



REQUEST FOR QUOTATION

Date: 02 February 2024

RFQ No.: **100-24-01-245**

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 – Pasig City Children’s Hospital** with an Approved Budget for the Contract (ABC) of **Php 765,000.00**, 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 each total Cost per Item and/or 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	Cleaning of Exhaust Hood with Lamp Replacement		2	pcs	9,000.00	18,000.00		
2	Cleaning of Gas Range with 4-Open Top Burner and Oven		1	pcs	10,000.00	10,000.00		
3	Cleaning of Stove with 2-Open Top, high and low pressure burners and replacement of knob, 1.5 L capacity		2	pcs	9,000.00	18,000.00		
4	Cleaning of Combi Griller and Griddle		2	pcs	9,000.00	18,000.00		
5	Cleaning of Gas Deep Fryer		1	pcs	17,000.00	17,000.00		
6	Preventive Maintenance of Control Gas System & Check-up		1	pcs	35,000.00	35,000.00		
7	Cleaning of Rice Steaming Cart & Transfer of location		1	pcs	20,000.00	20,000.00		
8	Calibration and Certification of Detecto Weighing Scale w/ Stadiometer		1	pcs	20,000.00	20,000.00		
9	Calibration and Certificate of Platform Weighing Scale, 100 kg capacity		1	pcs	30,000.00	30,000.00		
10	Calibration and Certificate of Dietetic Scale, 1 kg capacity		1	pcs	30,000.00	30,000.00		
11	Repair & Preventive Maintenance for Refrigerator		2	pcs	30,000.00	60,000.00		


12	Repair & Preventive Maintenance for Chiller		2	pcs	30,000.00	60,000.00		
13	Repair & Preventive Maintenance for Freezer		1	pcs	150,000.00	150,000.00		
14	Calibration and Certification of Freezer temperature		1	pcs	30,000.00	30,000.00		
15	Calibration and Certification of Refrigerator temperature		4	pcs	30,000.00	120,000.00		
16	Calibration and Certification of Chiller temperature		4	pcs	30,000.00	120,000.00		
17	Maintenance of Stock Pot Burner		1	pcs	9,000.00	9,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		765,000.00			
DELIVERY TERM: Please refer to the Terms of Reference.								

**Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*

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



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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 Notice to Proceed within 120 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 (BERJAYA)

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

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8 643-2222





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 (LOW TEMP)

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 (LOW TEMP)


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


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SCOPE OF WORK FOR EXHAUST HOOD WITH LAMP (LOW TEMP)

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 (BERJAYA)

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
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SCOPE OF WORK FOR GAS LEAK DETECTOR (NO BRAND)

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
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 (LOW TEMP)

1. Cleaning, Inspection and Sanitation of:
 - a. Racks and Interior
 - b. Dip tray
 - c. Food probe
 - 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

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4. Documentation
 - a. Field Service Report
 - b. Preventive Maintenance Report
 - c. Certificate of Validation
 - d. PM Sticker

SCOPE OF WORK FOR REFRIGERATOR (BERJAYA)

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 (LOW TEMP)

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

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- 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 (DETECTO / FUJI)

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:


Mikee A. Angeles, RND
Nutritionist-Dietitian I


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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** (Form can be downloaded thru <https://www.gppb.gov.ph/downloadable-forms/#tab-61412>)
 - **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.

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The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

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. BEA THERESE P. VILLANUEVA

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)

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