



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
1071 United Nations Avenue  
Manila

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25 August 2010

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Attention: \_\_\_\_\_

Sirs:

The Insurance Commission (IC) through its Bids and Awards Committee (BAC) invites you or your authorized representative to a **Pre-Procurement Conference on 31 August 2010, 10:00 a.m. at the BAC Room of IC Building** and makes the necessary evaluation of the following:

- a. Lot 1 - Proposed Kitchen/Canteen Improvements, Amenities and Repainting  
Total Estimated Cost: Php409,696.00
- b. Lot 2 - Proposed Renovation of the Rooms/Offices (occupied by Attys. Mendoza & Osias and ICEWA), Replacement of Sanitary Pipes at the Rest Room of the Commissioner's Office and Modification of Two (2) Panel Door (Records And Supply Sections)  
Total Estimated Cost: Php332,535.16

Out of such evaluation, we prefer that you submit your quotations based on each prescribed scope of work (copies attached).

The sealed Quotations shall be submitted to the BAC Office until 10 September 2010 at 12:00 noon.

For inquiries, please contact Mr. David John B. Abad, Mesdames Pamela Y. Cadelina and Cesaria A. Berwan at Telephone Numbers 523-84-61 to 70.

Very truly yours,

**ATTY. DENIS C. CABUCOS**  
Vice-Chairman  
Bids and Awards Committee

## PROGRAM OF WORK

RENOVATION OF THE ROOMS/OFFICES(occupied by Attys Mendoza and Osias and ICEWA), REPLACEMENT OF SANITARY PIPE AND MODIFICATION OF TWO(2) PANEL DOORS (Records and Supply Sections)

- I. Renovation of Three (3) Rooms/Offices (Total Area= 81.85sq. m)
  1. Tiling- Granite Tiles 40x40 cm
    - a. Detach wooden base boards.
    - b. Removal/chipping of wood parquet from concrete flooring.
    - c. Laying out of granite tiles 40x40.
    - d. Grout application.
  2. Replace damaged baseboard.
  3. Repainting (interior portion only)
    - e. Scrapped loose paints.
    - f. Cement plaster leaking portion.
    - g. Apply waterproofing paint to all concrete surface.
    - h. Apply two (2) coats of paints.
  
- II. Replacement Of Sanitary Pipe (incl. repair of damaged portion caused by leak.)
  - a. Removal of dilapidated plywood and wooden nailer.
  - b. Removal of busted sanitary pipe #4.
  - c. Replacement of new sanitary pipe Emerald brand #4.
  - d. Replacement of new marine plywood 1/4x4x8 and new wooden nailer 2x2 lumber.
  - e. Repainting of two (2) coats of paint, the ceiling and concrete walls of comfort room.
  
- III. Modifation of Two(2) Doors of Supply and Records Sections.
  - a. Unhinged the doors.
  - b. Detach the plywood on both sides of the doors.
  - c. Modified the door frames with provisions for clear glass 1cm thick (with hole in the middle and opening at the bottom 25cm length and 10cm in height) and window pane.
  - d. Attach the same narra plywood and glass window and window pane.
  - e. Revarnishing of two doors.

