



## REQUEST FOR QUOTATION

### PROJECT: "REPAIR AND IMPROVEMENT OF THE NTA CENTRAL OFFICE"

Purchase Request No.: 2407 - 350

The NATIONAL TOBACCO ADMINISTRATION (NTA), through its *Corporate Operating Budget for CY 2024*, intends to apply the sum of ₱199,222.93, being the Agency Estimate, for the project "**Repair and Improvement of the NTA Central Office**". Quotations received in excess of the Agency Estimate shall be automatically rejected.

1. The NTA now invites quotations for the "**Repair and Improvement of the NTA Central Office**". Completion of the Works is required for **30 calendar days**, from receipt of Notice to Proceed.
2. A complete set of Specifications and Quotation Form may be acquired by interested parties from **MR. GERALD C. GUZMAN**, from the address below.
3. A copy of your **Business/Mayor's Permit<sup>1</sup>**, **PhilGEPS Registration Number**, and **Philippine Contractors Accreditation Board (PCAB) License** are also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.
4. The **Omnibus Sworn Statement<sup>2</sup>** (for ABC's above Php 50k) (GPPB-prescribed forms), **Income/ Business Tax Return<sup>3</sup>** (for ABC's above Php 500k), and **Net Financial Contracting Capacity (NFCC)** (for ABC's above Php 500k) will also be required to be submitted.
5. Quotations must be delivered to the address below on or before September 20, 2024, at 5 PM.
6. The NTA reserves the right to accept or reject any quotation prior to contract award, without thereby incurring any liability to the affected interested parties.

For further information, please refer to:

**ZENAIDA T. ARROJO**  
National Tobacco Administration  
11<sup>TH</sup> Floor, The Upper Class Tower, Quezon Avenue  
corner Scout Reyes St., Quezon City  
Tel No. 372 3188;  
Website Address: [nta.da.gov.ph](http://nta.da.gov.ph)

**ZENAIDA T. ARROJO**  
Chairperson, NTA-BAC

<sup>1</sup> In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

<sup>2</sup> In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

<sup>3</sup> Manually filed tax returns or filed through the EFPS



**Repair and Improvement of the NTA Central Office**  
**PROGRAM OF WORK**

| Region : NCR   |  | Roadbed Width : na                         |          |             |            |
|--|--|--|----------|-------------|------------|
| Name of Project : Repair and Improvement of the NTA Central Office   |  | Bridge Width : na                          |          |             |            |
| Location : Lots 1 & 2 cor. Scout Reyes Brgy. Paligsahan, Quezon City |  | Type of Structure : Multi-purpose Building |          |             |            |
| Appropriation :  |  | No. of Span : na                           |          |             |            |
| Source of Fund :   |  | No. of Piers : na                          |          |             |            |
| Classification :   |  | Dimension : na                             |          |             |            |
| Station Limits :   |  | No. of Storeys :                           |          |             |            |
| Net Length :   |  | No. of Classrooms : na                     |          |             |            |
| Starting Date : FOLLOWING RA 9184                                    |  | No. of Days to Complete : 30 c.d.          |          |             |            |
| ITEM   | ITEMS OF WORK<br>TO BE DONE  | PERCENT                                    |          | EQUIPMENT   |            |
|  |  | %  |          | DESCRIPTION | NEEDED     |
| <b>PART I</b>  | <b>OTHER GENERAL REQUIREMENTS</b>                                      |  |          |             |            |
| I-1  | Mobilization and Demobilization  |  |          | Minor Tools | 1          |
| <b>PART II</b>   | <b>FINISHING</b>   |  |          | Scaffolding | 2          |
| II-1   | Carpentry Works  |  |          |             |            |
| II-2   | Supply and Installation of fabricated Metal Door, Jambs, & Accessories |  |          |             |            |
| II-3   | Dismantling and Relocation of Tempered Glass Doors                     |  |          |             |            |
| II-4   | Painting Works (Masonry/Concrete Painting)                             |  |          |             |            |
| <b>PART III</b>  | <b>ELECTRICAL</b>  |  |          |             |            |
| III-1  | Conduit, Boxes, Fittings, & Breaker                                    |  |          |             |            |
| III-2  | Wires, Wiring Devices & Existing Line trouble shooting                 |  |          |             |            |
| ITEM   | DESCRIPTION  | ESTIMATED COST OF PROPOSED WORK            |          |             |            |
|  |  | UNIT                                       | QUANTITY | UNIT COST   | TOTAL COST |
| <b>PART I</b>  | <b>OTHER GENERAL REQUIREMENTS</b>                                      |  |          |             |            |
| I-1  | Mobilization and Demobilization  | L.S  | 1.00     | -           |            |
| <b>PART II</b>   | <b>FINISHING</b>   |  |          |             |            |
| II-1   | Carpentry Works  | Sq.m                                       | 54.75    | -           |            |
| II-2   | Supply and Installation of fabricated Metal Door, Jambs, & Accessories | Sq.m                                       | 1.89     | -           |            |
| II-3   | Dismantling and Relocation of Tempered Glass Doors                     | Sq.m                                       | 3.78     | -           |            |
| II-4   | Painting Works ( Dry Wall Painting)                                    | Sq.m                                       | 109.50   | -           |            |
| <b>PART III</b>  | <b>ELECTRICAL</b>  |  |          |             |            |
| III-1  | Conduit, Boxes, Fittings & Breaker                                     | L.S  | 1.00     | -           |            |
| III-2  | Wires, Wire Devices & Existing line trouble shooting                   | L.S  | 1.00     | -           |            |
| <b>BREAKDOWN OF EXPENDITURES ( ESTIMATE )</b>                        |  | %  |          |             |            |
| 1. LABOR   |  | A. TOTAL PROJECT COST                      |          |             |            |
| 2. MATERIALS   |  | ( DIRECT / INDIRECT )                      |          |             |            |
| 3. EQUIPMENT EXPENSES  |  | B. ENG'G. & ADMIN. OH                      |          |             |            |
| 4. INDIRECT COST ( OCM, PROFITS, TAX, VAT)                           |  | C. SURVEY PREPARATION                      |          |             |            |
| 5. SOIL TESTING:   |  | D. ROW /SITE ACQUISITION                   |          |             |            |
| 5. ENG'G. & ADM. OVERHEAD  |  | SOIL TESTING                               |          |             |            |
| 6. CONST. CONTINGENCIES  |  | E. CONST. CONTINGENCIES                    |          |             |            |
| 7. GENDER & DEVELOPMENT  |  | F. GENDER & DEVELOPMENT                    |          |             |            |
| 8. COST OF RIGHT OF WAY  |  | G. COST OF RIGHT OF WAY                    |          |             |            |
| 9. RA 9206   |  | H. RA 9206                                 |          |             |            |
| 10. YOUTH & INFRA DEVELOPMENT  |  | I. BUDGET RESERVE                          |          |             |            |
| 11. BUDGET RESERVE   |  | J. YOUTH & INFRA DEVELOPMENT               |          |             |            |
| <b>TOTAL</b>   |  | K. APPROPRIATION                           |          |             |            |