

REQUEST FOR PROPOSAL

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

P.R. No./Date Received: 2023-07-0136 / 25 July 2023

RFQ/P No. / Date: 2023-09-0146 / 05 September 2023

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 **Scope of Work** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

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

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual
- PhilGEPS Registration Number
- Notarized Omnibus Statement
- Signed Scope of Work
- Signed Request for Proposal

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 (assigned PBAC Sec email zdmorales@phcc.gov.ph) on or before **11 September 2023, 3:00 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 Technical Working Group 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 **Scope of Work**.
- 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	Unit	QTY	ABC	Project Title	Unit Cost (PhP)	Total Amount (PhP)
			Unit Cost	Total	(To be filled out by the supplier)	
1	Lot	1	₱ 65,000.00	₱ 65,000.00	Preventive Maintenance Services for the Fire Detection and Alarm System of the PCC	
					<i>(Please see attached Scope of Work)</i>	
Total Lot ABC				₱ 65,000.00	TOTAL Amount (Per Lot):	
Delivery Instructions:					<i>(Please see attached Scope of Work)</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 : _____

SCOPE OF WORK

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

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.

The 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

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. WORK ACTIVITIES

The Service Provider 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.

IV. 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.

V. 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 Work Activities (see Section III 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 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 III and submission of the required documentations in Section IV.A.6 for payment processing.

VI. Contract Duration

The contract duration shall be for a period of fourteen (14) calendar days upon acceptance of the Job Order by the Service Provider.

VII. Approved Budget for the Contract

The Approved Budget for the Contract is **Sixty-Five Thousand Pesos (PhP65,000.00)**, inclusive of all applicable government taxes, service fees and charges, subject to the usual budgeting, accounting, and auditing rules and regulations.

VIII. 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.

IX. 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.

X. 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.

XI. 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.

XII. 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.

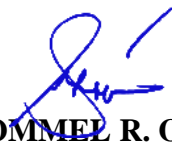
Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the PCC and the Service Provider (“Parties”).

Prepared by:

Reviewed by:



TEEJAY YOSHIUMI J. SAKUMA
Administrative Officer III, 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