



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12941812
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title REFURBISHMENT AND RENOVATION OF THE INTERNATIONAL MARITIME ORGANIZATION (IMO) REGIONAL PRESENCE OFFICE EAST ASIA (RPO EAST ASIA)
Area of Delivery Metro Manila

Solicitation Number:	2026-04-077	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Construction Projects		
Approved Budget for the Contract:	PHP 1,965,000.00	Document Request List	0
Delivery Period:	45 Day/s		
Client Agency:			
Contact Person:	JOSE LOUIE B. BANUA The BAC Chairperson c/o BAC Office, 10th Floor, MARINA Bldg. A. Bonifacio Drive cor. 20th Street, Port Area Manila Metro Manila Philippines 1018 63-2-85246518 bacsec@marina.gov.ph	Date Published	25/04/2026
		Last Updated / Time	24/04/2026 19:02 PM
		Closing Date / Time	04/05/2026 12:00 PM

Description

SPECIFICATIONS/DELIVERABLES

Refurbishment and renovation of the IMO Regional Coordinator's Office on the 7th Floor, First Maritime Place, 7458 Bagtikan Street, San Antonio Village, Makati City, 1205 with the following specifications:

A. General works

1. Refurbishment of the following:

- 1.1. Walls and Doors (repainting)
- 1.2. Ceiling boards and frames
- 1.3. Existing office partitions
- 1.4. Electrical works

2. Relocation of internet and telephone lines

3. Mobilization/Demobilization/General Expenses/Consumables

4. Replacement of office furniture and fixtures:

- 4.1. Office of the Regional Coordinator
 - 4.1.1 Table/workstation
 - 4.1.2 Office chair
 - 4.1.3 Small conference table with chairs,
 - 4.1.4 Cabinets, bookshelves, and other storage spaces
- 4.2 Staff office area to accommodate 4 personnel and a common work area
 - 4.2.1 Table/workstation
 - 4.2.2 Office chair
 - 4.2.3 Cabinets, bookshelves, and other storage spaces
- 4.3 Filing Area
 - 4.3.1 Cabinets and wall-to-wall bookshelves
- 4.4 Receiving Area
 - 4.4.1 Wall-to-wall bookshelves
 - 4.4.2 Guest table and chairs
 - 4.4.3 Two one-seater leatherette lounge sofas with a coffee table

B. Provision of PPEs and Project Requirements

C. Appointment of Supervisor / Safety Officer

D. Documentary requirements for the winning bidder:

1. Complete company profile of the winning bidder
2. Renovation plans signed and sealed + rendering
3. A-built plans signed and sealed + rendering
4. Gantt Chart
5. Renovation permits from Makati City OBO, include locational clearance
6. Barangay Permit
7. Workers' names and addresses

GUIDELINES, TECHNICAL REQUIREMENTS, AND HOUSE RULES FOR RENOVATION

For Safety and Security

•Submit workers' names and list in advance with:

>Company IDs

>Change of workers must be informed in advance

- Those with coughs, cold, flu/fever, sore throat and NOT feeling well must NOT be allowed to report for work.
- Those who forget to bring their IDs will not be allowed to work
- Wear proper work uniform from the tops, bottoms, and wear safety shoes.
- Install blue sacks to separate work area from walkaway.
- Install dust collector and exhaust system to prevent dust circulation.
- Workers must place wet and dry floor mats.

(This is where they wiped off the dust on their shoes, to avoid dust and dirty footmarks. Dust on tile is slippery and may cause accidents.)

•All tools and other paraphernalia shall be listed with the guards. All withdrawals/removal of such shall also be listed. Thus, all tools shall be the responsibility of the workers' upkeep.

•Carrying or manual transport of materials, likes of metal, boards and other huge objects that may cause injury, shall only be done when carrying is by 2 persons to avoid blind spots. Materials delivery shall be done after office hours, from 9 PM to 4 AM. Work time is only 9PM to 4AM. One Hour cleaning is required from 4AM to 5AM. At 5AM, all workers must exit the building assisted by the guards. Admin will assign a person to monitor their works.

•Use of the elevator is for small items; larger items will be through stairs. Damages on the walls and other premises will be charged to the contractor. Security will operate the elevator

•Contractor will assign a safety Officer on site for the whole duration of the project. Project Engineer should also be present for the whole duration of the project.

•Welding works shall be accompanied by a Hot Works Permit from BFP and Building Administration. Welding jobs shall comply with the requirements of the Fore Code Protocol on hot works.

•Workers' entry and exit shall be from the rear side of the building. (through Kamagong parking). Contractors can park their vehicles at the kamagong parking.

•Contractor shall ensure that the FDAS Smoke Detectors are covered. This is to avoid false alarms within the work area.

•Welding and grinding metals cause sparks. Contractors should place 2-10 lbs. HCFC 123 Firex in the work area.

•Contractors shall remove debris every other day and not allow cluttering.

•Use of jack hammer is not allowed. For chiseling work, please do manual concrete chisel or improvised concrete nail chisel.

•Contractor will ensure that first aid kits are available for injured personnel.

•Other house rules that may be imposed during the progress of work

•PTC Security will designate where workers can take their lunch, siesta breaks, and smoking area is allowed only at Kamagong Parking. Vaping is prohibited

•PTC will designate which toilet the workers can use. Clean as you go is a must. Cleaning of tools, concrete sludge and paint brushes are NOT allowed in the toilets nor in pantries; contractors will be charged for de-clogging procedures.

•The air-con system filters on the affected shall be cleaned regularly. This is to prevent disruption of AC operations to be done by the admin personnel

•PTC shall physically assign security personnel to be watchful of the site for any untoward incident. Physical and CCTV monitoring is 24 hours.

•Other house rules that may be imposed during the progress of work.

- Other OSH (RA 11058) working guidelines that may apply.

Materials Specifications

Contractor should submit complete technical drawings and floor plans for review and approval. Details will be discussed and written on the submitted plans.

A meeting will be set for the details and information about regular engineering standards for the following items. Other construction restrictions will also be discussed depending and in reference to the submitted technical plans.

- 1.For Civil Works
- 2.For Mechanical Works
- 3.For Electrical Works
- 4.For Plumbing/Sanitary Works
- 5.For fire-Pro Works
- 6.For FDAS Works
- 7.For Auxiliary Works, internet, telephone, sound system, paging system
- 8.And Others.

Recommended Layouts

Submit technical drawings and plans for review and approval.

DELIVERY TERMS: The Terms of the agreement will cover the refurbishment and renovation of the IMO RPO East Asia, and its components must be included in forty-five (45) days, reckoned from the receipt of Notice to Proceed (NTP).

FOR MORE DETAILS, KINDLY REFER TO THE ATTACHED FILES OR YOU MAY VISIT <https://marina.gov.ph/small-value-procurement/>

Created by JOSE LOUIE B. BANUA

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