



HRAS - PROCUREMENT


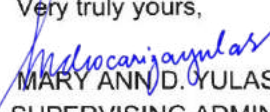

REQUEST FOR QUOTATION
Sealed BiddingPR No.: BDTP - 51264Date: 08/26/2022R.F.Q. No.: 202208-11857Delivery Please refer to TOR

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
	1.0	UNIT	<p>Provision of Services Project: Landscaping and Maintenance of the DTI Main Building Frontage Location: DTI Main Bldg., 361 Sen. Gil Puyat Ave., Makati City</p> <p>Scope of Work: Phase 1</p> <p>1. The contractor shall supply and deliver complete quantity and ensure quality of plants and materials as indicated in the bill of quantities (Annex B) per attached Terms of Reference.</p> <p>2. The contractor shall provide landscaping services and execute the approved landscape design and layout (Annex C) per attached Terms</p>		

Remarks All items should be treated as one lot. ABC is Php 225,000.

Prepared by: 
ILEEN P. VISTA
ADMIN OFFICER IVVery truly yours,

MARY ANN D. YULAS
SUPERVISING ADMIN.
OFFICER **DTI SHOPPING COMMITTEE**

Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted _____

Signature over Printed Name _____

POSITION: _____

COMPANY: _____



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Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Contains detailed description of landscape maintenance services for Phase 2.

Remarks All items should be treated as one lot. ABC is Php 225,000.

Prepared by: ILEEN P. VISTA ADMIN OFFICER IV
Very truly yours, MARY ANN D. YULAS SUPERVISING ADMIN. OFFICER

DTI SHOPPING COMMITTEE
Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

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NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			Work Duration: Phase 1 Landscaping 30 calendar days Phase 2 Maintenance 6 months Refer to the attached Terms of Reference for other project details.		

*****NOTHING FOLLOWS*****

Remarks All items should be treated as one lot. ABC is Php 225,000.
BIDDERS MUST COMPLY ON THE ATTACHED TOR

Prepared by:
Ileen P. Vista
ILEEN P. VISTA
ADMIN OFFICER IV

Very truly yours,
Mary Ann D. Yulas
MARY ANN D. YULAS
SUPERVISING ADMIN. OFFICER *88*

DTI SHOPPING COMMITTEE
Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted _____

Signature over Printed Name _____

POSITION: _____

COMPANY: _____

TERMS OF REFERENCE

PROJECT TITLE	: Landscaping and Maintenance of the DTI Main Building Frontage
PROPONENT	: Department of Trade and Industry – Bureau of Domestic Trade Promotion
DURATION	: Phase 1 – Landscaping (30 calendar days) Phase 2 – Maintenance (6 months)
PROJECT COST	: PHP 225,000.00 (inclusive of tax)
BUDGET SOURCE	: Go Lokal! 2022 Regular Funds

I. BACKGROUND

A well-maintained landscape to a storefront creates a positive environment that enhances store appeal and draws customers. Consumers are willing to pay more, travel further to, and shop longer in a store that they perceive to be a quality establishment. The landscape of the frontage of the Go Lokal Concept Store was installed last December 2020 and was able to contribute to the appeal of store and the brand it represents. However, the current state of the landscaping leaves much to be desired. The BDTP deems it necessary to do the regular general maintenance of the existing landscape of the frontage of the DTI Main Building (see attached photos in Annex A) that will complement the display window and the overall ambiance of the Go Lokal Concept store.

The DTI strives to create an atmosphere in and out in the Concept Store that will provide a unique customer experience and will positively present Go Lokal as a brand.

The Go Lokal Concept Store contributes significantly to the mainstreaming of MSME products as a sourcing hub for retail partners and an accessible shopping destination for the buying public.

II. OBJECTIVE

To improve and maintain the landscape of the frontage of the DTI Main Building that will complement the display window and the overall ambiance of the Go Lokal Concept Store.

III. SCOPE OF WORK

Phase 1

1. The contractor shall supply and deliver complete quantity and ensure quality of plants and materials as indicated in the bill of quantities (Annex B) attached in this Terms of Reference.
2. The contractor shall provide landscaping services and execute the approved landscape design and layout (Annex C) attached in this Terms of Reference. This shall include the removal of existing plants in the project location. All costs relating to the services required shall be included in the company's bid proposal.

Phase 2

3. The contractor shall provide landscape maintenance services on a monthly basis to include weeding, ground-cover trimming/controlling, debris removal, removal and replacement of dying plants, cultivation, watering, and other necessary activities. The contractor shall ensure the regular upkeep of the DTI frontage by sending a gardener once a month who will report to DTI-BDTP based on the agreed schedule with DTI.

IV. QUALIFICATIONS AND REQUIREMENTS FOR SERVICE PROVIDER

1. Must have a track record on landscaping projects for at least three (3) years.
2. Submission of suppliers' accreditation requirements:
 - a. SEC, DTI Business Permit, Articles of Incorporation or Partnership (in case of corporation/partnership)
 - b. Mayor's Permit for the Current Year
 - c. BIR Certificate of Registration
 - d. PhilGEPS Registration
 - e. Tax Clearance for the Current Year

V. TIMETABLE OF ACTIVITIES

Activity	Timeline
Procurement of Services for the Landscaping and Maintenance of the DTI Main Building Frontage (compliance with government procurement and BAC requirements)	2 weeks
Delivery of Materials and Implementation of Approved Landscape Design	Within 30 days upon issuance of Work Order
Monthly maintenance by gardener	6 months

V. BUDGET AND TERMS OF PAYMENT

The proposed budget of Two Hundred Twenty-Five Thousand Pesos (PHP 225,000.00) shall cover payment for professional fees, materials/equipment, labor, travel/transportation, incidental expenses and all other related costs to the project.

- Phase 1 - Landscape Installation/Implementation – one-time payment upon completion of scope of work specified in Section III of this TOR
- Phase 2 - Landscape Maintenance Services – payment will be made on a monthly basis upon completion of scope of work specified in Section III of this TOR

All payments shall be inclusive of tax and subject to applicable government laws, rules and regulations upon completion of scope of work deemed as satisfactory with supporting documents approved by the DTI.

Prepared by:


NICOLE DELA CRUZ
TIDS, BDTP

Recommending Approval:


ROSARIO T. LIWANAG
Assistant Director, BDTP

Approved by:


MARIEVIC M. BONOAN
Director, BDTP

ANNEX A. PHOTOS OF DTI MAIN BUILDING FRONTAGE




Right Wing

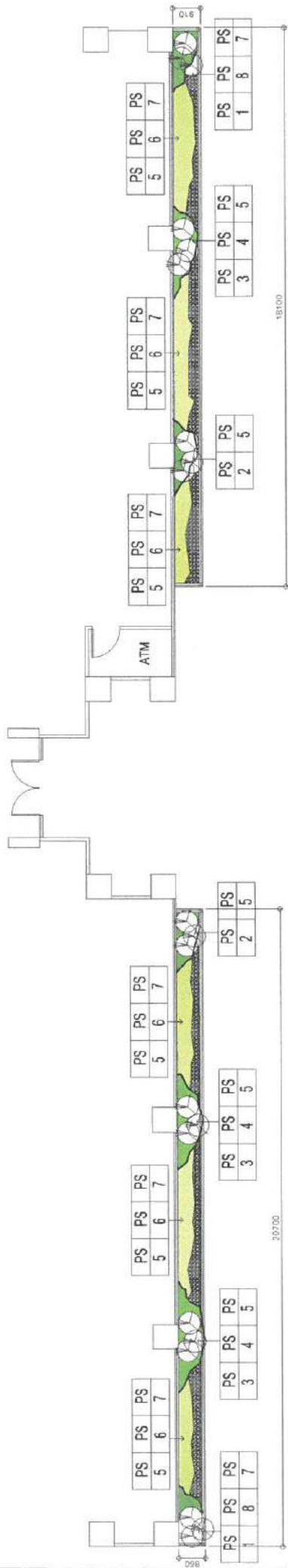


Left Wing

ANNEX B. LANDSCAPING ESTIMATES (LEFT WING AND RIGHT WING)

	ITEM	QTY	UNIT
1	BAY LAUREL	6.00	pcs.
2	RUBBER PLANT	6.00	pcs.
3	PHILODENDRON SELLOUM	12.00	pcs.
4	ZZ PLANT	12.00	pcs.
5	PEACE LILY	80.00	pcs.
6	GOLDEN PHOTOS	300.00	pcs.
7	NANDINA	80.00	pcs.
8	DANCING LADY	30.00	pcs.
9	BLACK PEBBLE	25.00	sacks
10	GARDEN SOIL	30.00	sacks
11	MAINTENANCE (6 months)	1.00	lot

DTI BDTP LANDSCAPE IMPROVEMENT PRELIMINARY BUDGETARY ESTIMATE						
PROJECT	: DTI BDTP LANDSCAPE IMPROVEMENT PRELIMINARY BUDGETARY ESTIMATE					
LOCATION	: Ground Floor, DTI MAIN OFFICE, Sen. Gil Puyat Ave., Makati					
SUBJECT	: Preliminary Budgetary Estimates					
ITEM	QTY	UNIT	MATERIAL COST	LABOR COST	TOTAL UNIT COST	SUBTOTAL
1 BAY LAUREL	6.00	pes.	1,000.00	300.00	1,300.00	7,800.00
2 RUBBER PLANT	6.00	pes.	500.00	150.00	650.00	3,900.00
3 PHILODENDRON SELLOUM	12.00	pes.	500.00	150.00	650.00	7,800.00
4 ZZ PLANT	12.00	pes.	400.00	120.00	520.00	6,240.00
5 PEACE LILY	80.00	pes.	180.00	540.00	720.00	57,600.00
6 GOLDEN PHOTOS	300.00	pes.	140.00	42.00	182.00	54,600.00
7 NANDINA	80.00	pes.	300.00	90.00	390.00	31,200.00
8 DANCING LADY	30.00	pes.	500.00	150.00	650.00	19,500.00
9 BLACK PEBBLE	25.00	sacks	550.00	165.00	715.00	17,875.00
10 GARDEN SOIL	30.00	sacks	30.00	10.00	40.00	1,200.00
11 MAINTENANCE (6 months)	1.00	lot	10,000.00	3,000.00	13,000.00	13,000.00
GRAND TOTAL						220,715.00
Prepared by:						
	JERICO JOSEPH R. TRONCALES					
	Architect-Consultant					



SCHEDULE OF PLANTS & LANDSCAPE ELEMENTS

- PS 1 SAGERBERRY - JAPANESE INDIVIS (SAGE PLANT)
- PS 2 SAGERBERRY - GOLDEN PINEAPPLE (RUBBER TREE)
- PS 3 SAGERBERRY - PHILODENDRON SELLOUM
- PS 4 SAGERBERRY - ZAMIACALLOS (ZZ PLANT)
- PS 5 SAGERBERRY - SPIDER PLANT (PACIFIC LILY)
- PS 6 SAGERBERRY - LANTANA CAMERA (LANTANA)
- PS 7 SAGERBERRY - MARIPHOSORICATA (PANDA)
- PS 8 SAGERBERRY - ONCIDIUM DANIELLADY
- BLACK PEBBLES



RUBBER TREE



GOLDEN PHOTOS



PHILODENDRON SELLOUM



ZZ PLANT



PEACE LILY



SPIDER PLANT



NANDINA



DANCING LADY

JAY R. TRONCALES
 ARCHITECT

307 KNOX AVENUE, SUITE 100, KANSAS CITY, MISSOURI 64108

PROJECT TITLE: PROPOSED LANDSCAPE IMPROVEMENT
 OWNER: DEPARTMENT OF TRADE & INDUSTRY
 PROJECT NO.: 19-001-001

DATE: _____
 PS NUMBER: _____

PROJECT FILE: _____

DISKS: _____
 TR: 19-001-001

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SHEET NO. A 001
 SHEET TOTAL 100

SHEET CONTENTS: LANDSCAPING LAY-OUT