



REQUEST FOR QUOTATION

Date: 25 April 2023
RFQ No.: 100-23-02-318

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 **Sewage Treatment Plant Maintenance and Operation for the City Veterinary Office** with an Approved Budget for the Contract (ABC) of **Php 990,000.00**, 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.

					Approved Budget		Price Offer	
Item No.	Item Description	Brand Name <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Unit Cost	Total Cost	Unit cost	Total Cost
1	STP Maintenance and Operation, - May to December 2023		8	month	123,750.00	990,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.				Total	990,000.00			
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). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
- **PhilGEPS Registration Number**
- **Income Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).

In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:

1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
 2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- 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;
- 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

SGD

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, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.

Conforme:


Signature over Printed Name

Position

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

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



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



pasigcity.gov.ph

TERMS OF REFERENCE (TOR)

OPERATION and MAINTENANCE of SEWAGE TREATMENT PLANT (STP) (PASIG CITY SLAUGHTERHOUSE)

Project Information:

The Pasig City Slaughterhouse with a total maximum daily production capacity output of 440 heads of hogs and 11 heads of cattle is covered by the Environmental Compliance Certificate (ECC) and LLDA Clearance. The existing Sewage Treatment Plant (STP) is designed with 270 cu. m. per day, 1,200mg per BOD in order to consistently meet the effluent standard. A third-party special contractor with extensive experience in the design, construction, operation, and maintain Sewage Treatment Plant (STP) shall handle the maintenance and operation of the STP including but not limited to such.

SCOPE OF WORKS:

Supply of services and manpower for 24 hours/day 7 days a week, to operate and maintain the Wastewater Treatment Plant (WWTP) or Sewage Treatment Plant (STP) of the Pasig City Slaughterhouse located at San Sebastian St. Ilugin Phase II Pinagbuhatan Pasig City as follows:

- 1.1 Starts and operates the equipment and its appurtenances thereto, of the Wastewater Treatment Plant (WWTP) or Sewage Treatment Plant (STP), to process and treat the wastewater influent, in accordance with the equipment and process standard operating procedures (SOP). Cleaning and scooping of solid wastes at the screen chamber. And organize solids in the garbage disposal area.
- 1.2 Assigns competent personnel with hand tools to perform and carry out the activities and Standard Operating Procedures (SOP) involved in the operation of the WWTP/STP and perform minor repair, maintenance, and adjustments to correct any deviations from standard parameters and ensure compliance with DENR.
- 1.3 Assign competent personnel to perform process monitoring and conduct daily tests such as;
ammonia, nitrate phosphate, pH, and chlorine residual, checks sludge volume for color and sludge settling rate with own test kits and laboratory accessories.
- 1.4 Supply and replenish disinfection agents such as chlorine, daily or as necessary.
- 1.5 Conduct daily routine checks, inspections, and observations of STP process equipment. Monitor and record any observed abnormalities such as parts wear and tear, loose motion, overheating, unusual sounds, excessive vibrations, etc.

- 1.6 Keep and maintain a report to log down the above-mentioned observations and record all relevant process parameters. The contractor shall consolidate and submit a formal report of major highlights of activities and the STP operating information as may be required.
- 1.7 The Contractor shall consolidate and submit a formal report of major highlights of activities and the STP operating information as may be required.
- 1.8 Collects effluent samples monthly for analysis by an accredited Laboratory. Submit the results of the analysis for your consolidated Self-Monitoring Report (SMR) required by the DENR/LLDA. Shall process and comply with requirements for LLDA/DENR (e.g. ECC, Discharge Permit, and other legal concerns of the Slaughterhouse STP with the assistance of the present Pollution Control Officer (PCO) of the said establishment.
- 1.9 Weekly visit of the contractor's STP Supervisor, to ensure the normal operating condition of the plant.
- 1.10 Perform Housekeeping, and maintain cleanliness within the vicinity of the facility; dispose and collect sludge immediately from the sumpit chamber to avoid bad smells/odors that can harm the health of our employees, clients, and people in the establishments and houses that surround the STP.
- 1.11 Submission of Operation and Maintenance (O & M) Monthly Report
- 1.12 Assist the Pollution Control Officer (PCO) in the filing of the Quarterly Self-Monitoring Report (SMR) to Laguna Lake Development Authority (LLDA)
- 1.13 Shall maintain and ensure that all equipment including blowers and pumps are functioning 24 hours a day and 7 days a week.
Equipment:
 - a. 3 units of Blower 15HP
 - b. 2 units of Transfer Pump 2HP
 - c. 2 units of Booster Pump 1HP
 - d. 1 unit of Dosing Pump

Terms and Conditions:

- 1.0 The proposal should be based on our existing STP that was built for the purpose of the DENR Administrative Order (DAO 2016-08). Treating water containing waste from the slaughtering operation and other domestic waste was designed based on the specified effluent capacity and the given DENR standard parameters for the "Class C" Water Classification analyzed by a duly recognized laboratory service provider.
- 2.0 The contractor shall monitor if the effluent flowing and entering the STP is free from inorganic wastes of any kind such, as but not limited to chemical substances, petroleum base oil, grease, and plastic compound

3.0 The contractor shall carry out the aforementioned scope of work in a professional manner, and ensure that the STP process equipment is operated in accordance with its standard Safety and Operating Procedures, to ensure that the process parameters meet or comply with the standard requirements of DENR/LLDA.

4.0 The contractor shall be responsible for the conduct and discipline of the personnel and shall abide by the Pasig City Slaughterhouse's policies, safety rules, and regulations employee code of conduct and discipline, and good housekeeping practices.

5.0 Minor repair maintenance and adjustment mentioned in the scope of works 1.2 Refers to retightening, lubrication, de-clogging, cleaning, and housekeeping works.

6.0 Liable for any irregularities that may be found during the Laguna Lake Development Authority (LLDA) and Department of Environmental and Natural Resources (DENR) Inspection and the possibility of fines, penalties, and sanctions as a result of such irregularities that can affect the water quality guidelines and LLDA/DENR standards.

7.0 The bidder must have the capacity to undertake the processing and securing of Infectious **waste generator ID** for Pasig City's healthcare facilities, transport permit, and other pertinent regulatory permits without additional expense for the City Government of Pasig

Delivery Terms:

Preventive Maintenance Services shall be effective on the date in which the Notice to Proceed and Purchase Order is received. Charges for services rendered are billed based on the actual services rendered. (Monthly Payment).

- The contract is until December 31, 2023

PREPARED AND CERTIFIED BY:


SUSANA C. AQUINO-RAPSING
Acting Slaughterhouse Head
Pollution Control Officer

NOTED:


EMMA M. SANCHEZ, DVM
City Veterinarian