVELOPMENT
TOTAL					K. APPROPRIATION