



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
 Provincial Environment and Natural Resources Office
 Agusan del Norte



REQUEST FOR QUOTATION/ PROPOSAL

(thru NEGOTIATED PROCUREMENT under SMALL VALUE PROCUREMENT , Sec. 53.9)
(GOODS)

PR NO: 2024-12-401
 PR DAT 12-17-2024
 ND-USE CENRO-TUBAY
 ABC: 350,000.00

MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT
 RFQ NO: 2024-12-193
 DATE PREPARED: 12-19-2024
 CLOSING DATE: 12-24-2024
 CLOSING TIME: 08:00AM

Dear Sir/Ma'am

The Department of Environment and Natural Resources CARAGA Region, Brgy. Ambago, Butuan City is inviting of known qualificationssuppliers/distributors/contractors for a bid proposals covering the hereunder project:

ITEM NO	ARTICLE DESCRIPTION	QTY	UNIT	ESTIMATED UNIT COST	ESTIMATED TOTAL COST	SUPPLIER'S QUOTED PRICE (Php)	
						Unit Price	Total Price
	Labor and Materials for the Construction of a Canopy from the Main Building to the PACD and Paving of the Lot Area						
1	Angle bar 1/4" x 2" x 20 feet	80	pieces	1,400.00	112,000.00		
2	C purlins #4	40	pieces	1,300.00	52,000.00		
3	G.I pipe #4 1.5mm x 4 x 20ft.	6	pieces	6,000.00	36,000.00		
4	Rib type color roof 110cm x 1.04mm x 12 m	12	pieces	450.00	5,400.00		
5	Rib type color roof 110cm x 1.04mm x 2 m	10	pieces	500.00	5,000.00		
6	Cement	70	bags	300.00	21,000.00		
7	Red Oxide	3	gallons	1,000.00	3,000.00		
8	Paint brush #3	4	pieces	100.00	400.00		
9	Fine sand	20	cubic	501.00	10,020.00		
10	Corrugated bar 9mm	10	pieces	150.00	1,500.00		
11	Corrugated bar 10mm	15	pieces	150.00	2,250.00		
12	Nails # 4	5	kilos	100.00	500.00		
13	Nails # 3	5	kilos	100.00	500.00		
14	Nails # 2	2	kilos	100.00	200.00		
15	Tie Wire	2	kilos	100.00	200.00		
16	Welding rod	30	kilos	151.00	4,530.00		
17	Metal cutting disc	30	pieces	100.00	3,000.00		
18	Text Screw #2	100	pieces	25.00	2,500.00		
19	Gutter	12	pieces	500.00	6,000.00		
20	Lumber 2x2x8	40	pieces	150.00	6,000.00		
21	Lumber 2x4x8	40	pieces	150.00	6,000.00		
22	Lumber 2x3x8	40	pieces	150.00	6,000.00		

	LABOR						
23	Construction Foreman	30	days	700.00	21,000.00		
24	Laborer 1	30	days	500.00	15,000.00		
25	Laborer 2	30	days	500.00	15,000.00		
26	Laborer 3	30	days	500.00	15,000.00		
	TOTAL				350,000.00		
	Documentary Requirements: (to be submitted together with the proposal)						
	1. Mayor's/Business Permit;						
	2. PhilGEPS Reg. Number/PhilGEPS Certificate;						
	3. Latest Income Tax Return/ Tax Clearance; and						
	4. DTI Registration Certificate;						

The Procuring Entity is inviting all suppliers/distributors/contractors to submit on specified date, a FINAL PROPOSALS from a legally, technically and financially capable suppliers/distributors/contractors.

The Procuring Entity shall draw up a list of at least three(3) suppliers/distributors/contractors of known qualifications which will submit proposal that meet the Procuring Entity's minimum technical requirement and should not exceed the ABC.

Interested suppliers/distributors/contractors may obtain application forms and further information from 8:00 A.M to 5:00 P.M., Monday to Friday at the BAC Secretariat's Office, DENR CARAGA Region, Brgy. Ambago Butuan City.

The deadline for the submission of bid proposals will be on **DEC. 24, 2024** Qualified proposals will be notified of award and contract execution.

The Department of Environment and Natural Resources CARAGA Region has the rights to reject any proposals, annul, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected suppliers/distributors/contractors in accordance with Sec.41 of Revised IRR9184


FE C. DACUMBO
 DMO-V/Chief, TSD
 BAC, Chair

Signature Over Printed Name

Company Name

Address

Canvass By:

Tel No. /Cellphone No. / e-mail address

TERMS AND CONDITIONS

1. Service Providers shall provide correct and accurate information required in this form
2. Service Providers may quote for any or all items, unless otherwise stated.
3. Price quotation/s must be valid for a period of sixty (60) calendar days from the closing date.
4. Price quotation/s, to be dominated in Philippine Pesos shall include all taxes, duties and/or levies payable.
5. Price quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of Contract shall be made to the lowest calculated and responsive offer which complies with the minimum technical specifications and other terms and conditions stated herein.

ne item/s and/or services shall be delivered according to the requirements specified herein/attached Terms of Reference.

9. The DENR shall have the right to review/examine submissions relative to the project to confirm conformity to the project requirements

10. Payment shall be made in accordance with the Terms of Conditions of the Contract.

11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of contract not delivered within the prescribed completion period shall be imposed per day of delay. The DENR may rescind the Contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract, without prejudice to other courses of action and remedies open to it

TERMS OF REFERENCE (TOR)

LABOR AND MATERIALS FOR THE CONSTRUCTION OF A CANOPY FROM THE MAIN BUILDING TO THE PACD AND PAVING OF THE LOT AREA

ABSTRACT

Title of the Project : **LABOR AND MATERIALS FOR THE CONSTRUCTION OF A CANOPY FROM THE MAIN BUILDING TO THE PACD AND PAVING OF THE LOT AREA**

Approved Budget for : **₱ 350,000.00**
the Contract (ABC)

I. BACKGROUND

The **CENRO (Community Environment and Natural Resources Office) Tubay** has initiated a project aimed at enhancing the functionality and aesthetic of the premises, which includes the construction of a **canopy** connecting the **Main Building** to the **Public Assistance Complaint Desk (PACD)** and the **paving of the lot area**. These improvements will not only provide shelter and comfort for those moving between the buildings but will also improve the accessibility and appearance of the surrounding grounds.

The **CENRO Tubay** office is committed to promoting sustainable development and environmental conservation. This project is part of the office's ongoing efforts to create more practical and accessible spaces for the community while ensuring that the improvements are both durable and environmentally friendly. The aim is to create a safe, comfortable, and functional environment that aligns with CENRO's mission and enhances the overall experience of the space for visitors, staff, and local residents.

II. OBJECTIVE

Construct a canopy that will provide covered passage between the Main Building and PACD, ensuring shelter from weather elements for those moving between these areas.

Pave the lot area to create a more organized, accessible, and durable surface for various activities, including pedestrian and vehicle access, while also ensuring aesthetic enhancement and improved drainage.

III. SCOPE OF WORKS

A. Preparation of Site:

- Clear the area where the canopy will be constructed and prepare the foundation as required for the canopy posts.

Materials:

- Steel or aluminum for the frame structure.
- Polycarbonate or other weather-resistant materials for roofing.
- Concrete, bolts, and other fastening materials for securing the structure.

Labor:

- Skilled labor for fabricating, assembling, and installing the canopy structure.
- Ensure all connections, welding, and structural supports meet safety and quality standards.

B. Paving of the Lot Area:

Site Preparation- Excavate, level, and prepare the lot area to ensure proper drainage and a solid foundation for paving.

Materials- Gravel or crushed stone for the base layer,
Concrete, asphalt, or interlocking pavers for the surface layer,
Edge restraints, sand, and jointing material for interlocking pavers.

Labor:

- Skilled labor to carry out the site preparation, laying of the base materials, and installation of the paved surface.
- Compacting, curing, and finishing the paved area to ensure smoothness, durability, and functionality.

IV. Deliverables

The contractor will provide the following deliverables:

1. **Completed Canopy Structure:** A fully functional, weather-resistant canopy that provides covered access between the Main Building and the PACD area.
2. **Paved Lot Area:** A durable, smooth, and levelled paved surface

V. Timeline

- a. The Bidder must not exceed the **thirty (30) days** delivery lead time upon receipt of the approved Purchase Order / Notice to Proceed (NTP).
- b. The timeline for delivery should be discussed and agreed upon in the procurement contract.

VI. Budget

The total budget for the project must cover all labor, materials, equipment, and additional costs related to the construction of the canopy and paving of the lot area. A detailed cost breakdown should be submitted by the contractor and approved prior to work commencement.

VII. Roles and Responsibilities

- **Contractor:** Responsible for providing all labor, materials, and equipment required for the project and ensuring completion within the specified timeline and budget. The contractor must comply with all local building codes and safety regulations.
- **Project Manager:** Oversees the project, ensures alignment with design specifications, manages timelines, approves materials, and ensures the work is completed to the required quality standards.
- **Supplier:** Provides the required materials (frame, roofing, paving materials, etc.) according to the agreed specifications.
- **Site Supervisor:** Supervises the daily activities on-site, ensures safety protocols are followed, and reports to the Project Manager regarding progress and any issues encountered.

VIII. Quality Control and Safety

- All work must comply with relevant building codes and safety regulations.
- Workers must be provided with necessary personal protective equipment (PPE).
- The Project Manager will conduct regular inspections to ensure quality standards are maintained throughout the project.

- Adequate safety measures, including barriers and signage, must be in place to protect workers and the public.

IX. Acceptance Criteria

The project will be deemed complete when:

1. The canopy is installed securely, free from defects, and meets design and structural specifications.
2. The paved area is smooth, durable, and properly finished.

X. Payment Terms

Payments will be made in stages according to the completion of predefined milestones. A final payment will be made once the project is completed, inspected, and accepted by the Project Manager.

XI. Conclusion

This **Terms of Reference (TOR)** document outlines the scope, objectives, and responsibilities for the **construction of a canopy** from the Main Building to the PACD area and the **paving of the lot area** under the supervision of **CENRO Tubay**. The goal is to enhance accessibility, safety, and aesthetics while ensuring the project adheres to local building codes and environmental standards.


Prepared by:


MARY CHARLOTTE G. ESCALERA
AA-VI/Admin. Staff

Recommending Approval:


FELY GRACE V. CATALAN
AO-I/ Admin. Designate

Approved by:


HERNAN P. RAMIREZ
OIC, CENR Officer

Republic of the Philippines
Community Environment and Natural resources Office
Tubay, Agusan Del Norte

DETAILED OF ESTIMATES

PROJECT NAME: LABOR AND MATERIALS FOR THE CONSTRUCTION OF CANOPY FROM THE MAIN BUILDING TO THE PACD AND PAVING OF THE LOT AREA
LOCATION: Tubay, Agusan Del Norte
ABC Php350,000.00
Item No: I
Item Name: Mob./Demob.
Quantity: 1.00 lot

Designation				Unit	QTY	Unit Cost	Amount
A. Manpower:							
	Construction foreman			days	30		
	Laborer 1			days	30		
	Laborer 2			days	30		
	Laborer 3			days	30		
	Sub-Total A						
Name and Specification				Unit	QTY		
E. Materials							
	Angle Bar 1/4" x2" x 20feet			pieces	80		
	C purlins #4			pieces	40		
	G.I pipe #4 1.5mm x 4 x 20ft			pieces	6		
	Rib type color roof 110cm x 1.04mm x 12m			pieces	12		
	Rib type color roof 110cm x 1.04mm x 2m			pieces	10		
	Cement			bags	70		
	Red Oxide			gallons	3		
	Paint brush #3			pieces	4		
	Fine sand			cubic	20		
	Corrugated bar 9mm			pieces	10		
	Corrugated bar 10mm			pieces	15		
	Nails #4			kilos	5		
	Nails #3			kilos	5		
	Nails #2			kilos	2		
	Tie Wire			kilos	2		
	Welding rod			kilos	30		
	Metal cutting disc			pieces	30		
	Text Screw #2			pieces	100		
	Gutter			pieces	12		
	Lumber 2x2x8			pieces	40		
	Lumber 2x4x8			pieces	40		
	Lumber 2x3x8			pieces	40		
	Sub-Total E						0.00

