



REQUEST FOR QUOTATION

The Philippine Consulate General and the Philippine Center Management Board in San Francisco intend to undertake a project covering the Waterproofing and Roof Deck Renovation of the Philippine Center at 445-447 Sutter Street through GPPB Resolution No. 28-17 of 31 July 2017.

In this regard, kindly submit your quotation addressed to the following email addresses on or before 31 January 2026, subject to compliance with the Terms and Conditions provided on the attached [Terms of Reference](#):

property@pcgsanfrancisco.org
procurement@philippinecentersanfrancisco.com

Philippine Consulate General
Office Address: 447 Sutter Street, Floor 6

Philippine Center Management Board
Office Address: 447 Sutter Street, Floor 5

For any clarifications, you may send an email to the above-mentioned email address.



MARC THEODORE P. BENIGNO
BAC Chairperson

16 January 2026

**ENGAGEMENT OF A CONTRACTOR FOR THE IMPLEMENTATION OF THE
WATERPROOFING AND ROOF DECK RENOVATION PROJECT AT THE PHILIPPINE
CENTER AT 445-447 SUTTER STREET, SAN FRANCISCO, CA, 94108**

TERMS OF REFERENCE

The Consulate General of the Philippines in San Francisco (SFPCG) and the Philippine Center Management Board (PCMB) in San Francisco intend to engage the services of a qualified and licensed Contractor in the implementation of the Waterproofing and Roof Deck Renovation at the Philippine Center Building Rooftop at 445-447 Sutter Street, San Francisco, California, USA.

SCOPE OF WORK AND PROJECT COMPONENTS

Repair and Waterproofing

Preparation / Mobilization

- Site assessment and layout planning
- Design rendering and visualization
- Delivery and staging of materials and equipment on or near the roof decks

Demolition & Disposal

- Demolition of existing structures on the rooftops
- Safe disposal of debris and dismantled materials

Waterproofing and Structural Repairs

- Application of waterproofing membrane/system
- Inspection and repair of skylights
- Surface preparation and painting of the area

Roof Deck Improvement

Structural Framing and Decking

- Framing and substructure installation
- Installation of Trex composite decking
- Finishing and detailing

Finishing

- Installation of Planter Boxes
- Mounting of tempered glass railings
- Laying of artificial grass for softscape zones
- Assembly and installation of the pergola structure

Electrical

- Installation of solar-powered bollard lighting structures
- Routing and securing of electrical components as needed

PROJECT PERIOD

Commencing in April, upon conclusion of the rainy season, and completing the project within five (5) months or until Management determines the Contractor's work satisfactorily completed.

SCHEDULE OF WORK AND DURATION OF PROJECT

Upon identification of a suitable Contractor, a Contract shall be signed.

All materials must be approved by the officials of the Philippine Consulate and the PCMB.

Work shall commence at a mutually accepted date ten (10) days after the signing of a Contract and the issuance of the needed notification to proceed with the project.

Access to the work area will be from 9:00 to 4:00 pm. (Monday-Saturday or as needed to meet the specified deadline for monthly work completion)

WARRANTY

The Contractor shall provide a ten (10) year warranty for all delivered and installed items, including the quality of workmanship, effective from the date of issuance of the Certificate of Completion.

In the event that other parts of the building are damaged due to poor workmanship, the Contractor shall repair or replace the affected items at no additional cost to SFPCG and PCMB.

EVALUATION OF SUBMITTED QUOTATIONS FOR THE PROJECT AND MINIMUM QUALIFICATIONS OF CONTRACTORS

The Contractor must be duly licensed by the Contractors' State License Board (CSLB) of California and must have previous experience in similar types of projects, and must be willing to accept the terms stated in this document.

The Contractor must provide all necessary labor, materials, equipment, and services to complete the work professionally and according to the contract documents, taking overall responsibility for supervision, construction means, safety, and site cleanliness, while also ensuring the timely scheduling of all required tests or inspections (if needed).

A focal person or supervisor must be on-site to handle and attend meetings with the SFPCG and PCMB officials regarding the project. This individual will also be responsible for submitting the project's monthly accomplishment report, which the SFPCG and PCMB officials will review and verify.

The Contractor must agree to defend and indemnify SFPCG and PCMB from liability arising from the Contractor's negligence and must provide lien waivers.

The SFPCG and the PCMB must be included as insured parties in the Certificate of Liability Insurance of at least \$2,000,000.00. The Contractor must furnish the SFPCG and the PCMB with a reasonably acceptable certificate(s) of insurance before the start of work.

TERMS OF PAYMENT

Payment shall be made by SFPCG within thirty (30) calendar days upon receipt of the billing statement and the accepted/verified monthly accomplishment report.

The monthly payment shall be based on the actual work completed, as specified in the Contract, including other matters such as the initial down payment and final payment, which shall be discussed with the chosen Contractor.

All these details will be stipulated in the Contract to be signed.

All change orders must be incorporated unless they constitute a deviation from the original plan or scope of work.

ESTIMATED COST

The estimated cost for this project is \$461,919.52 or PHP26,368.675.80

COMPONENT A (REPAIR): \$159,386.85

COMPONENT B (RENOVATION): \$302,532.67

PHOTO OF EXISTING STATE

