



Embassy of the Republic of the Philippines
Pasuguan ng Pilipinas
Seoul

REQUEST FOR QUOTATION

The Philippine Embassy in Seoul, Republic of Korea is inviting companies to submit quotations for its procurement of contract for the Embassy Renovation Project of the consular sections, in accordance with the "Guidelines for the Procurement of Goods and Services, Infrastructure Projects and Consulting Services to be Procured and Performed Overseas" as approved by the Government Procurement Policy Board (GPPB) in its Resolution No. 28-2017 dated 31 July 2017.

The terms of reference of the project are listed on **Annex A**. Aside from the quotation and other documents listed in Section XI of the Terms of Reference, interested companies are required to submit their company profile, including past projects, for vetting purposes.

Incomplete submissions (*quotation and other documents without submission of the company profile or vice versa*) shall be considered ineligible.

The last day for submission of quotations is on 22 September 2022 at 5:00 p.m. Interested suppliers may send their duly signed quotation at email address: **seoulpe@philembassy-seoul.com** and attention it to **Ms. Anna Gabriella E. Guinto**.

Interested suppliers may set-up a schedule for an ocular inspection with Ms. Guinto to check the areas to be renovated.

Should there be further inquiries, you may contact the Philippine Embassy at telephone number (02) 796-7387 ext. 312.

The Embassy of the Philippines
Seoul, Republic of Korea
15 September 2022

EMBASSY RENOVATION PROJECT (Consular Section)

TERMS OF REFERENCE

I. Background

The Philippine Embassy plans to rehabilitate its Chancery through the following renovation/construction:

1. Renovation of the Consular Area (Rooms 101 and 102) to maximize available space and create a customer-friendly lay-out, as well as a newer work station set-up for the safety and security of the processors.
2. Renovation and facelift of the Chancery reception/lobby area. The Embassy is in need of a facelift for its reception area including paint/wall treatment to make it more inviting and attractive for guests and the general public as well as to incorporate design elements that will better adhere to health/safety protocols.
3. Transform the basement storage area into Consular Records Room of the Embassy
4. Installation of static hallway lights in every floors.

II. Scope of Work

The scope of work for the renovation is as follows, but not limited to:

1. Architectural

Room 102 / Waiting Area

- a. Removal and construction of modular desks for applicants. The desks shall have slots for blank application forms
- b. Wall Installation of the existing 47 inches LED Display (with bracket)
- c. Construction of queuing machine and reception desks

Room 102 / Frontline Desk

- a. Removal and construction of wall (facing the applicants)
- b. Removal and construction of desks and counters
- c. Elevate flooring level of back-end office of frontline counters
- d. Remove wall and separating back-end office and storage room and construction of shutter door (*Specifications of shutter door should be included in the submission*)

Room 102 / Cashier

- a. Construction of wall and door
- b. Manufacture of desk and counter

Room 102 / Overseas Voting Secretariat Office

- a. Construction of modular desk and counter
- b. Construction of structural wall
- c. Installation of Door

Room 102 / Back-end Office

- a. Removal and of wall (which separated the old OVS Office and back-end office)
- b. Removal and construction of modular desks (*Specifications of desks should be included in the submission*)

Room 102 / Passport Encoding

- a. Removal and construction of wall
- b. Removal and construction of modular desk
- c. Removal and construction of modular Passport Encoding Area for Applicants (with blue background)

Room 101 / Waiting Area

- a. Removal and construction of modular desks for applicants. The desks shall have slots for blank application forms
- b. Construction of office for two (2) frontline services

Room 101 / Frontline Desk

- a. Construction of modular desks and counter

Room 101 / Cultural Office

- a. Removal and construction of walls
- b. Relocate to upper right area of the office

Room 101 / ATN Office

- a. Removal and construction of walls and door

Room 101 / Administrative Office

- a. Construction of shutter doors (*Specifications of shutter door should be included in the submission*)
- b. Construction of cabinets for administrative section and pantry (*Specifications of cabinets should be included in the submission*)
- c. Construction of pantry desk

1F / Women's Bathroom

- a. Removal and construction of cubicle partition
- b. Installation of diaper changing table (*Location of installation and specification should be included in the submission*)
- c. Re-tiling of walls and ceilings
- d. Removal and installation of new bathroom fixtures

Basement / Reception Lobby

- a. Refurbish and extend existing information desk
- b. Installation of additional (automatic) glass door adjacent to the existing glass door for the proposed "double door" for climate control
- c. Install new tv monitor for announcements (*Specifications tv monitor should be included in the submission*)
- d. Remove and install of Handrail (*Specifications should be included in the submission*)
- e. Remove and install new tiles for floors and walls
- f. Remove and install new ceiling (*Include location for installation of air conditioning unit to be provided by the Embassy*)
- g. Remove and install of ceiling lights

Conversion of Basement Storage to Records Room

- a. Construction of wall partitions and door for the water tank
- b. Removal and installation of ceiling light
- c. Provision/preparation of location in the ceiling for installation of air conditioning unit (*Air conditioning unit to be provided by the Embassy*)

2. Electrical

- a. Replacement of lights in Rooms 101 and 102
- b. Installation of ceiling lights, power outlets and switches in lobby reception, Rooms 101 and 102, and one (1) static ceiling light for each floor (1F to 4F)
- c. Inspect/review electrical load capacity of the Chancery (for all floors)
- d. If increasing electrical load capacity is necessary, supply and install new electrical wirings, conduits, panel boards, bus bars, breakers, etc.

3. Painting

- a. Repainting of wall in Rooms 101 and 102, including office spaces

4. Testing and Commissioning – include the required testing and

commissioning of electrical and mechanical components of the rehabilitation works

5. Clearing and Disposal Works – include site clearing, restoration of damage items during the construction works and disposal of construction debris at contractor’s disposal area

III. Supervision of Renovation Works

The Company is responsible for overseeing the implementation of the renovation in accordance with the contract arrangements between the Embassy and the Company.

Prospective suppliers are allowed to visit the site provided that they will coordinate first with the Embassy’s Property Officer for scheduling.

IV. Duration of Services

The Company shall complete and implement its scope of works within four (4) months from the receipt of Notice to Proceed (NTP) by the Company.

V. Qualification of the Company

The prospective company shall the following minimum qualifications:

PARTICULARS	REQUIRE QUALIFICATIONS
Experience	<p>With at least five (5) years of experience in the field of building construction/renovation/interior design</p> <p>With at least ten (10) past renovation/construction projects (with at least 100 m² area projects)</p> <p>Non-compliance to the above qualification requirement constitute a ground to be classified as NON-ELIGIBLE</p>

VI. Approved Budget for Contract

The Approved Budget for the Contract (ABC) is Two Hundred Eighty-Five Million Korean Won Only (KRW 285,000,000.00).

VII. Bill of Quantities

Item No.	Description	Qty.	Unit	Unit Price	Total Amount
<i>A. Preliminary Work</i>					
1.	Protective Covering Site	346	m ²	0.00	0.00

2.	Check and marking base line	1	Lot	0.00	0.00
3.	Demolition, remove	1	Lot	0.00	0.00
4.	Cleaning	346	m ²	0.00	0.00
5.	Project Supervision	346	m ²	0.00	0.00
6.	Waste Disposal			0.00	0.00
B. Room 101					
1.	Repair and replacement of select tiles	82	m ²	0.00	0.00
2.	Elevation of floor level ¹ (<i>minimum 200m</i>)	10	m ²	0.00	0.00
3.	Replacement of entire ceiling	70	m ²	0.00	0.00
4.	Installation of moisture-proof insulation	144	m ²	0.00	0.00
5.	Wall cover finishing (painting / wallpaper)	282	m ²	0.00	0.00
6.	Wainscoating application for lower part of the wall (<i>Height specification should be included in the submission</i>)	18	m ²	0.00	0.00
7.	Construction of counter wall and canopy	3	M	0.00	0.00
8.	Construction of bulletin board with glass cover	2	m ²	0.00	0.00
9.	Vandal-proof protection for the wall above the writing table ²	1	M	0.00	0.00
10.	Repainting and repair of entrance steel door	1	Piece	0.00	0.00
11.	Installation of room doors for the following offices: Vice Consul, Cultural Officer, Frontline Office, Waiting Area)	4	Piece	0.00	0.00
12.	Installation of room door for ATN Office	1	Piece	0.00	0.00
13.	Folding shutter door (PVC, 1200x2100)	1	Piece	0.00	0.00
14.	(Manufactured) Modular Administrative Cabinet (1200x540x850), with interior film	1	Piece	0.00	0.00
15.	(Manufactured) Modular Pantry Cabinet (1300x648x1000), with interior film	1	piece	0.00	0.00
16.	(Manufactured) Modular Pantry Desk (3730x400x900), with interior film	1	Piece	0.00	0.00
17.	(Manufactured) Modular Working Desk (1675x650x750), with interior film	2	Piece	0.00	0.00
18.	(Manufactured) Modular Counter	2	Piece	0.00	0.00

¹ Check with Shammah Inc the elevation

² Check if it's film or tempered glass

	Desk (1675x350x750), with interior film				
19.	(Manufactured) Modular Writing Desk (with slots for blank application forms) (1550x660x1100), with interior film	1	Piece	0.00	0.00
20.	(Manufactured) Modular Queuing Machine Table (300x300x850), with interior film	1	Piece	0.00	0.00
21.	(Ready-made) Baby Bed (for breastfeeding area) (1260x640x1020)	1	Piece	0.00	0.00
22.	Installation of electrical cables and wirings	92	m ²	0.00	0.00
23.	Installation of line LED lighting (3 meters)	4	Piece	0.00	0.00
24.	Installation of LED panel lighting	26	Piece	0.00	0.00
25.	Installation of LED directional lighting	1	Lot	0.00	0.00
26.	Installation of light switches	8	Piece	0.00	0.00
27.	Installation of power outlets	20	Piece	0.00	0.00
28.	Installation of internet network cable	10	Piece	0.00	0.00
29.	Installation of telephone line cables	10	Piece	0.00	0.00
30.	Construction of wall skirt border, 80mm with film finish	94	m	0.00	0.00
<i>C. Room 102</i>					
1.	Repair and replacement of select tiles	121	m ²	0.00	0.00
2.	Elevation of floor level (minimum of 200mm)	25	m ²	0.00	0.00
3.	Repair select ceiling panels (146	m ²	0.00	0.00
4.	Painting of ceiling	146	m ²	0.00	0.00
5.	Construction of ceiling access door (400x400)	4	Piece	0.00	0.00
6.	Construction of wall	73	m ²	0.00	0.00
7.	Installation of moisture-proof insulation	180	m ²	0.00	0.00
8.	Wall cover finishing (wallpaper / painting)	312	m ²	0.00	0.00
9.	Construction of Ribbed Wall	39	m ²	0.00	0.00
10.	Construction of counter wall and canopy	7	M	0.00	0.00
11.	Construction of bulletin board with glass cover	2	M	0.00	0.00
12.	Vandal-proof protection for the wall above the writing desk	3	lot	0.00	0.00
13.	Repair and repainting of the entrance steel door	1	piece	0.00	0.00
14.	Installation of room doors for the	5	Piece	0.00	0.00

	following offices: Frontline Office, Cashier, Overseas Voting Secretariat, Server Room, Passport Encoding				
15.	Installation of folding curtain door (2100x2100)	2	Piece	0.00	0.00
16.	(Manufactured) Modular queuing machine table (1200x540x850) with interior film and artificial marble top	1	piece	0.00	0.00
17.	(Manufactured) Modular Reception Desk (1300x648x1000) with interior film and artificial marble top	1	piece	0.00	0.00
18.	(Manufactured) Modular Writing Desk & Cabinet (3700x400x900) with interior film and acrylic glass, including under cabinet	1	piece	0.00	0.00
19.	(Manufactured) Modular Writing Desk & Cabinet (3450x500x900) with interior film and acrylic glass, including hanging cabinet	1	piece	0.00	0.00
20.	(Manufactured) Modular Working Desk (Frontline Office) (1250x650x950) with interior film and artificial marble top	4	Piece	0.00	0.00
21.	(Manufactured) Modular Counter Desk (Frontline Office) (1250x350x750) with interior film, artificial marble top and acrylic glass	4	Piece	0.00	0.00
22.	(Manufactured) Modular Working Desk (Cashier) (1630x650x750), with interior film and artificial marble top	1	piece	0.00	0.00
23.	(Manufactured) Modular Counter Desk (Cashier) (1630x350x750) with interior film, artificial marble top and acrylic glass	1	piece	0.00	0.00
24.	(Manufactured) Modular Folding Desk (1000x600x750) with interior film	1	piece	0.00	0.00
25.	(Manufactured) Modular Working Desk (940x550x750) with interior film	1	piece	0.00	0.00
26.	(Manufactured) Modular High Cabinet (690x430x2100) with interior film	5	Piece	0.00	0.00
27.	(Manufactured) Modular Working Desk (for Frontline service) (1400x650x750) with interior film and artificial marble top	1	Piece	0.00	0.00
28.	(Manufactured) Modular Counter Desk (1400x350x750) with interior	1	Piece	0.00	0.00

	film, artificial marble top and acrylic glass				
29.	(Manufactured) Modular Working Desk (inside Storage Room) (1685x1030x750) with interior film and artificial marble top	2	Piece	0.00	0.00
30.	(Ready-made) Frontline Office Cabinet (High Cabinet)	7	Lot	0.00	0.00
31.	(Ready-made) Frontline Office High Cabinet Wardrobe, 2-pc set	2	Lot	0.00	0.00
32.	(Ready-made) Passport Server Mobile Rack (600x1000x1200)	1	Lot	0.00	0.00
33.	Installation of electrical cables and wires	146	m ²	0.00	0.00
34.	Installation of line LED lighting (4 meters)	5	piece	0.00	0.00
35.	Installation of LED panel lighting (600x600)	52	Piece	0.00	0.00
36.	Installation of directional lighting	1	Lot	0.00	0.00
37.	Installation of power outlets	32	piece	0.00	0.00
38.	Reinstallation of existing TV on the wall	1	piece	0.00	0.00
39.	Installation of internet network cable (CAT 6 cable)	16	Piece	0.00	0.00
40.	Installation of telephone line	16	Piece	0.00	0.00
41.	Construction of wall skirt border (with interior film finish)	104	M	0.00	0.00
D. 1F to 4F Corridors					
1.	(Manufactured) Modular Writing Desk (2400x400x900) with interior film and glass	1	Piece	0.00	0.00
	Installation of static corridor lights	4	Piece	0.00	0.00
2.	Application of anti-fouling coating (1F to 5F stairwell walls)	1	Lot	0.00	0.00
E. 1st Floor Men's Toilet					
1.	Installation of new floor tile	8	m ²	0.00	0.00
2.	Installation of new wall tile	23	m ²	0.00	0.00
3.	Removal and installation of new ceiling	8	m ²	0.00	0.00
4.	Construction of ceiling access door (400x400)	1	Piece	0.00	0.00
5.	Painting of ceiling	8	m ²	0.00	0.00
6.	Installation of light, power outlet and light switch	1	Lot	0.00	0.00
7.	Removal of existing urinal and installation of new urinal	2	Piece	0.00	0.00
8.	Removal of existing toilet bowl and installation of new toilet bowl	2	Piece	0.00	0.00

9.	Removal of existing bathroom sink/basin and installation of new bathroom sink/basin	1	piece	0.00	0.00
10.	Removal of existing faucet and other accessory, and installation of new faucet and other accessory	1	Lot	0.00	0.00
11.	Removal of existing tissue holder and installation of new tissue holder	2	Piece	0.00	0.00
12.	Installation of new hand dryer	1	Piece	0.00	0.00
13.	Removal of existing cubicle partition and construction of new cubicle partition	3.5	M	0.00	0.00
14.	Removal of existing mirror and installation of new mirror	1	Piece	0.00	0.00
15.	Installation of room heater	1	Piece	0.00	0.00
16.	Installation of water heater	1	Piece	0.00	0.00
17.	Installation of ceiling ventilation fan	1	Piece	0.00	0.00
F. 2nd Floor Women's Toilet					
1.	Installation of new floor tile	11	m ²	0.00	0.00
2.	Installation of new wall tile	32	m ²	0.00	0.00
3.	Removal of existing ceiling and construction of new ceiling	11	m ²	0.00	0.00
4.	Construction of ceiling access door (400x400)	1	Piece	0.00	0.00
5.	Painting of ceiling	11	m ²	0.00	0.00
6.	Installation of light, power outlets and light switch	1	Lot	0.00	0.00
7.	Removal and installation of toilet bowl	2	Piece	0.00	0.00
8.	Removal and installation of bathroom sink/basin	2	Piece	0.00	0.00
9.	Installation of cleaning sink	1	Piece	0.00	0.00
10.	Removal and installation of faucet and accessory	2	Lot	0.00	0.00
11.	Removal and installation of tissue holder	2	Piece	0.00	0.00
12.	Installation of hand dryer	1	Piece	0.00	0.00
13.	Removal and installation of cubicle partition	6.2	M	0.00	0.00
14.	Installation of water heater	1	Piece	0.00	0.00
15.	Installation of ceiling ventilation fan	1	Piece	0.00	0.00
16.	Installation of diaper changing table (850x550x500)	1	Piece	0.00	0.00
G. Basement Lobby and Building Façade					
1.	Remove and construct new ceiling	40	m ²	0.00	0.00
2.	Removal and installation of floor tile	40	m ²	0.00	0.00
3.	Removal and installation of handrail (left, right)	6	M	0.00	0.00

4.	Removal and installation of wall tile	52	m ²	0.00	0.00
5.	Removal and construction of new reception desk and cabinet	1	Lot	0.00	0.00
6.	Installation of one (1) sliding automatic door	1	Lot	0.00	0.00
7.	Installation of tv monitor for announcements and citizen's charter (47 inches)	1	lot	0.00	0.00
8.	Construction of modular brochure stand/holder	1	Lot	0.00	0.00
9.	Removal and construction of canopy (aluminum bar)	1	lot	0.00	0.00
10.	Installation of electrical cable, light switch, power outlets, telephone line and internet network cable	1	Lot	0.00	0.00
11.	Removal and construction of LED line light (3 meters)	6	Piece	0.00	0.00
12.	Removal and construction of LED panel light	12	Piece	0.00	0.00
13.	Removal and installation of LED décor light	3	Piece	0.00	0.00
14.	Construction of image wall (natural marble look)	12	m ²	0.00	0.00
15.	Construction and installation of "EMBASSY OF THE REPUBLIC OF THE PHILIPPINES" signage for façade and lobby wall	1	lot	0.00	0.00
<i>H. Basement Records Room</i>					
1.	Construction of wall and door for water tank	1	Lot	0.00	0.00
2.	Installation of electrical lights and power outlets	1	lot	0.00	0.00

VIII. Terms of Payment

In consideration of the services required under this Terms of Reference, payment to the Company shall be made in the following breakdown. No claims for payment shall be processed and paid unless duly-supported with complete documents.

Billing Particulars	Conditions / Requirements
Down Payment (15%)	Upon signing of the contract and receipt of contract performance bond, the Embassy shall pay the down payment equivalent to 15% of the contract price to the Company, before the start of construction
1 st Progress Payment (15% of	Seven (7) days after from the start of the construction. 15% of the project shall be completed

contract price)	by then
2 nd Progress Payment (50% of contract price)	Upon completion of 50% of the project
3 rd Progress Payment (20% of contract price)	Within 30 days after Final Acceptance of the Project

IX. Contract Performance Bond

In order to guarantee that the project will be carried out and complete within the deadline, the Company must submit to the Embassy a performance bond policy amounting to at least 5% of the contract price as guarantee and insurance.

X. Warranty Period/Maintenance Bond

1. The Company must provide the Embassy a warranty policy or maintenance bond of at least 5% of the total amount of the project. The Maintenance Bond under the terms and conditions of this Contract shall mean the maintenance surety insurance issued by the “Korea Specialty Contractor Financial Cooperative (KSCFC)” equivalent to at least 5% of the total contract price. The Company shall maintain the validity of the guarantee for a period of one (1) year after the last payment.
2. The Company must repair defects caused by the renovation project until one (1) year upon completion of the project.

XI. Submittals/Deliverables

The Company shall prepare and submit the following documents upon signing of the contract:

1. Interior Design Proposal/Concept Design
2. Drawings
 - a. Floor Plan
 - b. Elevation
 - c. Ceiling
 - d. Detail/Finishing Material List
 - e. Sample Board
 - f. List of manufactured and off-the-shelf furniture
3. Project Schedule