



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. 2018-8.

**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** : Upon issuance of Notice to Proceed (NTP) to December 31, 2019

*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.

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 pm of February 13, 2019* 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

**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 |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|-------------|
| <b>Preventive Maintenance of Fire Sprinkler System</b> | <ul style="list-style-type: none"><li>• Preventive Maintenance of Fire Sprinkler System for the period, February 2019 – to December 2019.</li><li>• Please see attached for <i>Technical Specifications and Schedule of Requirements</i></li></ul> | 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     | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | STATEMENT OF COMPLIANCE |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>1</b> | <b>SERVICE LEVEL AGREEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                         |
|          | <ol style="list-style-type: none"> <li>1) The Supplier must have five (5) years of experience as service provider Fire Sprinkler System and compliant with applicable industry standard;</li> <li>2) The Supplier must submit one (1) original copy of the NFPA 25: Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems (Latest Edition) to the AS-GSD;</li> <li>3) The proposal shall cover the eleven (11) month contract implementation, in accordance with the National Fire Protection Association (NFPA) 25: Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems (Latest Edition) and Section 10.2.6.5 :Automatic Sprinklers and Other Extinguishing Equipment" of the Revised Fire Code of the Philippines;</li> <li>4) The Supplier shall submit the proposed weekly, monthly and quarterly work schedule/plan, for approval of the Administrative Service (AS) General Services Division (GSD);</li> <li>5) 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;</li> <li>6) The Supplier shall submit weekly, 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;</li> <li>7) Conduct of corrective action including repair, replacement and installation of faulty or non-operating equipment/ parts/ components detected including false alarm. In case of</li> </ol> |                         |



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|  | <p>replacement of defective units, the contractor shall repair or replace the defective units without cost within three (3) days;</p> <p>8) 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>9) 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>10) 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>11) 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> <p>12) The Supplier shall provide an on-call personnel with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Certified Fire Alarm Specialist</li> <li>b. Registered Mechanical Engineer</li> <li>• Valid Professional Regulation Commission license</li> <li>c. Safety Officer</li> <li>• Safety Training Certificate from any of training provider accredited by the Department of Labor and Employment (DOLE)</li> </ul> <p><i>Note: The Supplier shall submit a Sworn Statement attesting compliance to the above-enumerated qualifications upon contract implementation</i></p> <p>13) The Supplier agrees to assist in the conduct of fire drills and provide training and orientation to DBM Maintenance personnel on basic troubleshooting;</p> <p>14) All tools, equipment, supervision and labor needed to accomplish the required services shall be for the account of the service provider;</p> <p>15) The Supplier shall be fully responsible in ensuring continued satisfactory performance of the system and integrity of the software;</p> <p>16) The Supplier must submit a definite work schedule for the duration of the contract in the prescribed format of the AS-GSD.</p> |  |
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| 2            | PREVENTIVE MAINTENANCE OF AUTOMATIC FIRE SPRINKLER SYSTEM INSTALLED AT THE DBM BUILDING I,II AND III, IN ACCORDANCE WITH THE NFPA 25, NFPA 72 AND FIRE CODE OF THE PHILIPPINES                                                                                  |          |                                    |            |                     |             |                     |              |                     |  |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------------------|------------|---------------------|-------------|---------------------|--------------|---------------------|--|
|              | <table><tr><th>LOCATION</th><th>WATER BASED FIRE PROTECTION SYSTEM</th></tr><tr><td>Building I</td><td>336 sprinkler heads</td></tr><tr><td>Building II</td><td>641 sprinkler heads</td></tr><tr><td>Building III</td><td>362 sprinkler heads</td></tr></table> | LOCATION | WATER BASED FIRE PROTECTION SYSTEM | Building I | 336 sprinkler heads | Building II | 641 sprinkler heads | Building III | 362 sprinkler heads |  |
| LOCATION     | WATER BASED FIRE PROTECTION SYSTEM                                                                                                                                                                                                                              |          |                                    |            |                     |             |                     |              |                     |  |
| Building I   | 336 sprinkler heads                                                                                                                                                                                                                                             |          |                                    |            |                     |             |                     |              |                     |  |
| Building II  | 641 sprinkler heads                                                                                                                                                                                                                                             |          |                                    |            |                     |             |                     |              |                     |  |
| Building III | 362 sprinkler heads                                                                                                                                                                                                                                             |          |                                    |            |                     |             |                     |              |                     |  |

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                                                                                                                                         |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Submission of proposed weekly, monthly and quarterly work schedule/plan for the period, February 2019 to December 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) |
| 2.   | Preventive maintenance of Automatic Fire Sprinkler System installed at the DBM Buildings I, II, and III in accordance with the National Fire Protection Association (NFPA) 25, National Fire Protection Association (NFPA) 72 and Fire Code of the Philippines | To commence within five (5) working days from the approval of the work schedule/ plan                                                                     |
| 3    | Submission of standard weekly, monthly, quarterly accomplishment reports together with the preventive maintenance checklists, forwarded to the AS-GSD                                                                                                          | Within three (3) working days after the activity                                                                                                          |
| 4    | Provision of on-call Mechanical Engineer and Safety Officer                                                                                                                                                                                                    | As necessary                                                                                                                                              |
| 5    | Submission of work schedule                                                                                                                                                                                                                                    | Within seven (7) working days after the activity                                                                                                          |

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

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

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

\_\_\_\_\_  
 Date



**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.

## 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 \_\_\_\_