



REPUBLIC OF THE PHILIPPINES
Department of Budget and Management
Malacañang, Manila

ADMINISTRATIVE SERVICE

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the project "*Preventive Maintenance for Fire Detection and Smoke Alarm System*", in accordance with Section 53.9 of the Implementing Rules and Regulations Republic Act No. 9184.

- Name of Project : *Preventive Maintenance for Fire Detection and Smoke Alarm System*
- Location : Boncodin Hall, DBM Building II, General Solano Street, San Miguel, Manila
- Specifications : Please refer to Annex "A" for the detailed Technical Specifications and Schedule of Requirements
- Approved Budget for the Contract : Two Hundred Twenty Five Thousand Pesos (Php 225,000.00)
- Delivery Date : Fifteen (15) working days upon Receipt of Notice to Proceed

Interested suppliers are required to submit their valid and current Mayor's Permit and PhilGeps Registration Certificate, and price quotation (Annex "B").

Submission of quotation and eligibility documents is on or before 5:00p.m. of 27 June 2013 at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax nos. 735-4979 / 735-1957.

For inquiry, you may contact us at tel. nos. 735-4979 or 490-1000 locals 3114, 3115 & 3117.

Very truly yours,

ATTY. SOFIA C. YANTO
Director, Administrative

Annex "A"

TECHNICAL SPECIFICATIONS AND SCHEDULE OF REQUIREMENTS

Item	Specification	Statement of Compliance
I. Contract Duration	The contract for Preventive Maintenance for Fire Detection and Smoke Alarm System for the Department of Budget and Management shall be from July 2013 to May, 2014	
II. Maximum Contract Price	The maximum contract price for the Preventive Maintenance for Fire Detection and Smoke Alarm System is Two Hundred Twenty Five Thousand Pesos (P225,000.00) or estimated monthly maintenance service cost of P22,500.00)	
III. General Requirements	Provision for Preventive Maintenance of Fire Detection (165 units smoke detector) and Smoke Alarm System installed at DBM Boncondin Hall located at General Solano Street, San Miguel, Manila.	
IV. Schedule of Requirements	Provision of Monthly, Quarterly and Annual Maintenance Service	

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<p>V. Technical Requirements</p>	<p>A. Monthly Maintenance Activities:</p> <p>Pull out and clean any detectors that are showing a maintenance level of 30% and above</p> <ol style="list-style-type: none">1. Test/check at random at least one detector or call point on one circuit (zone or loop) for satisfactory operation and ensure that the system is capable of operating under alarm condition in the presence of DBM maintenance personnel.2. Check quantity of onsite spares (5 units) to ensure that intervals between tests on one circuit does not exceed 13 weeks (1 quarter)3. Check and rectify any faults in the system concerning equipment/device malfunction4. Visually inspect backup batteries5. Maintain records/logbook for all the works that has been carried out by the Contractor's Service Engineer.6. Submit a checklist form for all activities done for the period, signed by contractor's authorized engineer noted and accepted by the AS Director or her duly authorized representative.7. Provide a consolidated report on a monthly basis on the status of each unit and per system/circuit.	
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B. Quarterly Maintenance Activities:

Check all main system components including control panels: switches, battery charger and batteries to ensure proper functioning.

1. Check alarm sounders and automatic link to remote center
2. Check alarm functions of the panel by operating a detector or call point in each zone
3. Check all fault indicators and circuits by simulating a fault condition
4. Visually inspect the control panel for signs of moisture ingress or other deterioration.
5. Visually inspect whether structural or occupancy changes have affected the requirements for the sitting or call points, detectors and sounders
6. Conduct functional test of the system by actuating one or more manual call points and rectify any sequence as may be required by client
7. Check the operation of the signaling devices
8. Check and verify that there have been no changes in the premises, which would adversely affect the operation of the system
9. Adjust sensitivity of detectors, if necessary or as needed.
10. Submit a checklist form for all activities done for the period, signed by contractor's authorized engineer noted and accepted by the AS Director or her duly authorized representative

C. Annual Maintenance Activities:

Check/test each smoke detectors and manual stations for correct operation in accordance to manufacturer's recommendation.

1. Visually check all cable fittings and equipment are secure, undamaged and

	<p>adequately protected</p> <ol style="list-style-type: none"> 2. Conduct training session for maintenance and engineering personnel on system operations and assist in conducting of fire drill. 3. Upgrade System Definition Utilities and Firmware when upgrades are available. Record any defects in a logbook and upon completion, a certificate of testing to be issued to the DBM. 4. Submit a checklist form for all activities done for the period signed by contractor's authorized engineer noted and accepted by the AS Director or duly her authorized representative. <p>D. Additional Terms and Conditions</p> <p>The contractor shall be fully responsible to maintain and ensure continuous performance of system and integrity of software in satisfactory working condition.</p> <ol style="list-style-type: none"> 1. Response time for emergency calls due to system failure/false alarm shall be not later than four (4) hours upon notice/call during working hours and services when needed within 24 working hours from the time of request. 2. The contractor shall submit detailed report for any defects/malfunctioning of the system and shall rectify the same only upon instructions of the Director, AS or the duly authorized representative. 3. The Contractor shall be responsible and liable for the cost of repair due to damages caused by his own staff while conducting maintenance work. 4. Monthly payment shall be made every end of the month upon submission of monthly reports for maintenance work done, Invoice for the period and acknowledge receipt by AS-GSD authorized representative. 	
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I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature over Printed Name
of Bidder Representative

Date

Contact No/s. _____

Annex "B"

PRICE QUOTATION FORM

Date

The Administrative Service
Department of Budget and Management
Ground Floor, DBM Bldg. III, Gen. Solano St.,
San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the project, Preventive Maintenance for Fire Detection and Smoke Alarm System:

Specifications	Monthly Cost	Total Cost
Preventive Maintenance for Fire Detection and Smoke Alarm System		
TOTAL		

(Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative

Name of Company

Contact No/s.