



REQUEST FOR QUOTATION

Date: February 3, 2021

RFQ No. 003-2021

(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure **ONE (1)-YEAR CONTRACT FOR THE MONTHLY PREVENTIVE MAINTENANCE SERVICE OF FIRE DETECTION AND ALARM SYSTEM**, with an **Approved Budget for Contract (ABC) of Four Hundred Forty One Thousand Six Hundred Pesos (₱ 441,600.00), VAT Inclusive**, which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the service/s described herein, subject to the Terms of Reference provided for this RFQ. Submit your quotation/offer duly signed by you or your duly authorized representative not later than **2:00 p.m. of February 11, 2021**. A copy of the following are required to be submitted along with your quotation/offer:

- a. **2021 Mayor's/Business Permit;**
- b. **BIR Registration Certificate;**
- c. **PhilGEPS Registration Number; and**
- d. **Omnibus Sworn Statement. (To be submitted by the lowest complying and responsive offeror prior to issuance of Notice of Award to the winning bidder/supplier);**

Open quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarifications, you may contact **Ms. Cathy D. Esteban** at telephone no. **(02) 8789-4761** or email address at cdesteban@picc.gov.ph.


KRISTINE ANGELICA E. AGUJO
OIC, Procurement Unit/BAC

TERMS OF REFERENCE

I. PROJECT TITLE:

One (1)-Year Contract for the Monthly Preventive Maintenance Service of Fire Detection and Alarm System

II. APPROVED BUDGET FOR CONTRACT (ABC):

Four Hundred Forty One Thousand Six Hundred Pesos (₱ 441,600.00),
VAT Inclusive

III. SCOPE OF WORKS:

Perform every month preventive maintenance on all devices and its accessories connected with the PICC fire detection and alarm system (FDAS) to include, but not limited to the following:

Monthly Activities to be done:

1. Generate and print sensitivity report of installed detectors.
2. Pullout and clean any detectors that are showing a maintenance level of thirty Percent (30%) and above.
3. Test devices at random from different loops for satisfactory operation in the presence of PICC authorized representative.
4. Check and rectify any faults in the system concerning equipment/device malfunction.
5. Provide one (1) unit smoke detector tester every month.
6. Record in a maintenance logbook all works that has been carried out.
7. Submit list of all materials, parts that need to be replaced including its specifications, voltage ratings and other pertinent information needed for the procurement of the same including cost estimates of the parts to be replaced.

Quarterly Activities to be done:

1. All works mentioned in monthly preventive maintenance.
2. Check all main system components including control panels, signal control, panel switches, batteries and battery charger to ensure proper functioning as per manufacturer's recommendation.
3. Conduct functional test of the system by actuating one or more manual call points and rectify any sequences as may be required.
4. Check the operation of signaling devices
5. Adjust the sensitivity of detectors as required.
6. Perform adjustment with the address of each devices/component as requested.
7. Upgrade smoke detector unit and firmware if upgrades are available.

IV. SCHEDULE OF REQUIREMENT:

This Contract shall be effective for a period of one (1) year which will commence on the date which will be indicated in the Notice to Proceed.

The Contractor shall maintain a satisfactory performance throughout the term of the contract. PICC may pre-terminate the contract for failure by the Contractor to perform its obligation thereon following the procedure prescribed under the Guidelines on Termination of the Contract issued by the Government Procurement Policy Board.

V. PERFORMANCE BOND:

Within ten (10) calendar days from receipt of the Notice of Award, but in no case later than the signing of the contract by both parties, the successful bidder shall furnish the performance security in any of the following forms:

- a. Cash or Cashier's check/Manager's check or Bank draft/guarantee issued by a Universal or Commercial Bank, which is equivalent to five percent (5%) of the contract price.
- b. Surety bond, callable upon demand, which is equivalent to thirty percent (30%) of the contract price issued by a surety or insurance company duly certified by the Office of the Insurance Commission as authorized to issue such security.

VI. TERMS OF PAYMENT:

Payment shall be made on a monthly basis and payable within three (3) weeks after presentation of the billing statement and submission of the service report to Technical Services Department (TSD) Electrical, Electronics and Communication Services Division on the services rendered by the Contractor.

Processing of payments will be supported with the following documents:

- Contractor's billing statement/Sales Invoice
- Service Report/s
- Approved Job Order for the rendered services

The Contractor agrees that there shall be no price increase in the contract amount for the duration of this Contract.

VII. SPECIAL CONDITIONS OF THE CONTRACT:

1. The Contractor shall submit the list of its personnel that will be assigned to PICC.
2. The Contractor shall submit the NBI or police clearance of its personnel that shall be assigned in PICC.
3. The Contractor should wear its company uniform at all times within the PICC premises.

4. The Contractor shall closely coordinate with the Assistant Director of EECSD or his representative for any maintenance activities to be undertaken.
5. The Contractor shall undertake regular maintenance service during regular working hours within regular working days in accordance with government existing regulations. Any overtime services necessary to be undertaken shall be for the account of the Contractor.
6. The Contractor shall provide miscellaneous materials necessary for proper maintenance of the FDAS.
7. The Contractor shall provide emergency service (check-up and troubleshooting) as a result of total system failure free of charge. Total system failure defined as a result of CPU failure indication on the fire alarm control panel.
8. The Contractor shall provide PICC a detailed report of each inspection and/or check-up of each unit listed above. The report shall indicate the status, conditions of equipment and recommendation on maintenance and repair work.
9. The Contractor shall replace or restore to its original condition any parts of the building or equipment and other properties of PICC that may be damaged due to poor workmanship.
10. The Contractor shall hold PICC and its personnel free and harmless from any suit or liability whatsoever arising from any demand by any of the former personnel in connection with the performance of their duties under this Contract.
11. The Contractor shall undertake full responsibility and liability for any damage or loss of property, which may occur in the PICC premises arising from the negligence and/or action of any of its personnel.

VIII. QUALIFICATION OF THE CONTRACTOR:

The Contractor must be in the business of supply and installation or maintenance of EDWARDS fire detection and alarm system for not less than five (5) years.

IX. GENERAL CONDITIONS OF THE CONTRACT:

1. All prices quoted herein are valid, binding and effective for One Hundred Twenty (120) calendar days from date of quotation.
2. The Contractor shall be responsible for the source(s) of his services/equipment shall make deliveries in accordance with schedule, quality and specifications. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award.

3. The Contractor shall pick up RS and NTP issued in his favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or email shall constitute an official notice to the AWARDEE. Thereafter, if the RS remain unclaimed, the said RS shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the service of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a NTP but fails to deliver the services within the time called for in the same order, he shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his services. Thereafter if AWARDEE has not completed delivery of services within the extended period, the subject RS & NTP shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE. The PICC-BAC shall then purchase the required services from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA 9184 and its IRR-A.
5. All services by the contractor shall be subject to inspection and acceptance by the PICC.
6. A penalty of one tenth (1/10) of one percent (1%) of the total value of services/works shall be deducted for each day of delay including Sundays and holidays in the delivery of the services.
7. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.



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Date:
RFQ No. 003-2021

TO: PHILIPPINE INTERNATIONAL CONVENTION CENTER
ROXAS BLVD., 1307 PASAY CITY

Sir/Madam:

After having carefully read and accepted the Terms of Reference, I/we submit our documentary requirements and quotation/offer as follows:

DESCRIPTION	AMOUNT
One (1)-Year Contract for the Monthly Preventive Maintenance Service of Fire Detection and Alarm System	₱ _____ VAT Inclusive

We undertake, if our quotation is accepted, to deliver the services in accordance with the delivery schedule specified in the Schedule of Requirements.

We acknowledge that PICC reserves the right to accept or reject any and all others, annul the procurement process, and refuse to make an award, without thereby incurring any liability to the affected offerors.

Signature over Printed Name

Position/Designation

Name of Company: _____

Address: _____

Office Telephone No./s: _____ Fax No: _____

Email Address/es: _____ Mobile No.: _____