



REQUEST FOR QUOTATION

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

DESCRIPTION	Quantity	Unit
SUPPLY AND INSTALLATION OF GSIS SIGNAGES	1	lot
<i>Please see attached Terms of Reference (TOR)</i>		

Forms may be secured from the Office of the Branch Manager, GSIS Cagayan de Oro Branch Office, Mayor P.N. Roa St., Brgy. Carmen, Cagayan de Oro City starting 11 April 2017. The last day of submission of quotation shall be on 19 April 2017, not later than 3:00 PM.

Contact Person/s : Roberto R. Jucoy / Jonalyn C. Clitar
Tel. No. : (088) 858-5818
Mobile No. : 09173250573 / 09173021924
Place of Submission of Quotation : Office of the Branch Manager
GSIS Cagayan de Oro Branch Office
Mayor P.N. Roa St., Brgy. Carmen
Cagayan de Oro City



**TERMS OF REFERENCE
SUPPLY AND INSTALLATION OF GSIS SIGNAGES**

1. PROJECT / ACTIVITY

Removal of existing old GSIS signages and supply / installation of horizontal type with LED lighting, vertical/roadside type with LED lighting, and logo only.

2. APPROVED BUDGET FOR THE CONTRACT (ABC)

The GSIS CDO has allocated a budget of One Hundred Fifty Thousand Pesos and 0/100 (PhP150, 000.00) inclusive of all applicable taxes.

3. SCOPE OF WORK

3.1 Dismantling

- a. Dismantling of existing old GSIS signages shall be done with utmost care;
- b. All demolished materials shall be cleared and transferred to the designated area before the start of the installation of new GSIS signages;

3.2 Replacement of existing / old GSIS signages

- a. Wall Façade Signage, horizontal, to be installed at the front of the building (refer to attached drawing 1)
 - a.1 dimension: 6.00 L x 0.15M W x 1.20M H
 - a.2 panaflex clad and aluminum framing on edging
 - a.3 metal furring framing @ 0.30 M O.C.
 - a.4 GI sheet backing clad
 - a.5 LED lighting fixtures
 - a.6 colors: blue, green, yellow, white & silver
- b. Vertical signage to be placed at the left side of main entrance gate (refer to attached drawing 2)
 - b.1 aluminum fascia tray with acrylic lettering
 - b.2 LED lighting fixtures
 - b.3 concrete footing
 - b.4 2x2 steel angle bar
 - b.5 4" dia G.I. pipe
- c. GSIS Logo (refer to attached drawing 3)
 - c.1 50mm thick aluminum composite with 50mm stainless steel GSIS lettering
 - c.2 1100m x 930m



GSIS Government Service Insurance System

CAGAYAN DE ORO BRANCH OFFICE
Mayor P.N. Roa St., Brgy. Carmen, Cagayan de Oro City 9000 Misamis Oriental

The vendor / service provider shall be responsible for providing supplies, materials, and labor, be sure to inspect all areas before and after the installation of new GSIS signages, handled by trained professionals. Once an agreement is made and notice to proceed is issued, the vendor / service provider shall proceed with the project/activity.

4. TERMS AND CONDITIONS

A. Timetable


The activity shall be undertaken by the vendor / service provider at the GSIS Cagayan de Oro Branch Office immediately upon or one (1) working day after receipt of the Purchase Order. It shall be completed within the day up to 31 May 2017.

B. Duration

Notwithstanding any provisions to the contrary, the GSIS shall have the right, power and privilege to extend or terminate the services of the vendor / service provider for valid cause, e.g. unsatisfactory performance

C. Payment

The above-mentioned works shall be paid within ten (10) to fifteen (15) working days after the activity has been fully completed, and duly found to be in accordance with the scope of work, as indicated in the Certification and Acceptance Report. All payments shall be subject to existing accounting and auditing rules and regulations applicable to the GSIS


Engr. ROSALINDA G. MENDOZA
Branch Manager

Conforme:

Vendor / Service Provider

Date