



REQUEST FOR QUOTATION

Date: 25 March 2023
RFQ No.: 100-23-03-597

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 of Various Equipment for the Nutrition and Dietetics Section – Pasig City Children’s** with an Approved Budget for the Contract (ABC) of **Php 578,000.00**, 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 <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
Preventive Maintenance and Repair of Various Equipment Dietary Equipment								
1	Cleaning of Exhaust Hood with Lamp replacement, - Brand: Low temp		2	unit	10,000.00	20,000.00		
2	Cleaning of Gas Range with 4-Open Top Burner and Oven, - Brand: Low temp		2	unit	15,000.00	30,000.00		
3	Cleaning of Stove with 2-Open Top, high- and low-pressure burners and replacement of knob, - Brand: Low temp		2	unit	10,000.00	20,000.00		
4	Cleaning of Comb Griller and Griddle, - Brand: Low temp		2	unit	15,000.00	30,000.00		
5	Cleaning of Gas Deep Fryer, - Brand: Low temp		1	unit	15,000.00	15,000.00		
6	Preventive Maintenance of Control Gas System and Check-up		1	unit	40,000.00	40,000.00		
7	Cleaning of Rice Steaming Cart and Transfer of location, - Brand: Low temp		1	unit	20,000.00	20,000.00		
8	Calibration and Certification of Detecto Weighing Scale with stadiometer		1	unit	15,000.00	15,000.00		
9	Calibration and Certification of Platform Weighing Scale, 100kg capacity, - Brand: Fuji		1	unit	10,000.00	10,000.00		

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

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10	Calibration and Certification of Dietetic Scale 1kg capacity, - Brand: Fuji		1	unit	10,000.00	10,000.00		
11	Repair and Preventive Maintenance of Refrigerator, - Brand: Berjaya		2	unit	45,000.00	90,000.00		
12	Repair and Preventive Maintenance of Chiller, - Brand: Berjaya		1	unit	58,000.00	58,000.00		
13	Repair and Preventive Maintenance of Freezer, - Brand: Berjaya		1	unit	135,000.00	135,000.00		
14	Calibration and Certification of Freezer Temperature, - Brand: Berjaya		1	unit	15,000.00	15,000.00		
15	Calibration and Certification of Chiller Temperature, - Brand: Berjaya		1	unit	15,000.00	15,000.00		
16	Calibration and Certification of refrigerator temperature, - Brand: Berjaya		2	unit	15,000.00	30,000.00		
17	Preventive Maintenance of Food Cart and Wheel replacement, - Brand: Low temp		4	unit	5,000.00	20,000.00		
18	Maintenance of Stock Pot Burner, - Brand: Low temp		1	unit	5,000.00	5,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		578,000.00			
DELIVERY TERM: 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)¹
- 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.

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;

- Sections 3.2 and 3.3 of Revenue Regulation No. 3-2005.

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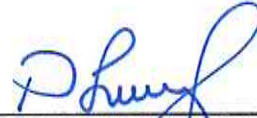
- d. Batch Release Certificate (for vaccines, toxoids and immunoglobulins only) [to be submitted upon delivery]; and
- e. Certificate of Analysis (for anesthesia and antibiotics) [to be submitted upon delivery].

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), 4th 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, 4th 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



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

Preventive Maintenance and Repair Service of various Kitchen Equipment

Pasig City Children's Hospital - Child's Hope

Nutrition and Dietetics Section

A. Role of Supplier

The Supplier should:

1. Provide services needed as stated on the Section G. Scope of Work.

B. Delivery Terms

- The delivery will start upon the issuance of the Purchase Order and Notice to Proceed within 60 calendar days. The supplier is required to deliver the service within Monday to Sunday, 8 a.m. to 7 p.m.

C. Warranty

- The supplier must check the equipment within 8 hours upon receipt of the repair notification within one (1) year from the conduct of service

D. Criteria for Selection

Bidders are required to submit to the Bids and Awards Committee (BAC) their Price Quotation. The bidder presented the most reasonable and lowest price will be selected.

E. Payment Term

The supplier shall bill the client after rendering the full contract on a one-time payment basis, 45 days after service rendered.

F. Scope of Work

The following kitchen equipment located at Pasig City Children's Hospital, Nutrition and Dietetics Section, Canteen and Roof Deck requires preventive maintenance and services. These services to be rendered in this agreement shall result to the equipment to be in its best condition and prevent malfunction from occurring. The services to be rendered are as follows:

SCOPE OF WORK FOR CHILLER

1. Inspection and thorough Cleaning of:
 - a. Spills of outside casing
 - b. Drip or Drain Pan
 - c. Drain Hole
 - d. Condenser Coils
 - e. Evaporator Fan blades
 - f. Header
 - g. Return bends
2. Assurance of functional refrigeration fan
 - a. Check the operation of all fans and ensure airflow is unobstructed
 - b. Check that each fan rotates freely and quietly
 - c. Check all fan set screws and tighten if needed
 - d. Check all fan blades for signs of stress or wear
 - e. Verify that all fan motors are securely fastened to the motor rail
 - f. Lubricate motors if applicable
3. Equipment Service Test
 - a. No unusual vibration fan blades or sheet metal panels

- b. Repair torn gaskets and seals of refrigerator doors
- c. Repair of any faulty wiring (all electrical and ground connections)
4. Check the operation/calibration of all fan cycle and defrost controls
 - a. Look for abnormal accumulation of ice patterns and adjust defrost cycles accordingly
 - b. Compare actual defrost heater amp draw against unit data plate
 - c. Visually inspect heaters to ensure even surface contact with the coil
 - d. Check drain line heat tape for proper operation
 - e. Check unit cooler superheat and compare reading to the standard
5. Documentation
 - a. Field Service Report
 - b. Preventive Maintenance Report
 - c. Certificate of Validation
 - d. PM Sticker

SCOPE OF WORK FOR COMBI GRILLER AND GRIDDLE

1. Cleaning, Inspection, Sanitation and Adjustment of:
 - a. Grill
 - b. Side splash guard
2. Inspection and Repair
 - a. Top and Bottom of griller
 - b. Cooking Surface (check for stress cracks)
 - c. Gas pressure on gas grills and amp reading on electric grills
 - d. Griddle and Griller knobs
3. Testing and Calibration
 - a. Thermostat
4. Documentation
 - a. Field Service Report
 - b. Preventive Maintenance Report
 - c. Certificate of Validation
 - d. PM Sticker

SCOPE OF WORK FOR DEEP FRYER

1. Cleaning, Inspection and Sanitation of:
 - a. Fry pot/ Frying area
 - b. Frying basket
 - c. Control panel
 - d. Other frying elements
2. Inspection and Repair
 - a. Faulty switch or knob
 - b. Metal of Frying basket still attached
3. Documentation
 - a. Field Service Report
 - b. Preventive Maintenance Report
 - c. Certificate of Validation
 - d. PM Sticker

SCOPE OF WORK FOR EXHAUST HOOD WITH LAMP

1. Diagnose Exhaust Hood Problems
 - a. Check possible obstruction of vent hood
 - b. Check lights and button
 - c. Check motor sound
2. Inspect and Adjust Fan Belts
3. Install a Commercial Kitchen Exhaust Fan Hinge
4. Inspect Electrical Wiring and Cords
5. Check that Fan Blades are Balanced
6. Keep your Motor and Fan Lubricated
7. Check the seals on Motor Cover and Air intake
8. Inspect for Aged Vibration Isolators
9. Check the Exterior of Exhaust fan
10. Replacement of three light bulbs
11. Documentation of preventive maintenance
 - a. Field Service Report
 - b. Preventive Maintenance Report
 - c. Certificate of Validation
 - d. PM Sticker

SCOPE OF WORK FOR FREEZER

1. Inspection and through Cleaning of:
 - a. Spills of outside casing
 - b. Drip or Drain Pan
 - c. Drain Hole
 - d. Condenser Coils
 - e. Evaporator Fan blades
 - f. Header
 - g. Return bends
2. Assurance of functional refrigeration fan
 - a. Check the operation of all fans and ensure airflow is unobstructed
 - b. Check that each fan rotates freely and quietly
 - c. Check all fan set screws and tighten if needed
 - d. Check all fan blades for signs of stress or wear
 - e. Verify that all fan motors are securely fastened to the motor rail
 - f. Lubricate motors if applicable
3. Equipment Service Test
 - a. No unusual vibration fan blades or sheet metal panels
 - b. Repair torn gaskets and seals of refrigerator doors

- c. Repair of any faulty wiring (all electrical and ground connections)
- 4. Check the operation/calibration of all fan cycle and defrost controls
 - a. Look for abnormal accumulation of ice patterns and adjust defrost cycles accordingly
 - b. Compare actual defrost heater amp draw against unit data plate
 - c. Visually inspect heaters to ensure even surface contact with the coil
 - d. Check drain line heat tape for proper operation
 - e. Check unit cooler superheat and compare reading to the standard
 - f. Check refrigerant levels
- 5. Documentation
 - a. Field Service Report
 - b. Preventive Maintenance Report
 - c. Certificate of Validation
 - d. PM Sticker

SCOPE OF WORK FOR GAS LEAK DETECTOR

1. Cleaning, Inspection, Sanitation and Adjustment of:
 - a. Gas leak detector
 - b. Pipelines
 - c. Switch
 - d. Alarm
2. Inspection and Repair
 - a. Conduct a bump test on all the sensors, (unless a full calibration is being done), do a calibration (when required) and record the results in a maintenance log.
 - b. Do a physical inspection by Checking the unit for wear and tear, tampering, accidental or deliberate damage; for cracks, water damage, loose screws or wires and make sure there isn't a buildup of dust on the outside or inside of the enclosure.
3. Bump Test Vs Calibration
 - a. A bump test is a brief exposure of the sensor to gas. A bump test verifies that the sensor is responding and the alarm is functioning. A bump test takes less time and requires less gas than a full calibration.
 - b. Calibration is the exposing of the sensor to a certified concentration of gas for a particular length of time. The calibration process verifies that the gas detector is providing accurate readings. Part of the calibration process requires a process called zeroing. Zeroing sets the sensor to recognize the ambient air as clean air. If the gas detector is in a clean air environment, (meaning there are no other gases present and relevant to that sensor type), then the air in the room can be used to zero the sensor. If the environment is contaminated then measuring and reading that air as zero will provide inaccurate readings. The sensor in this type of environment requires zeroing with a zero (0) air cylinder.
4. Bubble test
 - a. Conduct a bubble test at gas pipelines to check any possible leakage
 - b.
5. Documentation
 - a. Field Service Report
 - b. Preventive Maintenance Report
 - c. Certificate of Validation
 - d. PM Sticker

SCOPE OF WORK FOR 4-OPEN TOP BURNER WITH OVEN

1. Cleaning, Inspection and Sanitation of:

a. Racks and Interior	c. Food probe
b. Dip tray	d. Door gasket

- e. Steam generator
- f. Air filter
- g. Drain line
- 2. Inspection and Repair
 - a. Door gasket
 - b. Door Hinges
 - c. Switch knobs
- 3. Testing and Calibration
 - a. Thermostat
- 4. Documentation
 - a. Field Service Report
 - b. Preventive Maintenance Report
 - c. Certificate of Validation
 - d. PM Sticker

SCOPE OF WORK FOR REFRIGERATOR

- 1. Inspection and through Cleaning of:
 - a. Spills of outside casing
 - b. Drip or Drain Pan
 - c. Drain Hole
 - d. Condenser Coils
 - e. Evaporator Fan blades
 - f. Header
 - g. Return bends
- 2. Assurance of functional refrigeration fan
 - a. Check the operation of all fans and ensure airflow is unobstructed
 - b. Check that each fan rotates freely and quietly
 - c. Check all fan set screws and tighten if needed
 - d. Check all fan blades for signs of stress or wear
 - e. Verify that all fan motors are securely fastened to the motor rail
 - f. Lubricate motors if applicable
- 3. Equipment Service Test
 - a. No unusual vibration fan blades or sheet metal panels
 - b. Repair torn gaskets and seals of refrigerator doors
 - c. Repair of any faulty wiring (all electrical and ground connections)
- 4. Check the operation/calibration of all fan cycle and defrost controls
 - a. Look for abnormal accumulation of ice patterns and adjust defrost cycles accordingly
 - b. Compare actual defrost heater amp draw against unit data plate
 - c. Visually inspect heaters to ensure even surface contact with the coil
 - d. Check drain line heat tape for proper operation
 - e. Check unit cooler superheat and compare reading to the standard
 - f. Check refrigerant levels
- 5. Documentation
 - a. Field Service Report
 - b. Preventive Maintenance Report
 - c. Certificate of Validation
 - d. PM Sticker

SCOPE OF WORK FOR GAS RICE STEAMING CART

- 1. Cleaning, Inspection, Sanitation of:
 - a. Steaming cart
 - b. Trays
 - c. Door Handle
 - d. Safety and pressure relief valve
- 2. Inspection and Repair
 - a. Gas lining

- b. Steam trap
 - c. Condenser
 - d. Pipelines of gas and water
 - e. Stainless Trays
 - f. Door gasket
 - g. Water boiler float valve
 - h. Water inlet valve
 - i. Thermostat
3. Documentation
 - a. Field Service Report
 - b. Preventive Maintenance Report
 - c. Certificate of Validation
 - d. PM Sticker

SCOPE OF WORK FOR WEIGHING SCALE

1. Cleaning, Inspection, Sanitation and Adjustment of:
 - a. Weighing scale platform
 - b. Scale
 - c. Knob adjustment
2. Inspection and Repair
 - a. Checkout weighbridges for any sign of wear and tear
 - b. Paint of scales is faded or peeled
3. Check accuracy of weighing scale
 - a. Test the scale versus certified weights
4. Documentation
 - a. Field Service Report
 - b. Preventive Maintenance Report
 - c. Certificate of Validation
 - d. PM Sticker

Prepared by:

FOR: 
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Nutritionist/Dietitian II