



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

## REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "Preventive Maintenance of Fire Detection and Alarm System" for FY 2019, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184 and DBM Circular Letter no. 2018-8<sup>1</sup>.

**Name of Project** : "Preventive Maintenance of Fire Detection and Alarm System"  
**Approved Budget for the Contract** : "Five Hundred Thousand Pesos (Php500,000.00)"  
**Specifications** : See the attached Annex "A" for specifications  
**Location** : G/F DBM Building III, Gen. Solano St., San Miguel, Manila  
**Delivery Term** : Twelve (12) months from the issuance of Notice to Proceed (NTP)

Interested suppliers are required to submit their valid and current Mayor's Permit, 2017 Income/Business Tax Return, PhilGEPS Registration Number, Omnibus Sworn Statement, and price quotation form (Annex "A") during submission of offer/quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.



In addition, award of the contract may be issued on January 2019 or until the FY 2019 GAA has been enacted.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **December 19, 2018** 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 no. 735-1957.

For inquiry, you may contact us at tel. no. 657-3300 local 3115, fax no. 735-4979 and email [mdavid@dbm.gov.ph](mailto:mdavid@dbm.gov.ph)

Very truly yours,

  
**THEA MARIE CORINNE F. PALARCA**  
OIC-Director, Administrative Service 

<sup>1</sup> Guidelines on the Conduct of Early Procurement for the Fiscal Year (FY) 2019 National Expenditure Program (NEP).

**PRICE QUOTATION FORM**

Date: \_\_\_\_\_

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

Sir/Madam:

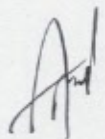
After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

<b>Description</b>	<b>Specification</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>Preventive Maintenance of Fire Detection and Alarm System</b>	Preventive Maintenance of Fire Detection and Alarm System for a period of Twelve (12) months  Please see attached " <i>Technical Specifications</i> "	1 lot		
Total (inclusive of VAT)				

(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.




# **TECHNICAL SPECIFICATIONS**

Bidders/Suppliers must state "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification." Please do not just place check in the bidder's "Statement of Compliance."

Item	Technical Specifications	STATEMENT OF COMPLIANCE
	<b>Preventive Maintenance of Fire Detection and Alarm System</b>	
<b>I.</b>	<p>The Contractor shall be an accredited service provider or distributor of the smoke detector system currently installed in the DBM buildings (Central Office) as follows:</p> <ul style="list-style-type: none"> <li>• Building I - 108 units smoke detectors with 18 units manual push with bell and telephone jack (conventional)</li> <li>• Building II - 165 units smoke detectors with 18 units manual push with bell and telephone jack (addressable type)</li> <li>• Building III - 94 units smoke detectors with 14 units manual push with bell and telephone jack (conventional)</li> </ul>	
<b>II.</b>	<p><b><u>MONTHLY MAINTENANCE ACTIVITIES</u></b></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"> <li>1. Conduct random check of at least one (1) detector or call point on one (1) circuit (zone or loop) to ensure satisfactory condition and capable operational;</li> <li>2. Check the quality of the five (5) units of on-site spares to ensure one (1) circuit do not exceed thirteen (13) weeks;</li> <li>3. Check and rectify system fault on the equipment or device;</li> <li>4. Visually inspect backup batteries;</li> <li>5. Maintain records of all the works carried out by the Service Engineer of the Contractor; and</li> <li>6. Submit monthly checklist of all works done for the period signed, by the contractor's authorized engineer and accepted by the AS Director or her authorized representative.</li> </ol>	
<b>III.</b>	<p><b><u>QUARTERLY MAINTENANCE ACTIVITIES</u></b></p> <ol style="list-style-type: none"> <li>1. Check all main system components including control panels: switches, batteries and battery chargers to ensure proper functioning as per manufacturer's recommendation;</li> <li>2. Conduct functional test of the system by actuating one or more manual call points and rectify any sequence as may be required;</li> <li>3. Visually inspect the control panel for signs of moisture ingress or other deterioration;</li> </ol>	



	<ol style="list-style-type: none"> <li>4. Visually inspect whether structural or occupancy changes have affected the requirements for the call points, detectors and sounders;</li> <li>5. Check the operation of the signalling devices</li> <li>6. Check and verify that there have been no changes in the premises, which would adversely affect the operation of the system;</li> <li>7. Adjust the sensitivity of detectors, as needed;</li> <li>8. Submit quarterly checklist of all works done for the period signed, by the contractor's authorized engineer and accepted by the AS Director or her authorized representative.</li> </ol>	
<b>IV.</b>	<p><b><u>ANNUAL MAINTENANCE ACTIVITIES</u></b></p> <ol style="list-style-type: none"> <li>1. Check and test all smoke detectors and manual stations to ensure proper functioning;</li> <li>2. Visually check to ensure that all cable fitting and equipment are secured, undamaged and adequately protected;</li> <li>3. Conduct training session for AS personnel on system operation and assist in conduct of fire drills upon request of the AS Director;</li> <li>4. Upgrade system definition utilities and firmware when available;</li> <li>5. Maintain records of all the works done for the period and upon completion, Issue a Certificate of Testing for the DBM.</li> </ol>	
<b>V.</b>	<p><b><u>SERVICE LEVEL AGREEMENT</u></b></p> <ol style="list-style-type: none"> <li>1. The Contractor shall be fully responsible in ensuring continued satisfactory performance of the system and integrity of the software;</li> <li>2. In case of emergency service during regular working days, response time shall be within four (4) hours upon notice/call from the DBM;</li> <li>3. The Contractor shall submit a detailed report of system defect, and rectify the same upon instruction of the AS Director or his duly authorized representative;</li> <li>4. The Contractor shall be responsible for the cost of any repair due to damages caused by its own staff while conducting the maintenance work.</li> <li>5. Regular payment shall be made upon receipt of the AS – GSD of the required reports and Invoice from the Contractor.</li> </ol>	

I hereby certify to comply with all the above Technical Specifications.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of Representative

\_\_\_\_\_  
Date

## ***SCHEDULE OF REQUIREMENTS***

<b>Item</b>	<b>SCHEDULE OF REQUIREMENTS</b>	<b>Quantity</b>	<b>Contract Duration</b>
	The Bidder/Supplier shall provide the following needed for the project:		
	Preventive Maintenance of Fire Detection and Alarm System	1 lot	Twelve (12) months from the issuance of Notice to Proceed (NTP)
I.	Submission of proposed weekly, monthly and quarterly work schedule/plan for the period, from the issuance of Notice To Proceed (NTP) to December 31, 2019 for approval of the DBM Administrative Service (AS) Director		Within three (3) working days after the issuance of Notice To Proceed (NTP) for the approval of Administrative Service General Services Division (AS-GSD)
II.	Submission of standard monthly, quarterly and annually accomplishment reports together with the preventive maintenance checklists, forwarded to the AS-GSD		Within three (3) working days from end of the period
III.	Provision of on-call Mechanical Engineer and Safety Officer		As necessary

I hereby certify to comply and deliver all the above requirements.

\_\_\_\_\_

Name of Company/Bidder                      Signature over Printed Name of Representative                      Date



## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES     )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]*s authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**



*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government*

*identification card used*], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her \_\_\_\_\_ No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_, *[date issued]*, *[place issued]*

IBP No. \_\_\_, *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_