



RFQ-2024-001

REQUEST FOR QUOTATION

Project : **Major and Minor Repairs/ Installations and Property Maintenance of the Philippine Government-owned three (3) properties**

Project Location : 1. Chancery (located at 1600 Massachusetts Avenue, NW, Washington DC 20036);

2. Annex (located at 1617 Massachusetts Avenue, NW, Washington DC 20036); and

3. Official residence (located at 2253 R St., NW, Washington DC 20008)

Date : 22 February 2024

The **Embassy of the Philippines, Washington D.C.**, through its Bids and Awards Committee (BAC), intends to undertake major and minor repairs/ installations and property maintenance of its three (3) properties located at the following address:

1. 1600 Massachusetts Ave, NW Washington DC 20036;
2. 1617 Massachusetts Ave, NW, Washington DC 20036; and
3. 2253 R Street, NW, Washington DC 20008.

The procurement activity is in accordance with GPPB Resolution No. 28-17 dated 31 July 2017 and the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Interested contractors are requested to submit their best offer for the project, subject to the attached *Terms of Reference*. Price Quotes/Proposals must be submitted **not later than February 29, 2024**.

Requests for project site visits and inquiries or clarifications about the project may be sent to admin@phembassy-us.org and property@phembassy-us.org.

(signed)
JAIME RAMON T. ASCALON, JR.
BAC Chairman

TERMS OF REFERENCE

I. BACKGROUND

The Embassy intends to undertake major and minor repairs/ installations and property maintenance of its three (3) properties located at 1600 and 1617 Massachusetts Ave, NW, Washington DC 20036 and 2253 R Street, NW, Washington DC 20008.

II. OBJECTIVE

To maintain and ensure that the properties are in optimum conditions; to prevent further damage to the property.

III. SCOPE OF WORKS:

Item no.	Description	Project Location
1	Roof repair/ replacement and water proofing; repair of water damages due to water leakage coming from the roof of 3 buildings/ properties	2253 R Street, NW
		1617 Massachusetts Ave, NW
		1600 Massachusetts Ave, NW
2	Water damage restoration; 1/F All-gender restroom ceiling, 3/F Men's restroom, 4/F Labatt room, 4/ F men's restroom, 4/F ceiling water leak	1617 Massachusetts Ave, NW
3	Power wash and repainting of the façade of 3 buildings / properties	1600 Massachusetts Ave, NW
		1617 Massachusetts Ave, NW
		2253 R Street NW
4	Repainting of interior walls and ceiling -4 levels	1617 Massachusetts Ave, NW
5	Repair and replacement of Kitchen Base Cabinetry Modules (4 modules)	2253 R Street, NW
6	Repair and installation of service gate at the residence	2253 R Street, NW
7	Replacement of three water valves, inlet, outlet and by-pass associated with water meter no. 15009636 pursuant to the notice of the District of Columbia Water and Sewer Authority (DC Water) dated 29 January 2023	1600 Massachusetts Ave, NW

8	Seal and enclosure of existing electrical one box, lock possible leak point , Basement 1	1600 Massachusetts Ave, NW
9	Installations of new Embassy seal	1600 Massachusetts Ave, NW
10	Comprehensive gate repair and maintenance, front and rear gate; garage and repair of inner security door	1600 Massachusetts Ave, NW
		1617 Massachusetts Ave, NW
11	Repair of call buttons, keycard readers (1/F, 3/F), doorbell and access control system	1617 Massachusetts Ave, NW
	Inspection, repair and replacement of clicker, keycard readers for doors and garage	1600 Massachusetts Ave, NW
12	Landscaping of Embassy's lawn and garden	1600 Massachusetts Ave, NW
		1617 Massachusetts Ave, NW
13	Preventive Maintenance of HVAC units of the 3 properties	1600 Massachusetts Ave, NW
		1617 Massachusetts Ave, NW
		2253 R Street, NW
14	Repair and Installation of HVAC Compressor	1600 Massachusetts Ave, NW
15	Inspection of smoke detector and sprinkler for 3 properties	1600 Massachusetts Ave, NW
		2253 R Street
		1617 Massachusetts Ave, NW
16	Carpet deep cleaning/ detailing services	1600 Massachusetts Ave, NW
		1617 Massachusetts Ave, NW
17	Repair and replacement of defrost board and sensor at the Chancery Annex , per recommendation of the HVAC company	1617 Massachusetts Ave, NW

18	<ul style="list-style-type: none"> a. Repair of staircase and elevator entrance edging; b. Drywall patch repair <ul style="list-style-type: none"> ● 1/F female restroom ● 2/F restroom ● 3/F female restroom c. Repair of electrical wiring for Fandango hanging lamps (1/F lobby) d. Repair of exhaust fan (1/F female restroom) e. Replacement of light bulbs <ul style="list-style-type: none"> ● 2/F Fire Exit f. Repair of door latch (3/F stock room at female restroom) g. Repair of door lock (1/F processing area) h. Repair of toilet paper dispenser (4/F female restroom) i. installation of diaper-changing facility (1/F all-gender restroom + B1 Main Chancery) 	1617 Massachusetts Ave, NW
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IV. GENERAL CONDITIONS

1. The Contractor shall be responsible for the site preparation and mobilization including dismantling and disposal of unnecessary debris on site;
2. The Contractor shall provide labor, materials, tools, and equipment, needed for the satisfactory completion of the project. It should strictly follow standard procedures to complete the job;
3. The Project shall be completed within a reasonable time from the date of receipt of the Notice to Proceed (NTP) and mutually agreed upon by both parties;
4. The contractor shall be responsible for delivering the project to the full satisfaction of the Philippine Embassy. The contractor shall clearly identify and state **WARRANTY period** for materials and workmanship;
5. The contractor shall allow the Philippine Embassy's duly authorized representatives to access the work area at any time for purposes of inspecting the project. It shall likewise furnish said representative necessary information and assistance to ensure a complete and detailed inspection;
6. The contractor shall ensure that the Project shall be completed in accordance with the approved design/specifications and in conformity with the agreed schedule;
7. The Philippine Embassy reserves the right to reject any unacceptable (substandard) material installed or to be installed as well as faulty workmanship;

8. The Contractor warrants that it shall deploy only highly trained, qualified and competent workers in the implementation of the project and shall be responsible for damages, losses or injury arising from the project whether directly caused by the contractor's negligence, or of its employees, agents or subcontractors;
9. The contractor shall be responsible for the cleaning, clearing/removal from the site of debris;
10. The contractor shall be responsible for obtaining all necessary work-related permits, including road closure and traffic controls (if necessary), from the government of the District of Columbia;
11. In consideration of the sensitive nature of the areas covered by the work agreement, the General Contractor and all workers who will gain access to the Main Chancery of the Embassy shall hold in strict confidence and not disclose to any third party all information pertaining to the locations, whether oral, written, visual, or any other medium, including, but not limited to the appearance of the work sites and physical security measures and operating procedures;
12. Payment will be in the form of progress payments; each payment will be made in accordance with the work already completed. Upon receipt of a written request from the contractor, the first progress payment may be paid provided that at least 20% of the work has been accomplished, as certified by the Embassy. A retention payment, equivalent to 10% of the total cost of the project, will be paid after the completion and final acceptance of the project by the Embassy;
13. There will be no change orders for this project, the proposal/ quotation submitted by the contractors must be enough to cover all related costs; including contingencies for possible unforeseen expenses such as mold removal, containment, and other roof work;
14. The General Conditions and Technical Specifications of this Request for Quotation shall form part of the contract/ agreement of the project. The contract will be accompanied by copies of the business registration/ documents of the contractor , and a copy of a valid driver's license of the signatory to the contract/ agreement. A performance securing declaration shall be submitted by the contractor to the Embassy within one week from the date of signing of the contract/ agreement.
15. If the contractor that provided the lowest quotation/proposal, for any reason, declined to provide the products and services under this project, the contractor that provided the next lowest responsive quotation/proposal will be given the opportunity to negotiate the contract and implement the project.