



## REQUEST FOR QUOTATION

Date: 25 April 2023  
RFQ No.: 100-23-03-638

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 **Operation and Preventive Maintenance Services for the Sewage Treatment Plant for the Facilities Management Section – Pasig City Children’s Hospital** with an Approved Budget for the Contract (ABC) of **Php 699,295.60**, 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
1	<p>Operation &amp; Preventive Maintenance Services for the Sewage Treatment Plant (STP)</p> <p>Scope of Works:</p> <p>Supply of services and manpower for 8 hours/day and 7 days a week to operate and maintain the PASIG CITY CHILDREN'S HOSPITAL (Child's Hope) Sewage Treatment Plant (STP) located at Alkalde Jose cor. Industria Street, Pasig City as follows: 1.1 Starts and operates the equipment and its appurtenances thereto of the Sewage Treatment Plant (STP), to process and treat the waste water influent, in accordance with the equipment and process standard operating procedures (SOP). Cleaning and scooping of solid wastes like oils/grease, tissues, napkins, papers, etc. at the Screen Chamber. And organize solids in the garbage disposal area.</p>		8	lot	87,411.95	699,295.60		

<p>1.2 Assign competent personnel with hand tools to perform and carry-out the activities and standard operating procedures (SOP) involved in the operation of the STP and to perform minor repair, maintenance and adjustments to correct any deviations from standard parameters.</p> <p>1.3 Supply and replenish disinfection agent such as chlorine, daily or as necessary.</p> <p>1.4 Conduct daily routine check, inspection and observation STP process equipment. Monitor and record any observed abnormalities such as parts wear and tear, loose motion, overheating, unusual sounds and excessive vibrations.</p> <p>1.5 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.</p> <p>1.6 Conduct monthly effluent test for Department of Energy and Natural Resources Administrative Order 2016-08 (DENR DAO 2016-08) " Class C water" as reflected in the discharge permit by a duly recognized third party laboratory.</p> <p>1.7 Weekly visit of the contractor's STP Supervisor , to ensure the normal operating condition of the STP.</p> <p>1.8 Housekeeping activities.</p> <p>1.9 Submission of Operation and Maintenance (O&amp;M) Monthly Report.</p> <p>1.10 Assist our Pollution Control Officer in filing the Quarterly Self-Monitoring Report (SMR) to Laguna Lake Development Authority (LLDA).</p>						
<p><b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.</p>	<b>Total</b>	<b>699,295.60</b>				
<p><b>DELIVERY TERM:</b> Please refer to the Terms of Reference.</p>						


*\*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

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



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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), 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)

**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.**

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**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)

## OPERATION and MAINTENANCE of SEWAGE TREATMENT PLANT (Pasig City Children’s Hospital-Child’s HOPE)

**General Information:**

The Pasig Children’s Hospital Sewage Treatment Plant (STP) is newly rehabilitated and upgraded to meet DAO 2016-08 Effluent Standard. It is designed to treat **75 cu.m. per day waste water** in order to consistently meet effluent standard. A third party special contractor with extensive experience in the design, construction, operate and maintain Sewage Treatment Plant (STP) shall handle the operation of the STP including but not limited to the following:

1. Consistently passing the LLDA/DENR DAO 2016-08 and DAO2021-19 Effluent parameters for Hospitals.

**Q. Human Health and Social Works:**

PISC Code	Industry Category	Significant Parameters
86 , 87	Hospital, clinics, nursing homes and other human health and residential care activities	Color, Temperature, pH, BOD, Total Suspended Solids, Fecal Coliform, Ammonia, Nitrate, Phosphate, Oil and Grease Surfactants
86900	Other human health activities – medical laboratories inside and outside of medical facilities	All significant parameters depending on the nature of their activity

2. Effluent Discharge shall conform to DENR/LLDA Class “C” Water.

Department of Environment and Natural Resources (DENR)						
General Effluent Standards		DAO 2016-08				
Parameter	Unit	WATER BODY CLASSIFICATION				
		Fresh Surface Water				
		AA	A	B	C	D
BOD <sub>5</sub>	mg/l	NDA	20	30	50	120
COD	mg/l	NDA	60	60	100	200
pH (range)		NDA	6.0-9.0	6.0-9.0	6.0-9.5	5.5-9.5
Color	TCU	NDA	100	100	200	300
TSS	mg/l	NDA	70	85	100	150
Oil & Grease	mg/l	NDA	5	5	5	15
Total Coliform	MPN/100 ml	NDA	3,000	3,000	10,000	15,000
Temperature <sup>(1)</sup>	deg C change	NDA	3	3	3	3
Fecal Coliform	MPN/100 ml	NDA	4	200	400	800
Surfactants (MBAS)	mg/l	NDA	2	3	15	30
Ammonia as NH <sub>3</sub> -N	mg/l	NDA	0.5	0.5	*4	7.5
Nitrate as Nitrogen NO <sub>3</sub> -N	mg/l	NDA	14	14	14	30
Phosphate as Phosphorus	mg/l	NDA	1	1	*4	10

Notes:  
 NDA- No Discharge Allowed  
 TSS- Total Suspended Solids  
 TCU- True Color Unit  
 MPN- Most Probable Number  
 \* DAO 2021-19

## Scope of Works :

Supply of services and manpower for **8 hours/day at 7 days a week** to operate and maintain the PASIG CITY CHILDREN'S HOSPITAL ( Child's Hope) Sewage Treatment Plant (STP) located at Alkalde Jose cor. Industria Street, Pasig City as follows:

- 1.1 Starts and operates the equipment and its appurtenances thereto of the Sewage Treatment Plant (STP), to process and treat the waste water influent, in accordance with the equipment and process standard operating procedures (SOP). Cleaning and scooping of solid wastes like oils/grease, tissues, napkins, papers, etc. at the Screen Chamber. And organize solids in the garbage disposal area.
- 1.2 Assign competent personnel with hand tools to perform and carry-out the activities and standard operating procedures (SOP) involved in the operation of the STP and to perform minor repair, maintenance and adjustments to correct any deviations from standard parameters.
- 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 agent such as chlorine, daily or as necessary.
- 1.5 Conduct daily routine check, inspection and observation STP process equipment. Monitor and record any observed abnormalities such as parts wear and tear, loose motion, overheating, unusual sounds and excessive vibrations, etc.
- 1.6 Keep and maintain a report to log down the above-mentioned observations and record all relevant process parameters, chemicals and other supplies to ensure compliance at all times.
- 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 Conduct monthly effluent test for Laguna Lake and Development Authority (LLDA)/Department of Energy and Natural Resources (DENR) DAO 2016-08 "Class C water" as reflected in the discharge permit by a duly recognized third party laboratory.
- 1.9 Weekly visit of the contractor's STP Supervisor , to ensure the normal operating condition of the plant.
- 1.10 Perform Housekeeping in the area and dispose collected garbage from the screen chamber to the building garbage disposal (MRF) area.
- 1.11 Submission of Operation and Maintenance (O&M) Monthly Report.
- 1.12 Assist the Pasig City Children's Hospital Pollution Control Officer (PCO) on the filing of the Quarterly Self Monitoring Report (SMR) to Laguna Lake Development Authority (LLDA).



### Terms and Conditions:


- 1.0 The proposal should be based on our existing STP that was built for the purpose of DENR Administrative Order (DAO 2016-08). Treating water containing domestic waste was designed based on the specified effluent capacity and the given DENR standard parameters for “ Class C “ Water Classification analysed 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 and grease and plastic compound.
- 3.0 The **contractor** shall carryout the aforementioned scope of works 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 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 Children’s Hospital’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 Environment 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.

### Delivery Terms:

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

- Contract is until December 31, 2023

Prepared by:

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