



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 Sprinkler 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. 2018-8¹.

- Name of Project** : *“Preventive Maintenance of Fire Sprinkler System”*
- Approved Budget for the Contract (ABC)** : **Nine Hundred Thousand Pesos only**
(Php 900, 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 months from the issuance of Notice to Proceed (NTP)

Interested suppliers are required to submit their valid and current Mayor’s Permit, Income/Business Tax Return (for ABCs above Php500k), PhilGEPS Registration Number, Omnibus Sworn Statement and Authority of Signatory, upon submission of quotation. PhilGEPS Platinum Membership may be submitted in lieu of the Mayor’s/ Business Permit and the PhilGEPS Registration Number.

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.

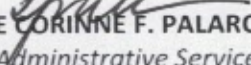
In addition, award of the contract may be issued on January 2019 or until the FY 2019 General Appropriations Act has been enacted.

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 28, 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 inquiries, you may contact us at tel. nos. 735-4902 or 657-3300 local 3115.

Very truly yours,


THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service

¹ 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 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 item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
Preventive Maintenance of Fire Sprinkler System	<ul style="list-style-type: none"> Preventive Maintenance of Fire Sprinkler System for a period of Twelve (12) months Please see attached <i>Technical Specifications</i> 	1 lot		

(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
Preventive Maintenance of Fire Sprinkler System

Bidders must state here either "**Comply**" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

ITEM	TECHNICAL SPECIFICATION	STATEMENT OF COMPLIANCE
1.	<p>Submission of the proposed weekly, monthly, quarterly work schedule/plan.</p> <p>1.1 The Supplier shall submit the proposed weekly, monthly, and quarterly work schedule/plan, for approval of the Administrative Service-General Services Division (AS-GSD)</p> <p>1.2 The proposal shall cover the eleven month contract implementation, in accordance with National Fire Protection Association (NFPA) 25: Standard for the Inspection, Testing and Maintenance of Water – Based Fire Protection System (Latest Edition) and Section 10.2.6.5 "Automatic Sprinkler and Other Extinguish Equipment" of the Revised Fire Code of the Philippines.</p>	
2.	<p>Submission of one (1) original copy of National fire Protection Association (NFPA) 25: Standard for Inspection, Testing and Maintenance of Water Based Fire Protection System (Latest Edition) to the AS-GSD</p>	
3.	<p>Preventive maintenance of Automatic Fire Sprinkler System installed at the DBM building I, II, and III in accordance with approved work schedule/plan</p> <p>3.1 The Supplier shall conduct the preventive maintenance of Automatic Fire Sprinkler System installed at the DBM Building I, II, and III in accordance with the approved work schedule/plan.</p>	



	<p>3.2 The Supplier shall be responsible and liable for the cost of repair due to damages caused by its own staff while conducting its maintenance work.</p> <p>3.3 In case of replacement of defective units, the supplier shall submit complete details/ specifications and proposals/quotation for the purpose.</p> <p>3.4 The Supplier shall provide on – time response to emergency calls. Response time for emergency call due to system failure shall not be later than four (4) hours upon notice during working hours and within forty eight (48) hours upon receipt of notice during non – working hours.</p> <p>3.5 The Supplier shall maintain records in a logbook of all the defects and works that have been carried out by the Supplier’s Service Engineer. The said records shall be submitted to the AS – GSD.</p> <p>3.6 Upon repair/completion, the Supplier shall issue a certificate of testing to attest that the Automatic Fire Sprinkler System is in good running condition.</p>	
4.	<p>Submission of weekly, monthly, quarterly accomplishment reports, together with the preventive maintenance checklist, to the AS – GSD</p> <p>4.1 The Supplier shall submit weekly, monthly, and quarterly accomplishment reports together with the preventive maintenance checklist to the AS – GSD.</p> <p>4.2 The reports shall include detailed description for any defects/malfunctioning of the system and shall be rectified only upon the instruction of the duly authorized representative.</p>	

	<p>Provision of on – call Mechanical Engineer and Safety Officer</p> <p>5.1 The supplier shall provide a Professional, Mechanical Engineer and a Safety Officer, with the following qualification, to manage the preventive maintenance activities of the DBM's Automatic Fire Sprinkler system:</p> <ol style="list-style-type: none"> 1. Professional Mechanical Engineer <ol style="list-style-type: none"> 1.1 Valid Professional Regulation Commission license; and 1.2 Physically and Mentally fit, as evidence by a medical certificate 2. Safety Officer <ol style="list-style-type: none"> 2.1 Safety Training Certificate from any training provider accredited by the Department of Labor and Employment 2.2 The submission by the supplier of the sworn statement attesting compliance shall be required by AS – GSD upon contract implementation <p>5.2 The submission by the supplier of the sworn statement attesting compliance to the above- enumerated qualifications shall be required by AS-GSD upon contract implementation.</p>	
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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
Preventive Maintenance of Fire Sprinkler System

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date to the project site.

Item	Description	Delivery Schedule
The bidder shall provide the following needed for the project:		
1.	Submission of proposed weekly, monthly and quarterly work schedule/plan for the period, February 1,2019 to December 31, 2019 for approval of the DBM Administrative Service (AS) Director	Within three (3) working days after the issuance of the Notice to Proceed (NTP) for the approval of Administrative Service General Services Division (AS-GSD)
2.	Preventive Maintenance of Automatic Fire Sprinkler System Installed at the DBM Buildings I, II and III in accordance with the approved work schedule plan.	To commence within five (5) working days from the approval of the work schedule/plan
3.	Submission of weekly, monthly quarterly accomplishment reports, together with the preventive maintenance checklist, to the AS-GSD	Within three (3) working days from end of the period
4.	Provision of on-call Professional 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

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]* is 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 ____

**CHECKLIST OF ELIGIBILITY AND TECHNICAL
DOCUMENTS FOR SUBMISSION**

Class "A" Documents

(1) Legal Documents

- PhilGEPS Registration Number
- Mayor's/ Business Permit
Note: For individuals, only the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.
- Income/ Business Tax Return (For ABCs above P500K)

Note: PhilGEPS Platinum Certificate of Registration may be submitted in lieu of the Mayor's Permit and PhilGEPS Registration Number.

(2) Technical Documents

- Omnibus Sworn Statement
- Authority of the Signatory

Class "B" Documents

- JVA or the Duly Notarized Statement in accordance with Section 23.1(b) of the 2016 Revised IRR, if applicable.