



Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
General Solano Street, San Miguel, Manila

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## **REQUEST FOR QUOTATION**

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**PREVENTIVE MAINTENANCE OF AUTOMATIC FIRE SPRINKLER**" for CY 2020 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Nine Hundred and Ninety Thousand Pesos only (Php 990,000.00)**.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than** MAR 16 2020, **3:00 P.M.** at the Administrative Service – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through facsimile or email at the address and contact numbers indicated below.

A copy of your 2020 **Business/Mayor's Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

**A notarized Omnibus Sworn Statement (GPPB-prescribed forms), Income/ Business Tax Return<sup>1</sup> (for ABC's above Php 500k)** will also be required to be submitted prior to award.

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at [eeestipona@dbm.gov.ph](mailto:eeestipona@dbm.gov.ph).

  
**THEA MARIE CORINNE F. PALARCA**  
Director IV, Administrative Service

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<sup>1</sup> Manually filed tax returns or filed through the EFPS

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

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Store/Shop: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

**Sir/Madam:**

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

**TECHNICAL SPECIFICATION**

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.
2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
<b>1</b>	<b>SERVICE LEVEL AGREEMENT</b>				
	<p>1. The Supplier must have five (5) years of experience as service provider of Fire Sprinkler System, ISO 9001:2015 and compliant with applicable industry standard;</p> <p>2. The proposal shall cover the eight (8)-month contract implementation, in accordance with the Revised Fire Code of the Philippines;</p> <p>3. The Supplier shall submit the proposed monthly and quarterly work schedule/plan, for approval of the Administrative Service (AS) General Services Division (GSD);</p>	<b>1 lot</b>			

	<p>4. The Supplier shall conduct the preventive maintenance including visual inspection, testing and diagnosis of Automatic Fire Sprinkler System installed at the DBM Buildings I, II, and III in accordance with the approved work schedule/plan;</p> <p>5. The Supplier shall submit monthly, and quarterly accomplishment reports together with the preventive maintenance checklists to the AS-GSD including detailed description of defects/malfunctioning found in the System;</p> <p>6. 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>7. The Supplier shall provide on-time response to emergency calls. Response time for emergency calls 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>8. 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 at the end of the contract;</p> <p>9. The Supplier shall issue a monthly certificate of testing to attest that the Automatic Fire Sprinkler System is in good running condition;</p> <p>10. The Supplier shall provide an on-call personnel with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Registered Mechanical Engineer <ul style="list-style-type: none"> <li>- Valid Professional Regulation Commission license;</li> </ul> </li> <li>b. Safety Officer <ul style="list-style-type: none"> <li>- Safety Training Certificate from any of training</li> </ul> </li> </ul>				
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	<p>provider accredited by the Department of Labor and Employment (DOLE)</p> <p><i>Note: The Supplier shall submit a Sworn Statement attesting compliance to the above- enumerated qualifications upon contract implementation;</i></p> <p>11. The Supplier agrees to assist in the conduct of fire drills and provide training and orientation to DBM Maintenance personnel on basic troubleshooting relative to sprinkler system;</p> <p>12. All tools, equipment, supervision and labor needed to accomplish the required services shall be for the account of the service provider;</p> <p>13. The Supplier must submit a definite work schedule for the duration of the contract in the prescribed format of the AS-GSD.</p>				
<b>2</b>	<b>PREVENTIVE MAINTENANCE OF AUTOMATIC FIRE SPRINKLER SYSTEM INSTALLED AT THE DBM BUILDING I,II AND III, IN ACCORDANCE WITH THE REVISED FIRE CODE OF THE PHILIPPINES</b>				
	<b>LOCATION</b>	<b>WATER BASED FIRE PROTECTION SYSTEM</b>			
	Building I	336 sprinkler heads			
	Building II	641 sprinkler heads			
	Building III	362 sprinkler heads			
	Building II	1 fire pump			
	Building II	1 jockey pump			
	Building II	1 control panel			

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

## SCHEDULE OF REQUIREMENTS

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

<b>SCHEDULE OF REQUIREMENTS</b>		<b>Delivery Schedule</b>
1.	Submission of proposed weekly, monthly and quarterly work schedule/plan for the period, from the issuance of Notice to Proceed to December 31, 2020 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)
2	Submission of work schedule	Within seven (7) working days after issuance of the Notice to Proceed (NTP)
3	Preventive maintenance of Automatic Fire Sprinkler System installed at the DBM Buildings I, II, and III in accordance with the Revised Fire Code of the Philippines	To commence within five (5) working days from the approval of the work schedule/ plan
4	Submission of standard monthly and quarterly accomplishment reports together with the preventive maintenance checklists, forwarded to the AS-GSD	Within three (3) working days after the activity
5	Provision of on-call Mechanical Engineer and Safety Officer	As the need arises

## FINANCIAL OFFER

<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>Nine Hundred Ninety Thousand Pesos only (Php 990,000.00)</b>	In words: _____ _____ _____ _____  In figures: _____ _____ _____ _____

<b><u>Payment Details:</u></b>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
Banking Institution	
Account Number	
Account Name	
Branch	

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email address/es

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *sixty (60) calendar days* from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email address/es

## 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 \_\_\_\_