

REQUEST FOR PROPOSAL

Preventive Maintenance Services for the Fire Detection and Alarm System of the PCC for FY 2024

P.R. No./Date Received: 2024-04-0102 / 30 April 2024

RFQ/P No. / Date: 2024-06-0126 / 18 June 2024

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 **Detailed Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

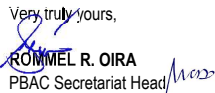
Required Documents/Information to be submitted as Attachments to the Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement (To be issued prior to issuance of Award)
- 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 procurementunit@phcc.gov.ph or mhjavier@phcc.gov.ph on or before **24 June 2024, 05:00 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 **Detailed Technical Specifications**
- 10 Please note that the **award of the procurement is on a per lot basis.**

Very truly yours,


ROMMEL R. OIRA
PBAC Secretariat Head

Item	QTY	ABC		Project Title	Unit Cost (PhP)	Total Amount (PhP)
		Unit Cost	Total		(To be filled-up by the supplier)	
1	1	₱ 80,000.00	₱ 80,000.00	Preventive Maintenance Services for the Fire Detection and Alarm System of the PCC for FY 2024		
				<i>(Please see attached Technical Specifications)</i>		
Total ABC		₱ 80,000.00		TOTAL Amount: (Per Lot Purchase):		
Delivery Instructions:				<i>(Please see attached Technical Specifications)</i>		

*(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 : _____



DETAILED TECHNICAL SPECIFICATIONS

Preventive Maintenance Services for the Fire Detection and Alarm Systems of the Philippine Competition Commission for CY 2024

I. BACKGROUND

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

Fire detection and alarm systems (FDAS) are critical components in an office building to provide safety and an early warning signal to its occupants during a fire emergency. Through this, possible casualties and damage to the building structure, property and equipment could be prevented. Also, FDAS would require certified personnel qualified to conduct preventive maintenance on the FDAS and replace possible defective components to ensure its system integrity and reliability. Hence, the PCC intends to engage a qualified service provider for the Preventive Maintenance Service for the Fire and Detection Alarm Systems of the Philippine Competition Commission (the “Project”).

II. SYSTEM DETAILS AND SPECIFICATIONS OF THE FDAS

SYSTEM BRAND / MODEL	NOHMI / Integlex Multicrest N3060		
LOCATION	25 TH Floor	9 th Floor	TOTAL
SYSTEM COMPONENTS	QUANTITY		
1. Main Control Panel	1 unit	1 unit	2 units
2. Manual Pull Station	9 units	5 units	14 units
3. Fire Alarm Bells/Siren/Horn Strobe	9 units	5 units	14 units
4. Smoke Detector	109 units	41 units	150 units
5. Back-up Battery	1 unit	1 unit	2 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 Tower1, Vertis North, North Avenue, Quezon City.

IV. WORK ACTIVITIES

The Service Provider shall conduct the preventive maintenance service for the FDAS

and shall perform the following work activities:

1. Fire Alarm Control Panel (FACP)
 - a. Check and clean the FACP, its components and modules.
 - b. Clean and check terminal logs and wirings.
 - c. Check and inspect for any unusual appearance or condition, and make necessary correction as required.
 - d. Test the FACP using the detections & manual release.
 - e. Test direct current (DC) power supply using of back-up batteries.
 - f. Troubleshoot and repair the FACP, when necessary.
2. Smoke Detectors and Modules
 - a. Clean and inspect all installed smoke detectors.
 - b. Check and test all initiating circuits and terminals.
 - c. Check and test all installed smoke detectors.
 - d. Conduct actual testing of all smoke detectors.
3. Manual Pull Stations
 - a. Clean lever or button for normal operation and repair, if necessary.
 - b. Clean all manual pull stations.
 - c. Conduct actual testing of all manual pull stations.
4. Fire Alarm Bell / Siren / Horn Strobe
 - a. Check all audible signal of fire alarm bells /sirens / strobes.
 - b. Check visually for any unusual appearance.
 - c. Cleaning of fire alarm bell/horn/siren.
 - d. Actual testing of Fire alarm bell/strobe/siren.
5. Back-up Battery
 - a. Clean and check all back-up batteries.
 - b. Check the proper voltage supply and proper termination.
 - c. Testing standby operation in 15 minutes without A.C. power supply.

V. QUALIFICATIONS OF THE SERVICE PROVIDER

1. The Service Provider must have completed at least three (3) contracts similar to the Project within the last five (5) years.
2. The Service Provider must submit at least three (3) certificates of satisfactory performance or equivalent certifications from previous clients within the last five (5) years.
3. The Service Provider must assign at least one (1) authorized representative (e.g., Project-in-Charge or Project Engineer) to the Project.

VI. RESPONSIBILITIES OF THE SERVICE PROVIDER

- A. The Service Provider shall perform the following functions and responsibilities:
 1. Perform all the necessary works of the Project as enumerated in the Section IV (Work Activities) above.

2. Ensure applicable forms and documents (e.g., gate passes, work permits, job hazard analysis, list of personnel & equipment, etc.) from the Vertis North Corporate Center (VNCC) building management as provided in Appendix 1, 2 and 3 are submitted to the End-user prior to performing the works of the Project.
 3. Provide all the necessary materials, supplies, tools, and equipment to complete the Work Activities.
 4. Conduct joint inspection with the End-user to ensure preventive maintenance works have been properly conducted.
 5. Conduct knowledge transfer to the End-user on the operation of the FACP, if any.
 6. Submit to the End-user the following documents:
 - a. Preventive Maintenance Checklist
 - b. Post-inspection Report with Recommendations
 - c. Job Estimate / Quotation for Repair and Additional Works (if any)
 7. Issue the Statement of Account (SOA) or Billing Statement (BS) upon completion of the work activities for payment processing.
- B. The End-user shall perform the following functions and responsibilities:
1. Submit the necessary documents received from the Service Provider to the VNCC building management for approval prior to the commencement of work activities for the Project.
 2. Conduct joint inspection with the Service Provider to ensure preventive maintenance works have been properly conducted.
 3. Receive, review and accept the following documents from the Service Provider for proper documentation:
 - a. Preventive Maintenance Checklist
 - b. Post-inspection Report with Recommendations
 - c. Job Estimate / Quotation for Repair and Additional Works (if any)
 4. Issue a Certificate of Satisfactory Services Rendered (CSSR) after the completion of the work activities in Section IV and submission of the required documentations in Section VI.A.6 for payment processing.

VII. Contract Duration

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

VIII. Approved Budget for the Contract

The Approved Budget for the Contract is **Eighty Thousand Pesos (PhP80,000.00)**, inclusive of all applicable government taxes, service fees and charges, subject to the usual budgeting, accounting, and auditing rules and regulations.

IX. 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.

X. Payment Scheme

The Service Provider shall issue the SOA or BS upon completion of the work activities in Section III and submission of the required documentations in Section IV.A.6. The PCC shall pay the Service Provider within fifteen (15) calendar days upon receipt of the SOA or BS 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.

XI. Warranty

The Service Provider shall provide a warranty for six (6) months on all works of the Project against any defects. This warranty shall include replacement of 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 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.

XII. 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.

XIII. 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:

Reviewed by:

NES JUSTINE L. TORRES
Administrative Officer II, GSD

ROMMEL R. OIRA
Chief Administrative Officer, GSD

Approved by:

JESON Q. DE LA TORRE
Director IV
Administrative Office

CONFORME:

Name and Signature of Authorized Representative

Designation

Name of Company

Date



FMD-F-11-02.14.4

- Work Permit
- Hot Work Permit

TENANT/UNIT/ESTABLISHMENT: _____ BUILDING: _____

WORK TO BE DONE (SPECIFY) _____

DATE (S): _____ TIME (from) _____ (to) _____

PERSONNEL TO BE ADMITTED INTO THE PREMISES:

PROJECT Engineer/Supervisor: _____ Contact No. _____

Name of Contractor / Company: _____ Emergency No. _____

PERSON-IN-CHARGE: _____

LIST OF POWER TOOLS / EQUIPMENT	QUANTITY	CHARACTERISTIC
_____	_____	_____
_____	_____	_____
_____	_____	_____

FOR HOT WORK PERMIT:

Fire watch Personnel: _____ Welder: _____

Portable Fire Extinguisher (QTY): _____ (Oxygen-Acetylene) Welder: _____

Prepared by: _____ Designation : _____

Contractor

I hereby certify that all works to be done within the duration of this permit will be in accordance with the HOUSE RULES & REGULATIONS/CONSTRUCTION GUIDELINES set by ALI/APMC. I have understood all provisions and rules in the pre-work SAFETY ORIENTATION as conducted by the Admin personnel.

MANAGER/ TENANT/OWNER:

CONTRACTOR REPRESENTATIVE/ PROJECT LEADER:

PRINTED NAME & SIGNATURE

PRINTED NAME & SIGNATURE

APPROVED BY: _____ ASSISTED BY: MOD _____

COMMENTS: _____

Received by: _____ Date Received: _____

PRINTED NAME & SIGNATURE

INSPECTED BY:

Guard on Duty
(To record workers time of entry / exit and equipment at logbook)

PM / TA
(For inspection the ff. Morning)

1. Dedicated fire watch personnel must be at job site 30 minutes before and after scheduled hot work.
2. At least one (1) 20 lb. ABC fire extinguisher should be available at the work area.
3. There should be no combustible materials and if there are, they should be covered with metal sheet or non-combustible cover. Appropriate ventilation should be provided when working with flammable gas.
4. The contractor and the project Engineer/ supervisor shall make sure that there will be no damage to the surrounding area.
5. Any damage to the surrounding area caused by negligence shall be charged to the contractor.
6. Contractor must clean up the area after work.
7. **Hot Work Permit should be filed everyday for the whole duration of the work.**

* Accomplish this form in two copies: (1) Tenant's/Establishment Copy and (2) Security/APMC Copy *

TERMS AND CONDITIONS

1. All work permits shall be accomplished and submitted one week prior to work commencement, in case of urgent/emergency works; APMC PM/TA shall have the discretion for approval.
2. Workers shall accomplish a “Signed” Job Hazard Analysis (JHA) (under their company logo) that will cover all activities stated in this permit and shall be submitted to the APMC PM/TA prior to Work/ Hotwork Permit application or for urgent cases, prior to the commencement of work . Absence of JHA means non-approval of work mobilization.

SAMPLE FORM:

ACTIVITY: _____

ACTIVITY PROCEDURE / STEPS	HAZARDS / IMPACT of the PROCEDURE	CONTROL MEASURES to Implement for the HAZARD

3. All works to be done shall not cause damage to exceed utility capacities of the leased area or building and shall comply with pertinent government and safety regulations in accordance with the ALI/APMC House Rules and Regulations and Construction Guidelines.
4. Painting or spraying shall be done when building is non-operational and air-conditioning is off. The Property Manager has the right to confiscate the materials and equipment which are used for painting or spraying.
5. Any work to be done that affects the adjacent tenants / common areas would be subjected for work stoppage.
6. If the merchants/ workers continue to defy, work stoppage or orders from the PM, APMC / PM have the right to confiscate materials or equipment to effect the stoppage.
7. Tampering of Work permits without the authorization of PM and other authorized representatives will automatically render the work permit void.
8. Damages caused by construction works or any procedures of the like will not render ALI/ APMC liable.
9. Any person who shall be caught smoking within the building construction area shall be banned entry to Building and shall be fined as specified on the Construction Guidelines.
10. Use of common utility has corresponding charges to be determined by the Property Manager.

