



REQUEST FOR QUOTATION

Date: 25 April 2023
RFQ No.: 100-23-03-702

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 **Comprehensive Preventive Maintenance Service for CCTV for the Facilities Management Section – Pasig City Children’s Hospital** with an Approved Budget for the Contract (ABC) of **Php 238,042.00**, 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
1	Comprehensive Preventive Maintenance Service for CCTV, - Scope of Works: - A. CCTV Preventive Maintenance, 98 units - B. Checkup list - All Cameras & Central Monitor (Adjust if necessary) - Electrical / CAT Wiring condition - Focusing / Clarity Resolution (Adjust if necessary) - Perform Simulation Run Test/Quarterly with report data (hardcopy) - Maintenance the Digital Video Recorder in good operation - C. Submit report & recommendation if necessary to all cameras & drivers		98	unit	2,429.00	238,042.00		

- D. Emergency calls including week-end and holidays							
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total	238,042.00			
DELIVERY TERM: Within Fifteen (15) calendar days upon the receipt of Notice to Proceed.							

**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.**

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



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



pasigcity.gov.ph

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



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TERMS OF REFERENCE (TOR)

COMPREHENSIVE PREVENTIVE MAINTENANCE SERVICE OF CCTV For PASIG CITY CHILDREN'S HOSPITAL

Project Description:

This project entitled, “Comprehensive Preventive Maintenance Service of CCTV” is envisioned to maintain the performance of the unit; longer life, optimum performance, increased security, decreased downtime and reduced repair costs. CCTV system are perfect for securing the premises of the Pasig City Children’s Hospital. They are preventive security solution that allows property owners to be on the lookout for vandals and burglars.

Scope of Works :

Camera Lens

The main thing to check for and avoid with the camera lens is causes and potential causes of obstruction, which will limit the view of the camera.

1. Check that nothing is obscuring the field of view of the lens and adjust if necessary
2. Clean the camera to prevent any build-up of dust that could prohibit the device performance
3. Check the focus and ensure that the camera’s functions are working (i.e. pan our and zoom)
4. Clean any marks off, as build-up will lead to eventual view obstruction
5. Ensure that any foliage is trimmed back
6. Check that the cameras are firmly attached to the post or wall
7. Check the CCTV motion detection if that they are working

Wiring

1. Check all major components on the CCTV, including connections & cabling for signs of deterioration or damage.
2. Check for any loose wires, exposed or fraying wires and cables, and general wear and tear
3. Check the image quality and ensure that you are getting a clear transmission of the pictures and not hearing any distortion with the sound
4. Check that the power supply to the device is working

Control Equipment

Check that all the elements of the CCTV control equipment, such as monitors, switches, VCR, DVR, and Multiplexer, are functioning sufficiently.

1. Check that the quality of the image on the monitor is clear and the brightness and contrast settings are adjusted correctly
2. Remove any grime and dust build-up on the monitors and control panels
3. Check that cables on the control equipment are not damaged, deteriorating or have any weak connection points
4. Check that the monitor is displaying the correct date and time stamp

Requirements :

1. Must comply to the eligibility requirements set forth by the Bids and Awards Committee (BAC).
2. The Contractor must conduct first an inspection of the equipment prior to submission of Bid Proposal.


Terms of Delivery :

Time of delivery is **fifteen (15) days** upon receipt of Purchase Order (P.O.) and Notice to Proceed.

Payment Term :

Payment term is **Forty Five (45) days** after completion of service.

Prepared by :


Engr. Rosalie A. Enriquez
Chief, Facilities Management Section