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 PROPOSAL

Preventive Maintenance Services for the Automatic Fire Suppression Systems of the Philippine Competition Commission for CY 2025

P.R. No./Date Received: **2025-07-0118 / 23 July 2025** RFQ/P No. / Date: **2025-07-0117 / 29 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 Proposal
- 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 (assigned PBAC Sec email zdmorales@phcc.gov.ph) on or before **04 August 2025, 1:00 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 project adopts the 2016 Revised Implementing Rules and Regulations of RA 9184.

redacted

ROMMEL R. OIRA
PBAC Secretariat Head

redacted

Signed by:
Rommel R Oira

Item	QTY	Unit	ABC	Project Title	Total Amount (To be filled-up by the supplier)
1	1	Lot	₱ 82,000.00	Preventive Maintenance Services for the Automatic Fire Suppression Systems of the Philippine Competition Commission for CY 2025	
				(Please see attached Technical Speficiations)	
Total ABC			**₱ 82,000.00**	**TOTAL Amount:**	
Delivery Instructions:				*(Please see attached Technical Speficiations)*	

*(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

Preventive Maintenance Services for the Automatic Fire Suppression Systems of the Philippine Competition Commission for CY 2025

I. PROJECT BACKGROUND

The Administrative Office – General Services Division (AO-GSD) provides administrative support services to the Philippine Competition Commission (PCC) to ensure the functionality, proper upkeep and safety of its property and facilities.

The Automatic Fire Suppression System (AFSS) is a critical component in an office building to prevent fire growth and spread by releasing water through a series of sprinkler heads connected to a distribution piping system. Through activation of the AFSS, casualties and damage to the building structure, property and equipment could be prevented. Hence, the PCC, through the Administrative Office-General Services Division (AO-GSD), as the End-user, intends to engage a qualified service provider for the Preventive Maintenance Services for the Automatic Fire Suppression Systems of the Philippine Competition Commission for CY 2025 (the "Project").

II. SYSTEM DETAILS AND SPECIFICATIONS

I. System Type	Wet Pipe System
II. Sprinkler Head Type	Pendent and Upright
III. Sprinkler Head Quantity	25th Floor: Two Hundred Fifty-Eight (258) units 9th Floor: Ninety-Five (95) units Total: Three Hundred Fifty-Three (353) units

III. LOCATION

The preventive maintenance services shall be conducted at the PCC offices located on the 9th and 25th floors of Vertis North Corporate Center Tower 1, Vertis North, North Avenue, Quezon City.

IV. WORK ACTIVITIES

The Service Provider shall conduct the preventive maintenance services for the AFSS and shall perform the following work activities:

1. Perform visual inspection and check sprinkler heads from any obstruction, corrosion, foreign materials and paint, and not bent or damaged;
2. Inspect & keep piping system in good condition and free from any mechanical damages and leaks;
3. Provide protective coating and ensure AFSS is in good working condition;
4. Inspect and check gauges and ensure standard water supply pressure is maintained;
5. Conduct flushing using sufficient flow of water to remove any obstruction from the piping system; and
6. Check and ensure control valves are fully open.

V. QUALIFICATIONS OF THE SERVICE PROVIDER

1. The Service Provider must have completed at least one (1) contract similar to the Project within the last three (3) years;

2. The Service Provider must submit at least one (1) certificate of satisfactory performance or equivalent certification from previous clients within the last three (3) years; and

3. The Service Provider must assign at least one (1) authorized representative (e.g., Project-in-Charge or Project Engineer) to the Project. The authorized representative must submit at least one (1) certification of training relevant to the Project within the last three (3) years.

VI. RESPONSIBILITIES OF THE SERVICE PROVIDER

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

   1. Perform and complete all the necessary works of the Project as enumerated in Section IV (Work Activities);

   2. Shall be responsible for the payment of the water draining and recharging fees of the AFSS to the Vertis North Corporate Center (VNCC) building management;

3. Ensure applicable forms and documents (e.g., gate passes, work permits, job hazard analysis, list of personnel & equipment, etc.) are submitted to the End-user prior to performing the works of the Project;

4. Provide all the necessary materials, supplies, tools, and equipment to complete the Work Activities;

5. Conduct joint inspection with the End-user to ensure all Work Activities have been properly conducted;

6. Submit to the End-user the following documents but not limited to:
   a. Preventive Maintenance Checklist
   b. Post-inspection / Completion Report with Recommendations
   c. Quotation / proposal for the next preventive maintenance service
   d. Job Estimate / Quotation for Repair and Additional Works (if any);

7. Issue the Statement of Account (SOA) and/or Billing Invoice (BI) upon completion of the Work Activities for payment processing; and

8. Provide technical assistance and support that may arise during the duration of the warranty period.

VII. RESPONSIBILITIES OF THE END-USER

A. 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. Process the accomplished applicable forms and documents received from the Service Provider for review and approval prior to the commencement of Work Activities of the Project;

3. Conduct joint inspection with the Service Provider to ensure preventive maintenance works have been properly conducted.

4. Receive, review, and accept the following documents from the Service Provider for proper documentation:
   a. Preventive Maintenance Checklist
   b. Post-inspection / Completion Report with Recommendations
   c. Quotation / proposal for the next preventive maintenance service
   d. Other documents, as may be necessary; and

5. Issue a Certificate of Satisfactory Services Rendered (CSSR) after the completion of the Work Activities and submission of the required documentations (Section VII.4) for payment processing.

VIII. CONTRACT DURATION

The contract duration shall be for a period of fifteen (15) calendar days upon acceptance of the Job Order by the Service Provider.

IX. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **Eighty-Two Thousand Pesos (PhP82,000.00)**, inclusive of all applicable government taxes, service fees and charges, subject to the usual budgeting, accounting, and auditing rules and regulations.

X. MODE OF PROCUREMENT

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

XI. PAYMENT SCHEME

The Service Provider shall issue the Statement of Account or Billing Invoice upon completion of the Work Activities and submission of the required documentations. The PCC shall pay the Service Provider within fifteen (15) calendar days upon acceptance of the required documentations and issuance of a CSSR by the End-user. One-time payment shall be released within PCC premises, subject to government accounting rules and regulations.

XII. WARRANTY

The Service Provider shall provide a warranty for one (1) year on all works of the Project against any defects. This warranty shall include replacement of materials, parts and/or components within thirty (30) calendars days after the receipt of the report from the End-user, inclusive of all applicable fees and charges at no additional cost to PCC. The warranty period shall commence

upon approval and acceptance by the PCC of the Warranty Security to be provided by the Service Provider in the form of retention money or cash equivalent.

XIII. LIQUIDATED DAMAGES

In case of delay in the delivery of expected service, the amount of the 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.

XIV. 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.

XV. 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

ROMMEL R. OIRA
Chief Administrative Officer, GSD

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