



GSIS Government Service Insurance System
Bacolod Branch Office, Araneta St, Brgy Tanguib, Bacolod City 6100 Tel No: 444-0982

REQUEST FOR QUOTATION

The **GOVERNMENT SERVICE INSURANCE SYSTEM** invites all interested registered suppliers to submit quotations for:

- | | | | |
|---|-----|--|---------------------|
| 1 | LOT | Construction of Covered Parking Extension
(20.8m x 9.4m x 3.5m) | ₱ 450,000.00 |
|---|-----|--|---------------------|

NOTE : Please submit quotation in a SEALED envelope

Bid Forms may be secured from the GSIS Bacolod Branch Office, Office of the Branch Manager/Admin Staff starting 07 Sept 2015. The last day of submission of quotation shall be on 18 September 2015, not later than 10:00 A.M.

Contact Person/s : Dominador I. Discaya, Jr/ Karen V. Lavadia
Telephone Nos. : 034 444 0982; 034 704-1815
Fax No. : 034 444 0982
Place of Submission of Quotation : Office of the Branch Manager / Admin Staff
GSIS Bacolod, Araneta Street, Bacolod City

RFQ 2015-014

CONSTRUCTION OF COVERED PARKING EXTENSION AT GSIS BACOLOD BRANCH OFFICE

TERMS OF REFERENCE (TOR)

1. COVERAGE

The procurement for **materials and labor** needed for the covered garage/parking extension located at GSIS Bacolod Branch Office.

2. THE APPROVED BUDGET FOR THE CONTRACT (ABC) - P450,000.00

3. LOCATION AND DESCRIPTION OF THE PROJECT.

PROPERTY	DESCRIPTION	LOCATION
GSIS garage/parking area	Construction of covered parking extension (20.8m x 9.4m x 3.5m)	GSIS Bacolod Branch

4 SCOPE OF WORK

4.1 The general scope of work is to provide **materials** and **labor** needed to undertake the construction of a covered parking extension which will be used to house vehicles of GSIS executives and employees.

5 Terms

5.1.1 The requirement shall be for a period of one (1) **month to finish the job**. Likewise, notwithstanding any provisions to the contrary, the GSIS shall have the right, power and privilege to extend or terminate the services of the Contractor for valid cause.

6 Contract Price

6.1.1 The GSIS shall pay to the Contractor the amount described in the Purchase Order documents which is made an integral part hereof.

7 Terms of Payment

7.1.1 GSIS shall pay the Contractor a sum equivalent to 10% of the approved contract as mobilization fee within 5 working days upon start of project. Progress billing and payment shall also be allowed upon completion of at least 50% of the project while the remaining amount shall be paid less tax after the job has been completed.

7.1.2 All payments shall be subject to existing accounting and auditing rules and regulations applicable to the GSIS.

8 Attorney's Fees/Liquidated Damages

8.1.1 In the event that the Contractor fails to perform its obligations within the agreed period as specified in the terms and conditions of this Contract, and the GSIS shall, without prejudice to its other remedies under this Contract and other applicable laws, deduct from the Contract Price, as liquidated damages, a sum equivalent to one-tenth of one percent (0.01%) of the cost of the unperformed portion of the contract per day of delay but not to exceed ten percent (10%) of the total contract price. It is understood that the damages herein provided are fixed and that the GSIS shall not be required to adduce proof thereof.

9 Miscellaneous Provisions

9.1.1 The **GSIS Bacolod Branch Office** shall monitor on the completeness of the job and decide on all questions which may arise on the quality of the job rendered, but also on the capability, competence and readiness to perform its duties.

9.1.2 The Contractor shall, at all times, be directly responsible for the acts or conduct of the personnel under its employ, for their salaries or wages or compensation and other benefits provided for under existing and applicable labor laws.

9.1.2.1 Any damage to the systems, facilities and equipment of the GSIS due to theft/pilferage or damage due to negligence directly or indirectly caused by the service provider or its personnel shall be immediately repaired /restored /replaced by the Contractor for its account.

9.1.2.2 The Contractor shall indemnify the GSIS and its personnel and other persons who might suffer physical injuries, loss or any other form of damages as a result of the his negligence or violation of this Contract.

9.1.3 It is understood that failure/delay of the GSIS to demand strict compliance with any and all of the terms of the Contract shall not be considered as waiver of the enforcement of its rights in connection therewith.

9.1.4 The Contractor agrees and obligates to finally and unconditionally abide by the decision of the GSIS on the interpretation or construction of any term, condition or stipulation contained in this Contract, including its implementation.

9.1.5 The Contractor agrees and obligates to hold the GSIS free and harmless from any and all actions, suits, damages and claims which may be brought or instituted by any party whomsoever by reason of this Contract and/or its implementation, the non-observance or non-performance by the Contractor of its obligation under any rule, regulation, ordinance or law, or any of the covenants herein stipulated.

9.1.6 The Contractor shall not assign or sub-contract the services or any portion thereof covered by the Contract without the written approval of the GSIS.

- 9.1.7 The Contractor and its personnel shall at all times comply with all the safety and security regulations of the GSIS.
- 9.1.8 The Contractor shall not, during the term of this Contract disclose to any third party any information as to the state of affairs or business of the GSIS which has come to the knowledge of Contractor by reason of this Contract.
- 9.1.9 Any action between the GSIS and the Contractor in connection with or relating to the Contract shall be brought to the proper courts in the City of Pasay, Philippines.
- 9.1.10 The Purchase Order (PO) shall form part of this Contract.

Prepared by:

KAREN V. LAVADIA
SO I -OBM

Certified with funds available:

DOMINADOR I. DISCAYA JR.
TA/SEC-OBM/Budget Officer

Certified correct as to specifications:

ENGR.MILES ANDRES C. CANASTILLO
Acting Officer I, FSD

Noted:

VILMA L. FUENTES
Branch Manager