



REQUEST FOR QUOTATION

Date: 14 March 2024

RFQ No.: **100-24-01-051**

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 Fire Protection and Sprinkler – Pasig City Children’s Hospital** with an Approved Budget for the Contract (ABC) of **Php 350,000.00**, 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 <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Quarterly Preventive Maintenance of Fire Protection and Sprinkler 1. Preparation & Mobilization 2. Quarterly Preventive Maintenance for AFSS: 3. Testing and Commissioning I. SCOPE OF WORK FOR PREVENTIVE MAINTENANCE FOR FIRE SPRINKLER SYSTEM A.) Check gauges to ensure the normal air and water pressure B.) Check Control valves to verify if it is sealed in open position and seal is unbroken. C.) Check lock valves to verify that all Components operate properly, move freely, and are in good condition. D.) Check underground gate valves to verify if valves is in proper position. E.) Check fire department pumper connection for the following: E1.) Verify that connection is both visible and accessible at all times. E2.) Verify that all caps and plugs are in place and		1	lot	350,000.00	350,000.00		

<p>threads are in good condition.</p> <p>E3.) Verify that waterways is free of all foreign materials.</p> <p>F.) Check all sprinkler heads for the following:</p> <p>F1.) Corrosion</p> <ul style="list-style-type: none"> - If due to normal aging, replace with new head of same type and rating. - If due to opeation in area emitting corrosive vapors, replace with factory applied lead or wax-coated corrosion resistant heads. <p>G.) Check spare sprinkler cabinet for the following:</p> <p>G1.) Verify the sprinkler wrench is present.</p> <p>G2.) Verify that cabinet contains at least one replacement heads for each size, type and rating head used in the facility.</p> <p>G3.) Verify that temperature where cabinet is located does not exceed 100°F (38°C)</p> <p>H.) Check hangers and visually inspect system for broken or loose hangers, and repair or replaced as required.</p> <p>I.) Check piping and visually inspect for mechanical injury. Repair or replace as required. Supply testing by opening main drain valve and note pressure gauge readings when full flow is obtained and compare reading with reading before opening valve and with previous reading when system was flow tested. Variations in reading may indicate closed valves or obstruction in supply pipe.</p> <p>J.) Check and inspect physical condition of motor and turbine.</p> <p>K.) Testing and checking of Fire and jockey pump rated pressure (10minutes duration)</p> <p>L.) Testing and Checking of Fire and jockey pump actual running speed.</p> <p>M.) Inspect accuracy of pressure gauge and sensors.</p> <p>N.) Check flow meter when motor is running.</p> <p>O.) Actual testing of AC power source.</p> <p>P.) Test run of Engine Driven, Fire pump (Electric) and Jockey Pump.</p> <p>Q.) Checking of Pump suction and discharge and bypass valves are fully open.</p> <p>R.) Checking of Pipes</p> <p>S.) Check Suction line pressure gauge reading.</p> <p>T.) Check system line pressure gauge reading.</p> <p>U.) Check and inspect suction reservoir.</p> <p>V.) Check to ensure that fuel tank has at least two-thirds full (for diesel engine only)</p> <p>W.) Check and inspect controller and automatic switch., 1. FIRE AND JOCKEY PUMP CONTROLLER</p> <p>A.) Clean and check controller enclosure.</p> <p>B.) Check electronic components or module that can prevent the controller from starting and running.</p> <p>C.) Checking and testing of isolating switch</p> <p>D.) Check the circuit breaker for any crack and any signs of corrosion.</p>					
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<p>E.) Check electrical connections and termination F.) Check starting relay, time delay relay and contactor. G.) Check pressure switch. H.) Check manual, start and automatic switch for any sign of physical damage. I.) Check and record voltage and ampere readings when motor is running.</p> <p>2. PUMP HOUSE AND MISCELLANEOUS COMPONENTS A.) Cleaning of pump house area. B.) Check pumps house area for any obstruction. C.) Check fire and jockey pump baseplate. D.) Check suction and discharge pipe and fittings. E.) Check suction and discharge valves.</p> <p>3. ALARM CHECK VALVE A.) Clean and check alarm check valve for any sign of corrosion and damage. B.) Check fittings for any leaks C.) Check pressure gauge for proper operation. D.) Check and test retard chamber and motor alarm gong.</p> <p>4. CONTROL VALVES A.) Check and secure its normal position of identification signs and locks B.) Close and reopen the valve to test the tamper switches. C.) Lubricate stem, close and reopen the valve to test and distribute and lubricant.</p> <p>5. MAIN AND SECTIONAL DRAIN VALVE A.) With the drain valve open, note the pressure gauge reading, investigate and make necessary corrections if the reading vary from the normal readings B.) Draining of water from system. C.) Check and observe pressure gauge reading. D.) Testing of main drain valve to ensure that it is in good condition. E.) Testing of sectional drain valve to ensure that it is in good condition.</p> <p>6. SPRINKLER HEADS A.) Check for any leakage B.) Check for any corrosion detrimental to sprinkler performance C.) Check for any physical damage. D.) Check for loss of fluid in the glass bulb heat-responsive element.</p> <p>7. FIRE HOSE CABINET A.) Check for any physical damage of Nozzle, Coupling and Cabinet. B.) Check and pressure test of Angle Hose Valve. C.) Testing and Checking of Fire Hose</p>					
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	8. WET & DRY STANDPIPES A.) The system has no physical damage or leakage. B.) All Control handles are in place. C.) Hose & cap gasket are not dry-rotted. D.) The equipment is labeled & accessible.									
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.				Total	350,000.00					
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.*

TERMS OF REFERENCE (TOR)

PREVENTIVE MAINTENANCE SERVICE OF FIRE PROTECTION AND SPRINKLER SYSTEM FOR PASIG CITY CHILDREN'S HOSPITAL

Project Description

This project entitled, “**Preventive Maintenance Service of Fire Protection and Sprinkler System**” is envisioned to ensure the proper functioning and preserve the good running condition of the system.

Other Condition:

1. Preparation and Mobilization
2. Quarterly Preventive Maintenance for AFSS (Automatic Fire Sensing and Supression)
3. Testing and Commissioning

Scope of Works: Preventive Maintenance Services (Four Phases)

- A. Check gauges to ensure the normal air and water pressures.
- B. Check control valves to verify if it is sealed in open position and seal is unbroken.
- C. Check lock valves to verify that all components operate properly, move freely and in good condition.
- D. Check underground gate valves to verify if valve is in proper position.
- E. Check Fire Department pumper connection for the following:
 1. Verify that connection is both visible and accessible at all times,
 2. Verify that all caps and plugs are in place and threads are in good condition,
 3. Verify that waterway is free of all foreign material.
- F. Check all sprinkler heads for the following:
 1. Corrosion, if due to normal aging, replace with new head of same type and rating,
 2. Corrosion, if due to operation in area emitting corrosive vapors, replace with factory applied lead or wax-coated corrosion resistant heads.
- G. Check spare sprinkler cabinet for the following:
 1. Verify the sprinkler wrench is present,
 2. Verify that cabinet contains at least one replacement head for each size, type and rating head used in the facility,
 3. Verify that the temperature where cabinet is located does not exceed 100F (38C),
- H. Check hangers and visually inspect system for broken or loose hangers and repair or replace as required.
- I. Check piping and visually inspect for mechanical injury. Repair or replace as required. Supply testing by opening main drain valve and note pressure gauge readings when full flow is obtained and compare reading with reading before opening valve and previous reading when system was flow tested. Variations in reading may indicate closed valves or obstruction in supply pipe.
- J. Check and inspect physical condition of motor and turbine
- K. Testing and checking of Fire and Jockey Pump rated pressure (for 10minutes duration)
- L. Testing and checking of Fire and Jockey Pump actual running speed
- M. Inspect accuracy of pressure guage sensors
- N. Check Flow meter when motor is running
- O. Actual Testing af AC power source
- P. Test run of Engine Driven, Fire Pump (Electric) and Jockey Pump

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- Q. Checking of pump suction and discharge and bypass valves are fully open
- R. Checking of pipes
- S. Check Suction line pressure guage reading
- T. Check System line pressure guage reading
- U. Check and inspect suction reservoir
- V. Check to ensure that fuel tank has at least two-thirds full (for diesel engine only)
- W. Check and inspect controller and automatic switch

1. FIRE AND JOCKEY PUMP CONTROLLER

- a. Clean and check controller enclosure
- b. Check electronic components or module that can prevent the controller from starting and running
- c. Checking and testing of isolating switch
- d. Check the circuit breaker for any crack and any signs of corrosion
- e. Check electrical connection and termination
- f. Check starting relay, time delay relay and contactor
- g. Check Pressure switch
- h. Check manual, start and automatic switch for any sign of physical damage
- i. Check and record voltage ampere readings when motor is running

2. PUMP HOUSE AND MISCELLANEOUS COMPONENTS

- a. Cleaning of pump house area
- b. Check pumps house area for any obstruction
- c. Check fire and jockey pump baseplate
- d. Check suction and discharge pipe and fittings
- e. Check suction and discharge valves

3. ALARM CHECK VALVE

- a. Clean and check Alarm Check Valve for any sign of corrosion and damage
- b. Check fittings for any leaks
- c. Check pressure guage for proper operation
- d. Check and test retard chamber and motor alarm gong

4. CONTROL VALVES

- a. Check and secure it normal position of identification signs and locks
- b. Close and reopen the valve to test the tamper switches
- c. Lubricate stem, close and reopen valve to test and distribute the lubricant

5. MAIN AND SECTIONAL DRAIN VALVE

- a. With the drain valve open, note the pressure guage reading, investigate and make necessary corrections if the reading vary from normal readings
- b. Draining of water from system
- c. Check and observe pressure guage reading
- d. Testing of main drain valve to ensure that it is in good condition
- e. Testing of sectional drain valve to ensure that it is in good condition

6. SPRINKLER HEADS

- a. Check for any leakage
- b. Check for any corrosion detrimental to sprinkler performance
- c. Check for any physical damage
- d. Check for loss of fluid in the glass bulb heat-responsive element

7. FIRE HOSE CABINET


- a. Check for any physical damage of Nozzle, Coupling and cabinet
- b. Check and pressure test of angle hose valve
- c. Testing and Checking of Fire Hose Cabinet


8. WET AND DRY STANDPIPES

- a. The system has no physical damage or leakage
- b. All control handles are in place
- c. Hose and cap gaskets are not dry-rotted
- d. The equipment is labelled and accessible

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After Sales Support:

- Hands on training regarding the basic operations and maintenance of the Fire Protection and Sprinkler System.
- Emergency Services as needed without additional cost.

Warranty:

The Pasig City Children's Hospital will immediately report to the Contractor any abnormal operation and stoppage of the Fire Protection and Sprinkler System and the Contractor agrees to immediately provide the necessary technician to fix the abnormal operation.

The Contractor shall send within one (1) hour upon receipt of Pasig City Children's Hospital request on critical conditions and eight (8) hours for non-critical conditions, one or more of its personnel to attend, investigate and report on any breakdown or faulty operation.

Terms of Delivery :

- Delivery of service is upon receipt of the Notice to Proceed (N.T.P.).
 - Phase 1 – 10 days after receiving the NTP
 - Phase 2 – 60 days after completion of Phase 1
 - Phase 3 – 90 days after completion of Phase 2
 - Phase 4 – December, 2024

Terms of Payment :

After completion of each Phase service rendered

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>)

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- **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):

- Certificate of Product Registration;
- Certificate of Good Manufacturing Practice;
- License to Operate;
- Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [to be submitted upon delivery]; and
- 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.

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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