



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11746222
Procuring Entity NATIONAL WAGES AND PRODUCTIVITY COMMISSION
Title Procurement of Full Professional Door to Door Relocation Service
Area of Delivery Metro Manila

Solicitation Number:	SVP-2025-02-004	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Services	Date Published	11/02/2025
Approved Budget for the Contract:	PHP 630,000.00	Last Updated / Time	11/02/2025 00:00 AM
Delivery Period:		Closing Date / Time	14/02/2025 13:00 PM
Client Agency:			
Contact Person:	<p>Evangeline Teves Madali Procurement Unit Staff 2/F DY International Bldg., San Marcelino cor. Gen. Malvar Sts., Malate Manila Metro Manila Philippines 1004 63-2-85275171 63-2-5275522 bac@produktiboatsahod.onmicrosoft.com</p>		

Description

one (1) lot Full Professional Door to Door Relocation Service

- Office relocation service from 2/F and 3/F Floor Dy International Building, Malate, Manila to Trium Square, 11/F Trium Square, Gil Puyat Ave. cor. Leveriza St., Pasay City

Schedule of transfer: February 15 - 16; 21 - 23, 2025

Items for Transport:

- All furniture, fixtures, appliances and records/files per attached inventory report
- Service providers are advised to visit and inspect the items for transport in the current office location and the new office for accurate quotation/offer

Scope of work includes:

- Provision of packing materials, protection materials (elevators/walls/hallways), and necessary tools and equipment for the safe transport of furniture, fixtures, appliances, records/files;
- Conduct of boxing demonstration to employees and advance delivery of type C cantons plastic crates to be used by

- employees in packing their personal items and personal files/records;
- Deployment of project supervisor to facilitate and supervise the move management to ensure smooth and secure transfer of items;
 - Deployment of appropriate number professional movers during the scheduled transfer to complete the packing and hauling services
 - Deployment of appropriate vehicles to be used for the safe transport of items considering the requirements of the current building and new office building administration;
 - Application and submission of necessary work permit, gate pass and vehicle entry pass in areas or building affected by the transfer;
 - Unpacking and positioning of furniture, fixtures and appliances;
 - Removal of waste packaging materials and other debris on the same day of delivery.
 - The quoted price should be based on the above-specified schedules and considering the work permits, gate pass to be provided/approved by the concerned building administration for the transfer.

Qualification:

The service provider should be in the office relocation service for more than 25 years.

> Attach any proof of documents as compliance to the required specifications.

> Submit/attach complete valid procurement documents (preferably in Portable Document Format/PDF) as required by 2016 Revised Implementing Rules and Regulations of RA 9184 and other GPPB issuances as follows:

1. Updated Mayor's Permit and PhilGEPs Registration number upon submission of quotation.
2. Notarized Omnibus Sworn Statement (for Corporation submit Notarized Secretary's Certificate).

> Non submission of the required documents on time would mean disqualification.

"NOTE: FULL PAYMENT SHALL BE THRU BANK TRANSACTION, PREFERABLY WITH LANDBANK ACCOUNT, OTHERWISE BANK CHARGE SHALL BE FOR THE ACCOUNT OF THE WINNING BIDDER."

Created by Evangeline Teves Madali

Date Created 10/02/2025

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