



# CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES HONG KONG

## REQUEST FOR QUOTATION

### FOR THE PROCUREMENT OF RENOVATION OF THE PASSPORT ENCODING AREA AND MINOR REPAIRS OF THE RECEPTION AREA OF THE PHILIPPINE CONSULATE GENERAL

1. The Philippine Consulate General Hong Kong (Hong Kong PCG), through the authorized appropriations under the General Appropriations Act, intends to apply the sum of One Hundred Forty-four Thousand Five Hundred and Sixty Hong Kong Dollars (HK\$144,560.00/US\$18,070.00/PhP967,648.50) only, being the Approved Budget for the Contract (ABC) as payment under the contract for the procurement of renovation of the Passport Encoding Area and minor repairs/refurbishment at the Reception Area of the Consulate. Quotations received in excess of the ABC shall be automatically rejected.
2. The Hong Kong PCG - Bids and Awards Committee (BAC) now invites submission of quotations for the aforementioned procurement, described as follows:

| Date             | Project Specification   | Approved Budget for the Contract (HK\$) |
|------------------|---|---|
| 21 November 2018 | Repair of the Passport Encoding Area & Minor Repairs/Refurbishment at the Reception Area<br>(Please see attached Terms of Reference/Technical Specifications) | HK\$144,560.00                          |

3. Quotations must be submitted to the Hong Kong PCG - BAC Secretariat Office on or before **28 November 2018, 12:00 noon**, located at the 14<sup>th</sup> Floor, United Centre, 95 Queensway, Admiralty, Hong Kong. Quotations submitted after the deadline shall not be accepted.
4. Hong Kong PCG reserves the right to accept or reject any quotations, and to reject all quotations at any time prior to contract award, without incurring any liability to the affected supplier(s)/contractor(s).
5. For further information, please refer to:  
Hong Kong PCG BAC Secretariat  
Philippine Consulate General Hong Kong  
14<sup>th</sup> Floor, United Centre  
95 Queensway, Admiralty  
Tel. No. 2823-8500; Fax no. 2866-9885  
Email address: [hongkong.pcg@dfa.gov.ph](mailto:hongkong.pcg@dfa.gov.ph)

  
RODERICO C. ATIENZA  
BAC Chairperson

21 November 2018, Hong Kong

## TECHNICAL SPECIFICATIONS

### RENOVATION OF THE PASSPORT ENCODING AREA & MINOR REPAIRS/REFURBISHMENT AT THE RECEPTION AREA

| ITEM NO. | SPECIFICATIONS   | STATEMENT OF COMPLIANCE |
|----------|--|-------------------------|
| I        | <p><b>Background</b></p> <p>In anticipation of the implementation of the Passport Appointment System, Post needs to maximize the limited space at the encoding and passport storage areas of the Passport Section at the Public Area. In addition, Post has relocated to its current chancery in 2002. Since the said relocation, several sections of the office have experienced deterioration due to wear and tear.</p>  |                         |
| II       | <p><b>Objective</b></p> <p>To renovate the Passport Encoding and Storage Areas in anticipation of the implementation of the Passport Appointment System.</p> <p>To refurbish/repair selected areas at the Reception Area.</p>  |                         |
| III      | <p><b>Approved Budget for the Contract (ABC)</b></p> <p>One Hundred Forty-four Thousand Five Hundred and Sixty Hong Kong Dollars<br/>(HK\$144,560.00/US\$18,070.00/PhP967,648.50)</p>  |                         |
| IV       | <p><b>Scope of Work</b></p> <p>This project shall consist of:</p> <p>Furnishing of equipment, tools, materials and labor required to perform and complete the supply and installation related to the:</p> <p><b>Carpentry Work</b></p> <p>1. Reconfiguration of the Passport Encoding Area: installation of six modular (6) Passport Encoding stations, including chairs and passport photo background (proposed design attached), and installation of cabinet system for server</p> <ul style="list-style-type: none"> <li>• Cabinet system for server: 4 layers</li> </ul> |                         |

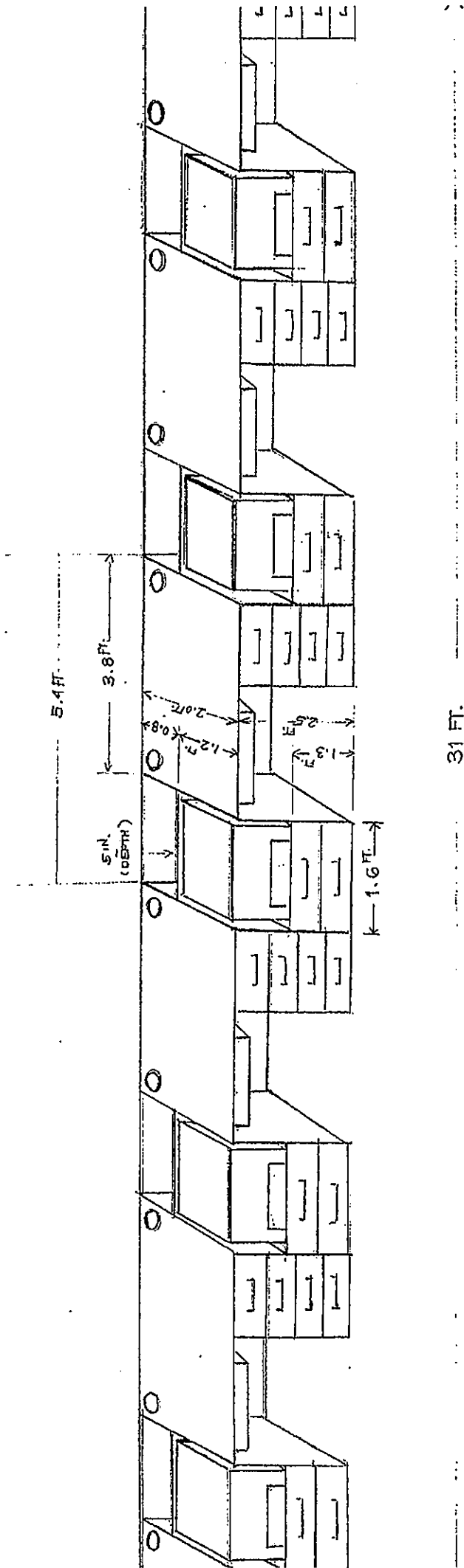
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|   | <p>2. Extension of partitioning wall between Encoding Section and Appointment Section</p> <p>3. Installation of four (4) modular built-in cabinets with security locks at the passport storage area (beside the encoding area) (proposed designs attached), unit cost should not be more than HK\$2,140</p> <ul style="list-style-type: none"> <li>• Sizes: <ul style="list-style-type: none"> <li>• 1x 8 high by 3 wide (3 sliding doors)</li> <li>• 2x 8 high by 2 wide (2 sliding doors)</li> <li>• 1x 4 high by 1 wide (side rolling door)</li> </ul> </li> <li>• Cabinets to hold trays for passports</li> <li>• The cabinets should have a compartment for each tray and each compartment should be able roll out. The trays should be able to be removed and replaced. Each cabinet should have lockable doors (sliding door or rolling door).</li> <li>• Passport tray dimensions: 570mm wide, 390mm deep, height between shelves 200mm (See photo below – yellow trays)</li> </ul> <p><b>Repair Work</b></p> <ol style="list-style-type: none"> <li>1. Refurbishment of receptionist's work area (includes sanding, repainting/varnishing of wooden desk);</li> <li>2. Replacement of curtain rail near reception area.</li> </ol> |  |
| V | <p><b>Technical Specifications and Requirements:</b></p> <p>The Contractor shall provide:</p> <ol style="list-style-type: none"> <li>1. A company profile showing at least five (5) years of experience in the field of building renovation and a good track record in both government and private sector private sector projects.</li> <li>2. Technical manpower, tools, materials and equipment for the completion of the projects.</li> <li>3. A Project Manager to supervise daily work progress at the site and submit a project construction schedule together with daily progress reports to the Administrative Section of the Philippine Consulate General.</li> </ol>  |  |

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|    | <ol style="list-style-type: none"> <li>4. Detailed shop drawings for the modular encoding stations, extension of partition wall and modular built-in passport cabinets.</li> <li>5. The said Project Manager will be the Safety Officer to check, implement and monitor safety precautions during renovation and provide personal protective equipment.</li> <li>6. Secure all necessary permits, licenses, clearances and other documents required for the Project, and bear all costs, duties, fees and other charges thereof.</li> </ol> <p><b>The Contractor shall also:</b></p> <ol style="list-style-type: none"> <li>7. Be liable for any direct or indirect loss or damage as a result of gross negligence or willful misconduct on the part of the Contractor, or on the part of any person or firm acting on behalf of the Contractor, in carrying out the renovation and repairs of the Official Residence. The said Contractor shall be responsible for the repair, restoration and charges/fees or costs incurred due to damages or loss.</li> <li>8. Provide for public liability insurance to cover third party liability and injury during the period of the Project.</li> <li>9. Comply with and strictly observe all laws on workers' health and safety, welfare, compensation for injuries, minimum wages, working hours and laws relative thereto.</li> </ol> |  |
| VI | <p><b>Material Specifications</b></p> <p><b>Carpentry Work</b></p> <ol style="list-style-type: none"> <li>1. Reconfiguration of the Passport Encoding Area: installation of six (6) Passport Encoding stations, including chairs and passport photo background, and installation of cabinet system for server: <ul style="list-style-type: none"> <li>• Encoding station: modular work stations preferably made of pre-laminated boards (MDF Tesa and association boards), in light grey color</li> <li>• Chairs:</li> </ul> </li> </ol>  |  |

|             |   |  |
|-------------|---|--|
|             | <ul style="list-style-type: none"> <li>• Encoders: black ergonomic swivel chairs;</li> <li>• Clients: black non-swivel chair with blue background</li> <li>• Cabinet system for server: modular work stations preferably made of pre-laminated boards (MDF Tesa and association boards), in light grey color</li> </ul> <p>2. Extension of partitioning wall between Encoding Section and Appointment Section</p> <ul style="list-style-type: none"> <li>• Wallpaper-covered wall of wood or wood laminate</li> </ul> <p>3. Installation of four (4) modular built-in cabinets with security locks at the passport storage area (beside the encoding area):</p> <ul style="list-style-type: none"> <li>• modular work stations preferably made of pre-laminated boards (MDF Tesa and association boards), in light grey color</li> <li>• security lock: built-in metal security key lock</li> </ul> <p><b>Repair Work</b></p> <p>3. Refurbishment of receptionist's work area (includes sanding, repainting/varnishing of wooden desk):</p> <ul style="list-style-type: none"> <li>• Sandpaper;</li> <li>• Varnish or paint similar to current color/finish of wood/wood laminate;</li> </ul> <p>4. Replacement of curtain rail near reception area:</p> <ul style="list-style-type: none"> <li>• Stainless steel curtain pole</li> </ul> |  |
| <b>VII</b>  | <p><b>Construction Requirements:</b></p> <p>The Contractor shall coordinate with the Administrative Section to discuss the status of specific repairs and comply with manufacturer's specifications and instruction manuals.</p> <p>Storage and protection of materials shall be delivered to the job site in strapped bundles and neatly stacked on an assigned area through the service door.</p>   |  |
| <b>VIII</b> | <p><b>Schedule of Renovation and Repairs:</b></p> <p>The Project Duration is for a maximum of three (3) calendar days (Thursday after business hours until Saturday) upon receipt by the Contractor of the Notice to Proceed.</p>   |  |

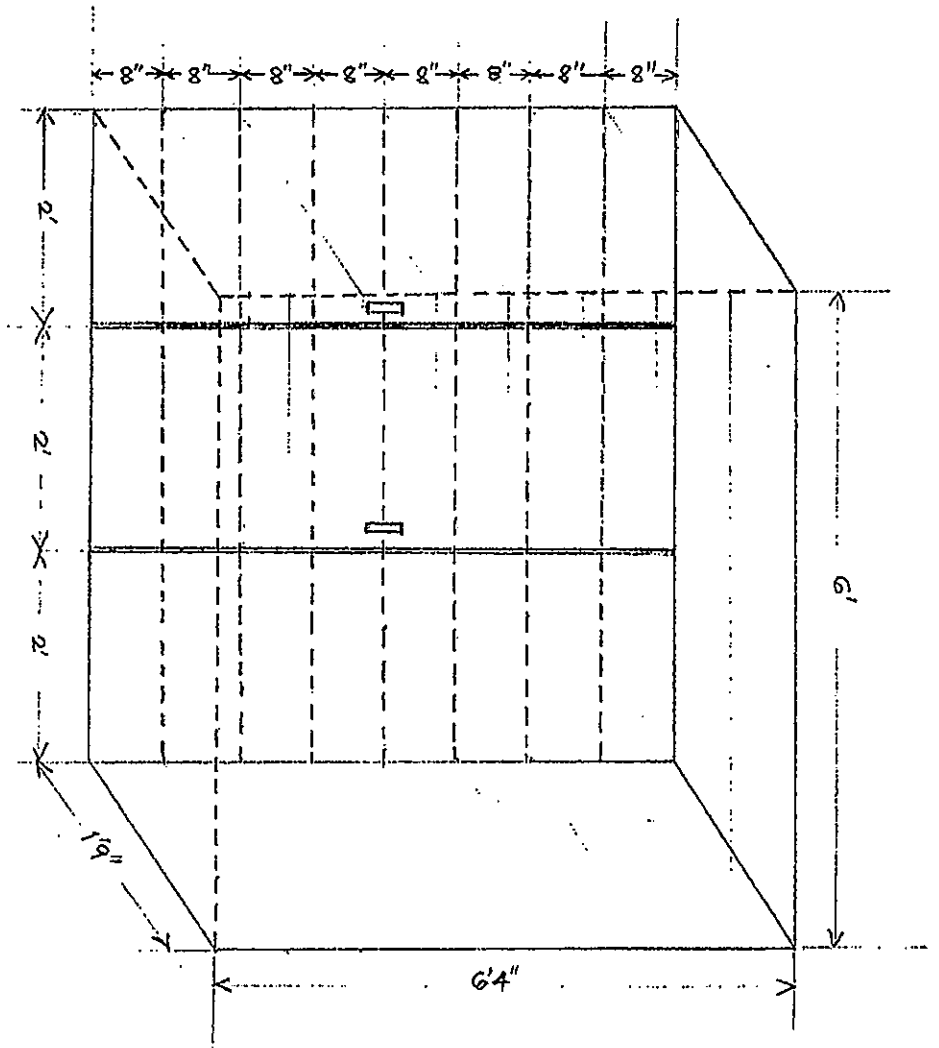
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|    | <p>The Project Duration will include:</p> <ul style="list-style-type: none"> <li>• removal of current encoding stations, cabinets and other materials/equipment within the renovation area;</li> <li>• installation of modular encoding stations;</li> <li>• extension of pass partitioning wall between Encoding Section and Appointment Section;</li> <li>• installation of modular built-in passport cabinets;</li> <li>• refurbishment of receptionist's work area;</li> <li>• replacement of curtain rail near reception area;</li> <li>• cleaning of renovation area.</li> </ul> |  |
| IX | <p><b>Terms of Payment:</b></p> <p>Full payment upon completion of work, issuance of Invoice and Job Accomplishment Report signed by the Contractor and Procuring Entity.</p>  |  |

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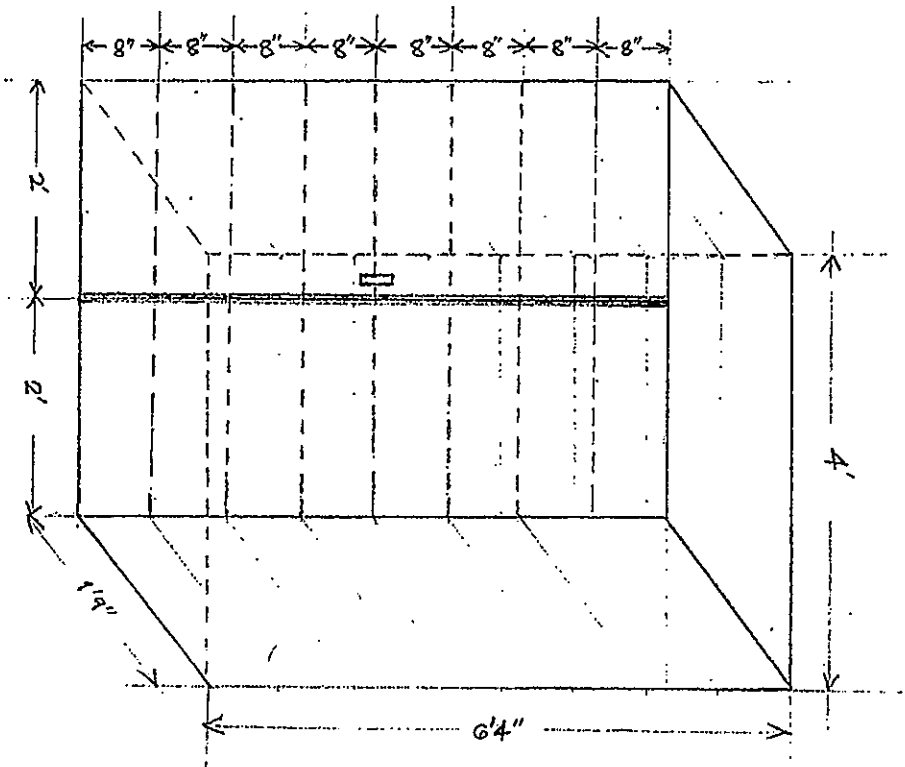


PASSPORT ENCODING AREA

CABINET "A"



CABINET "B"





CABINET "C"

