



GSIS Government Service Insurance System
Cabanatuan Branch Office

Maharlika Highway, Cabanatuan City, Nueva Ecija 3100
Telephone Numbers : (044) 958-9702 to 03

REQUEST FOR QUOTATION

The **GOVERNMENT SERVICE INSURANCE SYSTEM- CABANATUAN BRANCH** invites all interested registered suppliers and service providers to submit quotations for:

- 1 Lot Supply, delivery and installation of manual roller blinds to the GSIS Cabanatuan Branch Office in accordance with the attached Terms of Reference**

TOTAL ABC Php 495,000.00

******* PLEASE SUBMIT YOUR QUOTE IN A SEALED LEGAL SIZE BROWN ENVELOPE *******

Quotation Form may be secured from the Office of the Branch Manager, Cabanatuan Branch starting August 25, 2017. The last day of submission of quotation shall be on September 05, 2017 not later than 12:00 noon.

Contact Persons : Mary Jane Dayao
: Tania Francisco

Telephone No. : (044) 958-9702-03

Place of submission of Quotation : Office of the Branch Manager
GSIS Cabanatuan City Branch Office
Maharlika Highway, Cabanatuan City



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TERMS OF REFERENCE

I. COVERAGE

The bidder shall supply all labor, tools/equipment and materials for the supply, delivery and installation of roller blinds as per herein scope of work, specifications and terms & conditions.

II. SCOPE OF WORK

Supply, delivery and installation of manual roller blinds to the GSIS Cabanatuan branch offices with accessories of all windows opening:

III. SPECIFICATIONS

ROLLER SCREEN

1. Fabric
 - Weave reinforced PVC/polyester core yarn or approved superior equivalent.
 - With 1% openness factor.
 - Fabric shall be fire retardant.
 - Fabric shall not crumple, warp or shrink.
 - Fabric shall be resistant to micro-organism and shall be washable and easy to clean.
 - Fabric shall repel and trap heat gained from direct solar remittance.
 - Fabric shall be attached to the tube with an adhesive strip. A minimum of one turn of fabric must be placed on the roller before the working section of fabric starts.
2. Mechanism
 - System 40
 - Must be of high quality subject to inspection.
3. Operation System
 - Manual system shall be spring lock friction system, chain operated with a bi-directional wrap spring clutch; with bracket securing pin; made of nylon.
 - Shall be capable of raising and lowering the shade to any desired height and shall maintain the height with zero slippage.
4. Clutch
 - Clutch shall be mounted in either end of the roller tube.
 - Shall be made of nylon 6 construction; spring loaded action for ease and security of fixing.
5. Roller/Tube Head Rail
 - Shall be 100% aluminum.



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- Shall be of sufficient thickness and diameter to prevent deflection (Verify site for actual dimensions of curtain cove)
- Shall be lined with a frame damper to reduce friction and unnecessary noise whenever the shade is pulled up.

6. Operating Loop

- Shall be # 10 plated stainless steel ball chains with upper and / or lower stops.

NOTES:

- Screen panel width shall be based on center of window frames. Height shall be from ceiling to 8" below the window sill.
- Verify actual dimension on site. Supplier shall be responsible for exact dimensions.

IV. DIMENSIONS

Window dimension including the framing, allowance for the blinds upon bidder's discretion:

4	sets	Manager's Office	79 sqft.
4	sets	Special Business Unit	107 sqft.
3	sets	Treasury Waiting Area	78 sqft.
5	sets	Treasury Unit	126 sqft.
1	set	Comfort Room	27 sqft.
7	sets	Pensioners Lounge	175 sqft.
3	sets	Lobby Comfort Room	73 sqft.
3	sets	Kiosk Lobby	45 sqft.
3	sets	Lobby PACD	74 sqft.
4	sets	Lobby FSU MAU	110 sqft.
4	sets	Pantry Area	101 sqft.
8	sets	FSD Claim	214 sqft.
3	sets	Conference Room	97 sqft.
3	sets	COA Office	57 sqft.
4	sets	Records Room	89 sqft.
1	set	IT Room	37 sqft.
9	sets	Manager's Residence	183 sqft.
Total			1,672 sqft.

V. TERMS AND CONDITIONS

1. All materials to be supplied and installed must be brand new and free from defects and must conform to the specifications.
2. Two (2) years warranty on parts and service.
3. The Project must be completed within Fourty five (45) calendar days after receipt of the Purchase Order.
4. Full payment upon 100% completion and GSIS acceptance of all works. Payment can be made after submission of the letter request.



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5. When the supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned.

The GSIS need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to the supplier, or collected from any securities or warranties posted by the supplier, whichever is convenient to the GSIS. In no case shall the total sum of liquidated damages exceed ten percent (10%) of the total contract price, in which event the GSIS shall automatically rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

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

VI. APPROVED BUDGET

The approved budget for the contract is Four Hundred Ninety Five Thousand Pesos Only (Php 495,000.00)

Prepared by:

Approved by:

MARY JANE D. DAYAO
Staff Officer I

GINAH M. MESINA
OIC – Cabanatuan Branch