



GSIS Government Service Insurance System

CAGAYAN DE ORO BRANCH OFFICE

Mayor P.N. Roa St., Brgy. Carmen, Cagayan de Oro City 9000 Misamis Oriental

REQUEST FOR QUOTATION

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

DESCRIPTION	Quantity	Unit
<p style="text-align: center;">REPAIR AND CONVERSION OF EXISTING COMFORT ROOM (CR) WINDOWS INTO SLIDING GLASS WINDOWS WITH SLIDING MESH SCREEN</p> <p><i>in accordance with the attached Terms of Reference (TOR)</i></p>	1	lot

Forms may be secured from the Office of the Branch Manager, GSIS Cagayan de Oro Branch Office, Mayor P.N. Roa Street, Brgy. Carmen, Cagayan de Oro City.

The last day of submission of quotation shall be on 31 May 2017, not later than 5:00 PM.

Contact Persons : Roberto R. Jucoy
Alejandro D. Suarez III
Jonalyn Sandra C. Clitar

Tel. No. / Facsimile No. : (088) 858-5818

Mobile Nos. : 09173250573 / 09173021924 / 09060097595

Place of Submission of Quotation : Office of the Branch Manager
GSIS Cagayan de Oro Branch Office
Mayor P.N. Roa Street, Brgy. Carmen
Cagayan de Oro City

Requirements for Accreditation of New Vendors For Procurement Not Exceeding Php1,000,000.00

All interested vendors who want to join and establish business relationship with GSIS through other methods of procurement such as **Small Value Procurement** and **Shopping** may visit or call MMD* at the following address and contact information:

Address : Level 5, Core D, GSIS Financial Center, Pasay City 1308
Telephone No : (02) 859-0313
Trunk line : (02) 976-4900
Office hours : 8 a.m.- 5 p.m., Monday to Friday, excluding holidays

**for those outside Metro Manila, you may visit the nearest GSIS Branch Office in the area*

Initially, vendors must submit to MMD their accomplished **Supplier Registration and Information Sheet** (SRIS Form 001) with the attached documentary requirements based on the vendor's type of business as follows

A. For Single Proprietorship

- a. Valid and Current Mayor's Business Permit
- b. BIR Form 2303 (BIR Certificate of Registration)
- c. DTI Registration of Business Name
- d. Notarized Affidavit
- e. PhilGEPS Registration Certificate No. (For Platinum and Blue Membership)
- f. PhilGEPS Registration Number (For Red Membership)

B. For Partnership

- a. Valid and Current Mayor's Business Permit
- b. BIR Form 2303 (BIR Certificate of Registration)
- c. SEC Certificate of Registration
- d. Notarized Affidavit
- e. PhilGEPS Registration Certificate No. (For Platinum and Blue Membership)
- f. PhilGEPS Registration Number (For Red Membership)

C. For Corporation

- a. Current Mayor's Business Permit
- b. BIR Form 2303 (BIR Certificate of Registration)
- c. Notarized Affidavit
- d. SEC Certificate of Registration; OR Certificate of Incorporation OR Certificate of Filing of Amended Articles of Incorporation
- e. PhilGEPS Registration Certificate No. (For Platinum and Blue Membership)
- f. PhilGEPS Registration Number (For Red Membership)
- g. PCAB License/ NFCC (For Infrastructure)

D. For Cooperative

- a. Current Mayor's Business Permit
- b. BIR Form 2303 (BIR Certificate of Registration)
- c. Cooperative Development Authority Certificate of Registration
- d. Notarized Affidavit
- e. PhilGEPS Registration Certificate No. (For Platinum and Blue Membership)
- f. PhilGEPS Registration Number (For Red Membership)

E. For Individuals / Consultants

- a. Taxpayer's Identification Number
- b. PhilGEPS Registration Certificate No. (For Platinum and Blue Membership)
- c. PhilGEPS Registration Number (For Red Membership)
- d. Professional License / Curriculum Vitae (Consulting Services)

F. For Government Agency

- a. BIR Form 2303 (BIR Certificate of Registration)

NOTE: This form can be downloaded from *this link*: http://www.gsis.gov.ph/downloads/bid/20161018-MMD-Supplier_Registration_Information_Sheet.pdf

Requirements for Existing Registered Vendors

Note: All existing accredited vendors are expected to update their SRIS yearly. They are required to submit all their valid Documentary requirements.

***Authority:** MMD reserves the right to cancel any Vendor Application. Failure to comply with the aforementioned requirements is considered one of the grounds for the termination of Vendor Application.*

“ANNEX A”

AFFIDAVIT

I, _____, single/married, of legal age, Filipino and residing at _____ as the _____ of _____ with business address at _____ having duly sworn to in accordance with law do hereby depose and say:

- 1.) That, _____ is not blacklisted nor barred from bidding by the government or any of its agencies, offices, corporations or local government units (LGU), nor included in the Consolidated Blacklisting Report issued by the Government of the Philippines.
- 2.) That, all the owner/s, officers and directors of this Company are not related within the 3rd degree of consanguinity or affinity to the GSIS Head of Procuring Entity or to employee/s having direct access to information that may substantially affect the result of the bidding.
- 3.) That each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true faithful and complete reproduction or copy of the original and that all statements and information provided therein are true and correct.

IN FAITH WHEREOF, I hereby affix my signature this ____ day of ____, ____ at _____.

Affiant

SUBSCRIBED AND SWORN TO before me this ____ day of _____, _____, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____



**TERMS OF REFERENCE
 REPAIR AND CONVERSION OF EXISTING COMFORT ROOM (CR) WINDOWS
 INTO SLIDING GLASS WINDOWS WITH SLIDING MESH SCREEN**

I. PROJECT / ACTIVITY

- Repair and conversion of existing comfort room (CR) awning type windows and jalousie type windows into sliding glass windows with sliding mesh screen

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

Sixty Thousand Pesos (PhP60,000.00) inclusive of all applicable taxes

III. SCOPE OF WORK

Particulars	Remarks
removal of existing awning type window panes	supply, delivery and installation including all necessary masonry, steel, and disposal activities
removal of existing jalousie* type window panes	
installation of sliding glass windows	
installation of sliding window mesh screen	

Location of CR	existing # of windows	for conversion into
ground floor	female	2
	male	0
second floor*	female*	3 columns
	male	4
third floor	female	4
	male	4
fourth floor	female	4
	male	4
fifth floor	female	4
	male	4

NOTE: Supplier / vendor / service provider must check the site first before submitting quotation / offer.

IV TERMS AND CONDITIONS

A. Schedule of Repair / Conversion

The repair / conversion shall be undertaken by the supplier at the GSIS Cagayan de Oro Branch Office immediately a day after receipt of the Purchase Order (PO) and Notice to Proceed (NTP). It shall be completed within a minimum of ten (10) to a maximum of twenty (20) calendar days but not to go beyond 24 June 2017 (whichever comes first).

B. Payment

The above-mentioned works shall be paid within ten (10) to fifteen (15) working days after the project 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.



ROSALINDA G. MENDOZA
Branch Manager