

REQUEST FOR QUOTATION

Refill of Portable Fire Extinguishers for the Philippine Competition Commission

P.R. No./Date Received: **2023-05-0100 / 30 May 2023**

RFQ/P No. / Date: **2023-06-0089 / 08 June 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 **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 Quotation/Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Omnibus Sworn Statement (For ABCs above Php50k, To be issued prior to issuance of Award)
- Signed Technical Specifications

This pro-forma quotation may be 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 mrfajutnao@phcc.gov.ph) on or before **16 June 2023, 11:00AM** 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 **Technical Specifications**
10. Please note that the award of the procurement is on a **per lot basis**.

Very truly yours,



DIR. JERSON Q. DE LA TORRE
PBAC Vice Chairperson



Item	Unit	ABC	Project Title	Total Amount
				(To be filled-up by the supplier)
1	lot	₱ 220,000.00	Refill of Portable Fire Extinguishers for the Philippine Competition Commission	
			<i>(Please see attached Technical Specifications)</i>	
Total Lot ABC		₱ 220,000.00	TOTAL Amount:	
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 : _____



TECHNICAL SPECIFICATIONS

Refill of Portable Fire Extinguishers for the Philippine Competition Commission

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 refill the existing fire extinguishers within the PCC premises.

In this regard, a Service Provider for the Refill of Portable Fire Extinguishers for the Philippine Competition Commission (“Project”) shall be engaged by the Procuring Entity.

II. Technical Specifications

Quantity	Fifty-seven (57) units
Capacity	Ten (10) lbs. per unit
Chemical Agent Type	HCFC-123
Warranty / Expiration	Five (5) years

III. Scope of Services

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

1. Ensure compliance with standard practices and regulations in accordance with issuances from the Bureau of Fire Protection and 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 of old chemical agent and refill the discharged fire extinguishers with new chemical agent.
4. Provide service units as replacement of the pulled-out fire extinguishers and may

only be retrieved until such time that the newly refilled units are returned and delivered to the PCC and accepted by the End-user;

5. Ensure that refilled fire extinguishers are properly sealed, provided with a new service and inspection tag, and the pressure gauge level is restored;
 6. Deliver the refilled fire extinguishers during office hours from 8:00 AM to 5:00 PM (Monday to Friday), subject to proper coordination with the End-user;
- 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. Receive the service units in replacement of the pulled-out fire extinguishers and return to the Service Provider until such time that the newly refilled units are returned and delivered to the PCC;
 3. Inspect and accept the 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	Duration
1	Pull-out of portable fire extinguishers	Five (5) calendar days
2	Supply and delivery of service units to the PCC	
3	Discharge of old chemical agent and refill of new chemical agent to the pulled-out fire extinguishers	Twenty (20) calendar days
4	Supply and delivery of newly 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 **Two Hundred Twenty Thousand Pesos (PhP220,000.00)**, 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), Statement of Account (SOA) or Billing Statement (BS) upon completion of the work activities. The PCC shall pay the Service Provider within fifteen (15) calendar days upon receipt of the DR, SOA/BS 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 five (5) years on all items of the Project against any defects. This warranty shall include replacement of materials, parts and/or components within ten (10) calendars days after the receipt of the report from the PE, 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 Parties.

IX. 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.

X. 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 End-user and the Service Provider (“Parties”).

Prepared by:


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Administrative Officer III, GSD

Reviewed by:


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