PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

25/F Vertis North Corporate Center 1
North Avenue, Quezon City 1105
www.phcc.gov.ph
queries@phcc.gov.ph
(+632) 8771 9722

REQUEST FOR QUOTATION

Maintenance and Refill of Portable Fire Extinguishers for the Philippine Competition Commission

P.R. No./Date Received: **2025-06-0095 / 16 June 2025** RFQ/P No. / Date: **2025-07-0105 / 15 July 2025**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached ***Technical Specifications*** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

Required Documents/Information to be submitted as Attachments to the Proposal:

- Valid Mayor's/Business Permit / BIR Cetificate of Registration in case of individual.
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement
- Signed Request for Quotation
- Signed Technical Specifications

This pro-forma quotation maybe submitted through ***registered*** or ***electronic mail*** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to ***procurement@phcc.gov.ph*** or ***mhjavier@phcc.gov.ph*** on or before **21 July 2025, 12:00 PM** subject to the following *Terms and Conditions:*

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Technical Specifications**.
10. Please note that the **award of the procurement is on a per lot basis.**
11. This adopts the 2016 Revised Implementing Rules and Regulations of RA 9184.

Very truly yours,

[redacted]

ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

[redacted]

Item	QTY	ABC		Project Title	Unit Cost	Total Amount
		Unit Cost	Total Cost		(To be filled-up by the supplier)	
1	1	₱427,000.00	₱ 427,000.00	Maintenance and Refill of Portable Fire Extinguishers for the Philippine Competition Commission		
				(Please see attached Tecnical Specifications)		
Total Lot ABC			**₱ 427,000.00**	**TOTAL Amount (Per Lot Purchase):**		
Delivery Instructions:				*(Please see attached Tecnical Specifications)*		

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____
Designation/Position : _____
Name of Company : _____
Address : _____
Telephone / Fax : _____
E-mail Address: _____
Company Tax Identification Number : _____

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TECHNICAL SPECIFICATIONS

Maintenance and Refill of Portable Fire Extinguishers for the Philippine Competition Commission for CY 2025

I. RATIONALE

The Administrative Office - General Services Division (AO-GSD) provides general support services to ensure the functionality, safety, secured work environment, and proper upkeep of the office facilities and to promote productivity and efficiency in the workplace.

Fire extinguishers contain extinguishants or chemical agents that have a certain service lifespan and need to be replaced with newer units, or existing units can also be refilled with new chemical agents. With consideration to the cost of new fire extinguishers and to ensure readiness in case of a fire emergency, the AO-GSD, as End-user, intends to maintain and refill the existing fire extinguishers within the office premises.

In this regard, the Philippine Competition Commission (PCC) as the Procuring Entity shall engage a qualified Service Provider for the Maintenance and Refill of Portable Fire Extinguishers for the Philippine Competition Commission for CY 2025 ("Project").

II. ITEM SPECIFICATIONS

Fire Extinguishers	
1. Chemical Agent Type	HCFC-123
2. Capacity	Ten (10) lbs. per unit
3. Quantity	25th Floor: Sixty-Nine (69) units 9th Floor: Forty (40) units Total: One Hundred Nine (109) units

III. RESPONSIBILITIES OF THE SERVICE PROVIDER AND END-USER

A. The Service Provider shall perform the following functions and responsibilities:

1. Ensure compliance with standard practices and regulations in accordance with the issuances from the Bureau of Fire Protection and the provisions of Republic Act No. 9514 or The Fire Code of the Philippines;

2. Ensure that the necessary documents (e.g., gate passes, work permits, job hazard analysis, list of personnel & equipment, etc.) are submitted to the AO-GSD authorized representative prior to performing the works of the Project;

3. Pull-out the portable fire extinguishers for discharging old chemical agents and

refill the discharged fire extinguishers with new chemical agents, if necessary.

4. Provide service units as replacement of the pulled-out fire extinguishers and may only be retrieved until such time that the newly maintained and refilled units are returned and delivered to the PCC and accepted by the End-user;

5. Ensure that newly maintained and refilled fire extinguishers are properly sealed, provided with new service and inspection tags, and the pressure gauge levels are restored;

6. Deliver the newly maintained and refilled fire extinguishers during office hours from 8:00 AM to 5:00 PM (Monday to Friday), subject to proper submission of necessary documents and coordination with the End-user;

B. The End-user shall perform the following functions and responsibilities:

1. Provide the necessary gate pass and work permit forms issued by the VNCC building management to the Service Provider during contract implementation;

2. Submit the necessary documents received from the Service Provider to the building management for approval prior to the commencement of work activities for the Project;

3. Receive the service units in replacement of the pulled-out fire extinguishers and return to the Service Provider until such time that the newly maintained and refilled units are returned and delivered to the PCC;

4. Inspect and accept the newly maintained and refilled fire extinguishers, and issuance of a Certificate of Satisfactory Services Rendered (CSSR) after the completion of the project.

IV. SCHEDULE OF REQUIREMENTS AND CONTRACT DURATION

No.	Work Activity	Target Duration
1	Pull-out of portable fire extinguishers	Five (5) calendar days
2	Supply and delivery of service units to the PCC	
3	Maintenance and refill of new chemical agent to the pulled-out fire extinguishers	Twenty (20) calendar days
4	Supply and delivery of newly maintained and refilled fire extinguishers	Five (5) calendar days
5	Return of service units to the Service Provider	
	Total Duration	**Thirty (30) Calendar Days**

The contract period shall be for a period of thirty (30) calendar days upon acceptance of the Job Order by the Service Provider.

V. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **Four Hundred Twenty-Seven Thousand Pesos (PhP427,000.00)**, inclusive of all applicable government taxes, service fees and charges, subject to the usual budgeting, accounting, and auditing rules and regulations.

VI. MODE OF PROCUREMENT

The Mode of Procurement shall be Negotiated Procurement – Small Value Procurement provided under the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

VII. PAYMENT SCHEME

The Service Provider shall issue the Delivery Receipt (DR), Sales Invoice (SI), Statement of Account (SOA) or Billing Invoice (BI), whichever is applicable upon completion of the work activities. The PCC shall pay the Service Provider within fifteen (15) calendar days upon receipt of the DR, SOA/BI and issuance of a CSSR by the End-user. Payment shall be released within PCC premises, subject to government accounting rules and regulations.

VIII. WARRANTY

The Service Provider shall provide a warranty for one (1) year on all items, materials, parts, and components of the Project against any defects. This warranty shall include replacement of items, materials, parts and/or components within ten (10) calendar days after the receipt of the report from the End-user, inclusive of all applicable fees at no additional cost to PCC. The warranty period shall commence upon approval and acceptance of the Warranty Security by the PCC and the Service Provider (collectively as “Parties”).

IX. LIQUIDATED DAMAGES

In case of delay in the delivery of expected service, the amount of liquidated damages shall be at least equal to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the PCC shall rescind the contract, without prejudice to other courses of action and remedies open to it.

X. INFORMATION SECURITY AND NON – DISCLOSURE AGREEMENT

To ensure protection of PCC information assets, The Service Provider is expected to observe and abide by the established PCC Information Security Management System and shall agree to sign a non-disclosure agreement.

All data, documents, records, configuration files and metadata (collectively “Information”) to be provided to the Service Provider for the purpose of delivering the Project are considered confidential information and shall remain the sole property of PCC. The Service Provider shall acknowledge the importance of maintaining security and confidentiality of the Information and agree to prevent unauthorized transfer,

disclosure, or use of this Information by any third person or entity. The Service Provider shall not use the Information for any purpose other than in connection with the Project. The Service Provider shall ensure that it will not retain, after completion of the Project with which the Information was provided, all or any portion of the Information, in any manner whatsoever.

XI. DISPUTE RESOLUTION

Should there be any dispute related to the contract and/or rights of the Parties, the same shall be submitted to mutual consultation, mediation, and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts.

Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

Prepared by:

[redacted]

TEEJAY YOSHIUMI J. SAKUMA
Administrative Officer III, GSD

Reviewed by:

[redacted]

Signed by Rommel R Oira

ROMMEL R. OIRA
Chief Administrative Officer, GSD

[redacted]

[redacted]

Signed by Jeson Q de la Torre

JESON Q. DE LA TORRE
Director IV
Administrative Office

CONFORME:

_____
Name and Signature of Authorized Representative

_____
Designation

_____
Name of Company

_____
Date