



## REQUEST FOR QUOTATION

Date: 25 March 2023

RFQ No.: 100-23-03-596

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Store/Shop: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_


The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure **Preventive Maintenance Service for the Fire Protection and Sprinkler System for the Facilities Management Section – Pasig City Children’s Hospital** with an Approved Budget for the Contract (ABC) of **Php 369,500.00**, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding the total Approved Budget for the Contract shall be rejected.

Item No.	Item Description	Brand Name (PLEASE DO NOT LEAVE BLANK)	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Preventive Maintenance Service for the Fire Protection and Sprinkler System, <ul style="list-style-type: none"><li>- A. Check gauges to ensure the normal air and water pressures.</li><li>- B. Check Control valves to verify if it is sealed in open position and seal is unbroken.</li><li>- C. Check lock valves to verify that all components operate properly, move freely, and are in good condition.</li><li>- D. Check underground gate valves to verify if valve is in proper position.</li><li>- E. Check fire department pumper connection for the following:<ul style="list-style-type: none"><li>- E.1 Verify that connection is both visible and accessible at all times</li><li>- E.2 Verify that all caps and plugs are in place and threads are in good condition</li><li>- E.3 Verify that waterway is free of all foreign material.</li></ul></li><li>- F. Check all sprinkler heads for the following:<ul style="list-style-type: none"><li>- F.1 Corrosion</li><li>- if due to normal aging, replace with new head of same type and rating</li></ul></li></ul>		4	lot	92,375.00	369,500.00		

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600



(02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*



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<ul style="list-style-type: none"> <li>- if due to operation in area emitting corrosive vapors, replace with factory applied lead or wax-coated corrosion resistant heads.</li> <li>- G. Check spare sprinkler cabinet for the following: <ul style="list-style-type: none"> <li>- G.1 verify the sprinkler wrench is present</li> <li>- G.2 verify that cabinet contains at least one replacement head for each size, type and rating head used in the facility</li> <li>- G.3 verify that temperature where cabinet is located does not exceed 100F (38C)</li> </ul> </li> <li>- H. Check hangers and visually inspect system for broken or loose hangers, and repair or replace as required.</li> <li>- I. Check piping and visually inspect for mechanical injury. Repair or replace as required. Supply testing by opening main drain valve and note pressure gauge readings when full flow is obtained and compare reading with reading before opening valve and with previous reading when system was flow tested. Variations in readings may indicate closed valves or obstructions in supply pipe</li> <li>- J. Item Frequency: <ul style="list-style-type: none"> <li>- 1. Quarterly inspection of pipes &amp; fittings, Hanger/Seismic Bracing, Control Valves, Gauges (Dry, Pro-action &amp; Deluge)</li> <li>- 2. Quarterly test of waterflow, Full flow electric power to pump.</li> </ul> </li> </ul>						
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.	<b>Total</b>		<b>369,500.00</b>			
<b>DELIVERY TERM:</b> Please refer to the Terms of Reference.						



*\*Indicate the BRAND NAME and its specific MODEL to be offered or attach a BROCHURE for the offered item; items such as equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*


**Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary’s Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPS website along with the following documents:**

- **Mayor's/Business Permit** (or a recently expired Mayor’s/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor’s Permit before the award of contract)
- **PhilGEPS Registration Number**
- **Income Tax Returns** (Annual Income Tax Return of the preceding tax year) OR Business Tax Returns (Value Added Tax or Percentage tax return covering the previous six months)<sup>1</sup>
- Accomplished and notarized **Omnibus Sworn Statement**  
([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
- **Proof of Authorization: Secretary’s Certificate** if corporation, or **Special Power of Attorney**, if individual.

<sup>1</sup>Sections 3.2 and 3.3 of Revenue Regulation No. 3-2005.

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**ADDITIONAL REQUIREMENTS:**

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):

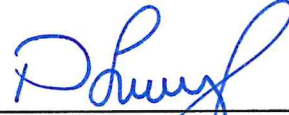
- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate *(for vaccines, toxoids and immunoglobulins only) [to be submitted upon delivery]*; and
- e. Certificate of Analysis *(for anesthesia and antibiotics) [to be submitted upon delivery]*.

If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4<sup>th</sup> Floor, Pasig City Hall, San Nicolas, Pasig City.**

All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4<sup>th</sup> Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph)



**ATTY. PONCE MIGUEL D. LOPEZ**  
Officer in Charge, Procurement Management Office

I hereby certify that I have read and agree to this Request for Quotation and its Terms of Reference (if any). I further certify that the products to be delivered will conform to the specifications stated in the Item Description and I hereby agree to the Terms of Delivery indicated in the submitted form.

**Conforme:**



\_\_\_\_\_  
Signature over Printed Name


\_\_\_\_\_  
Position

Duly authorized to sign quotation/offer for and on behalf of \_\_\_\_\_  
(Please indicate Company Name)

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# **TERMS OF REFERENCE (TOR)**

## **PREVENTIVE MAINTENANCE SERVICE OF FIRE PROTECTION AND SPRINKLER SYSTEM FOR PASIG CITY CHILDREN'S HOSPITAL**

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### **Project Description**

This project entitled, “**Preventive Maintenance Service of Fire Protection and Sprinkler System**” is envisioned to ensure the proper functioning and preserve the good running condition of the system.

### **Scope of Works: Preventive Maintenance Services ( Four Phases )**

- A. Check gauges to ensure the normal air and water pressures.
- B. Check control valves to verify if it is sealed in open position and seal is unbroken.
- C. Check lock valves to verify that all components operate properly, move freely and in good condition.
- D. Check underground gate valves to verify if valve is in proper position.
- E. Check Fire Department pumper connection for the following:
  - 1. Verify that connection is both visible and accessible at all times,
  - 2. Verify that all caps and plugs are in place and threads are in good condition,
  - 3. Verify that waterway is free of all foreign material.
- F. Check all sprinkler heads for the following:
  - 1. Corrosion, if due to normal aging, replace with new head of same type and rating,
  - 2. Corrosion, if due to operation in area emitting corrosive vapour, replace with factory applied lead or wax-coated corrosion resistant heads.
- G. Check spare sprinkler cabinet for the following:
  - 1. Verify the sprinkler wrench is present,
  - 2. Verify that cabinet contains at least one replacement head for each size, type and rating head used in the facility,
  - 3. Verify that the temperature where cabinet is located does not exceed 100F (38C),
- H. Check hangers and visually inspect system for broken or loose hangers and repair or replace as required.
- I. Check piping and visually inspect for mechanical injury. Repair or replace as required. Supply testing by opening main drain valve and note pressure gauge readings when full flow is obtained and compare reading with reading before opening valve and previous reading when system was flow tested. Variations in reading may indicate closed valves or obstruction in supply pipe.
- J. Item Frequency :
  - 1. Inspection of pipes and fittings, control valves, hanger/seismic bracing, control valves, gauges (dry, pro-action & deluge) is on June , August, October and December, 2023.
  - 2. Test of water flow, full flow, electric power to pump is on June, August, October and December, 2023.

K. Recommendation for major repair and replacement of parts when necessary.

I. Submission of Maintenance Report after every services rendered. Phase 1 is on June, 2023, Phase 2 on August, 2023, Phase 3 on October, 2023 and Phase 4 on December, 2023.

**After Sales Support:**

- Hands on training regarding the basic operations and maintenance of the Fire Protection and Sprinkler System.
- Emergency Services as needed without additional cost.

**Warranty:**

The Pasig City Children's Hospital will immediately report to the Contractor any abnormal operation and stoppage of the Fire Protection and Sprinkler System and the Contractor agrees to immediately provide the necessary technician to fix the abnormal operation.

The Contractor shall send within one (1) hour upon receipt of Pasig City Children's Hospital request on critical conditions and eight (8) hours for non-critical conditions, one or more of its personnel to attend, investigate and report on any breakdown or faulty operation.

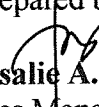
**Terms of Delivery :**

- Delivery of service is upon receipt of the Purchase Order (P.O.) and the Notice to Proceed ( N.T.P.). Phase 1 – June, 2023  
Phase 2 – August, 2023  
Phase 3 – October, 2023  
Phase 4 – December, 2023

**Terms of Payment :**

Payment is after the services rendered. Phase 1 – June, 2023  
Phase 2 – August, 2023  
Phase 3 – October, 2023  
Phase 4 – December, 2023

Prepared by :

  
**Engr. Rosalie A. Enriquez**  
Chief, Facilities Management Section