



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**, intends to procure "**Preventive Maintenance for Fire Detection and Alarm System**" 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 **Five Hundred Fifty Thousand Pesos only (P550,000.00)**.

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 March 10, 2019, 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 Return¹ 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 **aigna@dbm.gov.ph**.


THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service

¹ Manually filed tax returns or filed through the EFPS

Date: _____

Name of Company:	
Address:	
Name of Store/Shop (if applicable):	
TIN:	
PhilGEPS Registration Number:	

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly, accurately and completely.
- (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:

<u>TECHNICAL SPECIFICATIONS</u>		
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	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE
1.	<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"> • Building I - 108 units smoke detectors with 18 units manual push with bell and telephone jack (conventional) • Building II - 165 units smoke detectors with 18 units manual push with bell and telephone jack (addressable type) • Building III- 94 units smoke detectors with 14 units manual push with bell and telephone jack (conventional) 	
2.	<p>Monthly Maintenance Activities: Pull out and clean any detectors that are showing a maintenance level of 30% and above:</p> <ol style="list-style-type: none"> 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; 2. Check the quality of the five (5) units of on-site spares to ensure one (1) circuit do not exceed thirteen (13) weeks; 	

	<ol style="list-style-type: none"> 3. Check and rectify system fault on the equipment or device; 4. Visually inspect backup batteries; 5. Maintain records of all the works carried out by the Service Engineer of the Contractor; and 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 	
3.	<p>Quarterly Maintenance Activities</p> <ol style="list-style-type: none"> 1. Check all main system components including control panels: switches, batteries and battery chargers to ensure proper functioning as per manufacturer's recommendation; 2. Conduct functional test of the system by actuating one or more manual call points and rectify any sequence as may be required; 3. Visually inspect the control panel for signs of moisture ingress or other deterioration; 4. Visually inspect whether structural or occupancy changes have affected the requirements for the call points, detectors and sounders; 5. Check the operation of the signaling devices; 6. Check and verify that there have been no changes in the premises, which would adversely affect the operation of the system; 7. Adjust sensitiveness of detectors, as needed; 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. 	
4.	<p>Annual Maintenance</p> <ol style="list-style-type: none"> 1. Check and test all smoke detectors and manual stations to ensure proper functioning; 2. Visually check to ensure that all cable fittings and equipment are secured, undamaged and adequately protected; 3. Conduct training session for AS personnel on system operation and assist in conduct of fire drills upon request of the AS Director; 4. Upgrade system definition utilities and firmware when available; 5. Maintain records of all the works done for the period and upon completion, Issue a Certificate of Testing for the DBM 	
5.	<p>D. Other Terms and Conditions</p> <ol style="list-style-type: none"> 1. The Contractor shall be fully responsible in ensuring continued satisfactory performance of the system and integrity of the software; 2. In case of emergency service during regular working days, response time shall be within four (4) hours upon notice/call from the DBM; 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; 4. The Contractor shall be responsible for the cost of any repair <u>due</u> to damages caused by its own staff while conducting the maintenance work. 5. Regular payment shall be made upon receipt of the AS-GSD of the required reports and Invoice from the Contractor. 	

SCHEDULE OF REQUIREMENTS

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

Item	Description	Delivery Schedule
Preventive Maintenance of Fire Detection and Alarm System		
1.	Submission of proposed weekly, monthly and quarterly work schedule/plan for the period of twelve (12) months, from the issuance of the Notice to Proceed subject for the 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 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
3.	Provision of on-call Mechanical Engineer and Safety Officer	As necessary

FINANCIAL OFFER:

Approved Budget for the Contract	Period (a)	Offered Quotation per month (b)	Your Total Offered Quotation (a x b)
Five Hundred Fifty Thousand Pesos (PhP550,000.00)	12 months		In words:
			In figures:

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

<u>Payment Details:</u>	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

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 or authorized representative 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, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

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 to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

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: The owner or sole proprietor is 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 Community Tax Certificate 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 _____