



## REQUEST FOR QUOTATION

1. The Philippine Ports Authority - Port Management Office of Batangas (PPA-PMOB), through its Bids and Awards Committee (PMOB-BAC), will undertake procurement of **“Preventive Maintenance of Fire Detection Alarm System and Sprinkler System installed at PPA Administration Building”** through Small Value Procurement in accordance with Section 53.9 of the 2016 Revised IRR of RA 9184. The details of the project are the following:

- a. Name of Project : **Preventive Maintenance of Fire Detection Alarm System and Sprinkler System Installed at PPA Admin Building**
- b. Project Location : PPA PMO Batangas
- c. Project Description : Conduct of preventive maintenance of fire detection alarm system and sprinkler system installed at PPA Administration building
- d. Duration : Twelve (12) months
- e. Approved Budget for the Contract (ABC) : **Php 297,902.00**
- f. Source of Fund : **PPA Corporate Funds**

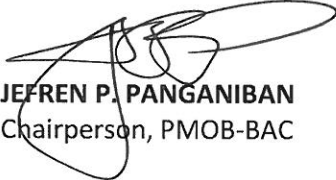
2. The duly accomplished **Price Quotation Form (Annex “A”), Omnibus Sworn Statement Form (Annex “B”) and Terms of Reference (Annex “C”)**, together with the **CERTIFIED TRUE COPY** of the following documents: a) Valid Mayor’s/Business permit; b) Valid PhilGEPS Certificate of Registration or Printout of Organization Information page indicating PhilGEPS Registration Number; and c) Latest Income/Business Tax Return, shall be submitted in a sealed envelope by mail, courier or hand carried to the PMOB-BAC on or before **9:00 a.m. of July 13, 2018** at the **Engineering Services Division Office, 5/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City** addressed to:

**JEFREN P. PANGANIBAN**  
Chairperson, PMOB-BAC  
Philippine Ports Authority  
Port Management Office of Batangas  
PPA Administration Building,  
Port Access Road, Calicanto,  
Batangas City 4200

3. All quotations shall be valid for a period of ninety (90) calendar days from the deadline of submission of quotations and shall be inclusive of the applicable Value Added Tax (VAT).
4. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the signatory or his/her duly authorized representative/s.
6. Quotations received in excess of the ABC shall be automatically rejected.
7. The project shall be awarded to the bidder determined to be the single or lowest calculated and responsive quotation.

Original copies of documents listed above should be presented in the submission subject for post-qualification. Failure to comply with the presentation of the original copies together with the above requirements shall mean disqualification and the BAC-PG shall conduct post-qualification of the next bidder with the lowest calculated quotation.

8. Prospective service provider shall be a duly licensed Filipino citizens/sole proprietorship; partnerships, organizations, cooperatives duly organized under laws of the Philippines or a joint venture with at least sixty percent (60%) interest or outstanding capital stock belongs to Filipino Business partner.
9. PPA-PMOB reserves the right to reject any or all quotations at any time prior to award of the project without thereby incurring any liability to the affected proponents and to waive any minor defects therein and to accept quotation as may be considered advantageous to the government.
10. For the information, you may contact **Mr. Crisanto L. Rabina**, Head, BAC Secretariat at Telephone No. **(043) 723-8706**.



**JEFREN P. PANGANIBAN**  
Chairperson, PMOB-BAC

## Price Quotation Form

Date: \_\_\_\_\_

**JEFREN P. PANGANIBAN**

Chairperson, PMOB-BAC  
 Philippine Ports Authority  
 Port Management Office of Batangas  
 PPA Administration Building,  
 Port Access Road, Calicanto,  
 Batangas City 4200

Dear **Mr. Panganiban:**

After having carefully read and accepted the terms and conditions in the **Request for Quotation (RFQ)** and conforme with the attached **Terms of Reference (Annex "C")** for the procurement of the project, entitled **"Preventive Maintenance of Fire Detection Alarm System and Sprinkler System installed at PPA Administration Building"** posted by your office, we hereby submit our proposal corresponding to your requirements.

Lot No.	Project Description	Service Charge	
		Quarterly	Total Amount for one (1) year (in Pesos)
1	Conduct of preventive maintenance of fire detection alarm system and fire sprinkler system installed at PPA Admin building		

The above quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

 \_\_\_\_\_  
*Name/Position/Signature of Representative*

 \_\_\_\_\_  
*Name of Company*

 \_\_\_\_\_  
*Company Address*

 \_\_\_\_\_  
*Contact Number*

 \_\_\_\_\_  
*Email Address*

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES )
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

AFFIDAVIT

I, \_\_\_\_\_, of legal age, \_\_\_\_\_, and residing at
[Name of Affiant] [Civil Status] [Nationality]

[Address of Affiant]

after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor or authorized representative of \_\_\_\_\_
[Name of Bidder]
with office address at \_\_\_\_\_;
[address of Bidder]

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated
representative of \_\_\_\_\_ with
[Name of Bidder]
office address at \_\_\_\_\_;
[address of Bidder]

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of \_\_\_\_\_
[Name of Bidder] I have full power and authority to do, execute and perform any and all
acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for \_\_\_\_\_
of the \_\_\_\_\_
[Name of the Project] [Name of
the Procuring Entity] as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute
and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing
contract for \_\_\_\_\_
[Name of the Project]
of the \_\_\_\_\_, as shown in the attached \_\_\_\_\_
[Name of the Procuring Entity] [state title of attached

document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special
Power of Attorney, whichever is applicable;);

3. \_\_\_\_\_ is not "blacklisted" or barred from bidding by the
[Name of Bidder]
Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign
government/foreign or international financing institution whose blacklisting rules have been recognized by the
Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the
original, complete, and all statements and information provided therein are true and correct;

5. \_\_\_\_\_ is authorizing the Head of the Procuring Entity
[Name of Bidder]
or its duly authorized representative(s) to verify all the documents submitted;

6. Select one, delete the rest:

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity,
members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the

head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of \_\_\_\_\_  
[Name of Bidder]

is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of \_\_\_\_\_  
\_\_\_\_\_ is related to the Head of the Procuring Entity,  
[Name of Bidder]

members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. \_\_\_\_\_ complies with existing labor laws and standards; and  
[Name of Bidder]

8. \_\_\_\_\_ is aware of and has undertaken the following responsibilities as a Bidder:  
[Name of Bidder]

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the

\_\_\_\_\_.

[Name of the Project]

9. \_\_\_\_\_ did not give or pay directly or indirectly, any commission,  
[Name of Bidder]  
amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her \_\_\_\_\_, with his/her photograph and signature appearing thereon, [insert type of government identification card used] with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of \_\_\_\_\_.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

**TERMS OF REFERENCE**  
**FOR THE**  
**PREVENTIVE MAINTENANCE OF FIRE DETECTION ALARM SYSTEM AND**  
**SPRINKLER SYSTEM INSTALLED AT PPA ADMINISTRATION BUILDING**

**1. RATIONALE**

- 1.1 This Terms of Reference (TOR) shall serve as guide to service provider interested to submit a price quotation for the Preventive Maintenance of Fire Detection Alarm System and Sprinkler System installed at PPA Administration Building.
- 1.2 A service contract for the Preventive Maintenance of Fire Detection Alarm System and Sprinkler System will ensure that the systems are always in good operational condition in case of fire in the building.
- 1.3 Programmed maintenance can increase the life of the system through the regular checking and replacing of common parts that are determined to be not performing properly.

**2. OBJECTIVES**

- 2.1 To ensure that the systems are in proper working condition;
- 2.2 To minimize system failure;
- 2.3 To maintain or improve efficiency of the system; and
- 2.4 To protect the building and to warn occupants in case of fire.

**3. SCOPE OF UNDERTAKING**

- 3.1 All existing fire detection alarm system and sprinkler system equipped at PPA Administration Building.

**4. TECHNICAL REQUIREMENTS**

**4.1 SCOPE OF WORK**

**4.1.1 Fire Detection Alarm System**

- 4.1.1.1 Inspection of fire alarm control panel, detection devices and alarm devices.
- 4.1.1.2 Full functional test of fire alarm control panel, detection devices and alarm devices.
- 4.1.1.3 Trouble shooting of fire alarm control panel, detection devices and alarm devices.
- 4.1.1.4 Submission of reports indication of full system performance, defects and recommendations.

**4.1.2 Sprinkler System**

- 4.1.2.1 Inspection and monitoring alarm devices and gauges.
- 4.1.2.2 Inspection of seismic bracing, supports, piping, valves and sprinkler heads.
- 4.1.2.3 Functional test using test line (annually).
- 4.1.2.4 Submission of reports indication of full system performance, defects and recommendations.

## 4.2 PREVENTIVE MAINTENANCE WORK METHODOLOGY

4.2.1 See Annex "A"

## 5. APPROVED BUDGET FOR THE CONTRACT (ABC)

5.1 The ABC is TWO HUNDRED NINETY SEVEN THOUSAND NINE HUNDRED TWO PESOS ONLY, (Php 297,902.00), PHILIPPINE CURRENCY inclusive of VAT, covering the one-year period contract.

## 6. TERMS AND CONDITIONS

### 6.1 SERVICE PROVIDER'S LIABILITIES, OBLIGATIONS and RESPONSIBILITIES

6.1.1 The service provider shall apply the following standards:

6.1.1.1 NFPA – Standard for inspection, Testing and Maintenance of Water-Based Fire Protection System

6.1.1.2 NFPA 72 – National Fire Alarm Code

6.1.1.3 RA9514 – Revised Fire Code of the Philippines

6.1.2 The scheduled maintenance service shall be done by two (2) technicians and a maximum of three (3) helpers for a maximum of three (3) working days.

6.1.3 See to it that employees assigned to perform the services shall wear complete uniform and personal protective equipment (PPE) required. They shall at all times wear their employees Identification Card and Port Access Pass.

6.1.4 Provide free labor in case of attending system trouble shooting, technical assistance for system familiarization and field trouble calls from Monday to Friday during regular office hours or on emergency cases.

6.1.5 The service provider shall inform the PPA-PMOB representative at least one day before the scheduled maintenance service.

6.1.6 It shall be the responsibility of the service provider to turnover the fire detection system and sprinkler system under contract to PPA-PMOB in good working condition at the completion of the contract.

6.1.7 The parties, likewise agree that the employees of the service provider are not employees of the PPA-PMOB where the PPA-PMOB shall not in any way be liable or responsible for any physical injury or damages, including death sustained or caused by any of the employees of the service provider whether or not occurring during the performance of their duties. The service provider agrees and binds itself to indemnify the PPA-PMOB for whatever injuries or damages caused or occasioned or contributed to by failure, negligence or conduct of the service provider arising out of or in connection with or on the occasion of the performance of this agreement. The service provider shall at all times, stand solely liable and responsible for the enforcement of, and compliance with all existing laws, rules and regulation and binds itself to save and hold PPA-PMOB free and harmless from any and all liabilities, losses, damages, judgments, fines and penalties arising from and by reason of this Terms of Reference (TOR) and its implementation.

## 7. EXCLUSIONS

7.1 Replacement of defective system components/parts.

**8. RIGHTS AND RESPONSIBILITIES OF PPA-PMOB**

- 8.1 Grant the winning service provider the sole and exclusive contract for the **PREVENTIVE MAINTENANCE OF FIRE DETECTION ALARM SYSTEM AND SPRINKLER SYSTEM FOR PPA ADMINISTRATION BUILDING** subject to the scope of work and undertaking to be prescribed thereafter.
- 8.2 PPA-PMOB shall be responsible for the issuance of access pass, gate pass, and IDs to the maintenance personnel of the service provider.
- 8.3 PPA-PMOB shall provide source of power and water to be utilized by the service provider during the latter's performance of the project.
- 8.4 PPA-PMOB may require the service provider to remove the latter's employee who violated existing laws, PPA rules and regulations and those found incompetent.
- 8.5 PPA-PMOB may cancel/rescind or terminate the contract in case of unsatisfactory service provided by the service provider.


**9. PARAMETERS FOR PAYMENT**

- 9.1 For and in consideration of the full, satisfactory and faithful performance by the winning service provider of all its undertakings defined and provided for under this Terms of Reference (TOR), PPA-PMOB agrees to pay the amount prescribed in the agreement signed, inclusive of 12% value added tax. Payment to be made shall be billed after each service actually performed and upon submission of the following supporting documents:
  - 9.1.1 Pictures taken during the actual service;
  - 9.1.2 Service report duly signed by PPA representative and duly noted by Division Manager concerned; and
- 9.2 Any or all payment/s to be made shall be subjected to existing accounting and auditing rules and regulations.

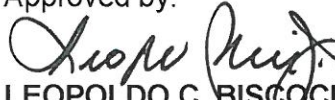
**10. CONSEQUENTIAL DAMAGES**

- 10.1 To the maximum extent permitted by applicable laws, the service provider shall be held liable for any damage (but not limited to damage based upon inconvenience, loss of use of product, loss of time, commercial loss, or any other damages whether incidental or consequential) to other property while performing the maintenance services in accordance with the provisions of the maintenance Contract subject to the verification to be made by PPA-PMOB.

Recommending Approval:

  
**MARGARITA EMELYN B. VILLAMOR**  
End-User / Administrative Division Manager

Approved by:

  
**LEOPOLDO C. BISCOCHO, JR.**  
Port Manager

Conforme:

\_\_\_\_\_  
Authorized Signatory



## WORK METHODOLOGY

### PREVENTIVE MAINTENANCE OF FIRE DETECTION ALARM SYSTEM AND SPRINKLER SYSTEM INSTALLED AT PPA ADMINISTRATION BUILDING

#### Fire Detection and Alarm System

- Checking and testing of fire alarm control panel
  - To check its circuitry for possible worn out parts
  - To check its power supply for proper output regulation, voltage and current
  - Actual testing of the back-up batteries during power failure
  - To check proper input (AC) voltage
  
- Testing and cleaning of the following fire alarm devices
  - All smoke detectors
  - All heat detectors
  - All manual pull stations and alarm bells
  - All annunciator and visual indicators
  
- Line to ground testing of system wiring for possible grounded or resistance leak
  - To conduct grounding check within the system for control panels down to peripherals and fire alarm devices connected to the system
  - To check wiring connections inside terminal box/panels for open connections or loose
  - To check terminal box or pull boxes of protective plate covers is in place

ITEM	ACTIVITY	FREQUENCY
Fire Alarm Panel	Testing and Maintenance	Quarterly
Battery Test	Testing and Maintenance	Quarterly
Detectors	Testing and Maintenance	Quarterly
Alarm Bell	Testing and Maintenance	Quarterly
Pull/Push Button	Testing and Maintenance	Quarterly

#### Sprinkler System

- Check gauges to ensure the normal air and water pressures
  
- Check control valves to verify if it is sealed in open position and seal is unbroken week
  
- Check locked valves to verify that all components operate properly, move freely, and are in good condition
  
- Check post indicator valve to prevent jamming
  
- Check underground gate valves to verify valve is in proper position
  
- Check fire department pumper connection for the following:
  - Verify that connection is both visible and accessible at all times
  - Verify that all caps and plugs are in place and threads are in good condition
  - Verify that waterway is free of all foreign material
  
- Check all sprinkler heads for the following:
  - Corrosion...
    - if due to normal aging, replace with new head of same type and rating
    - If due to operation in area emitting corrosive vapors, replace with factory applied lead or wax-coated corrosion resistant heads
  -
  
- Check spare sprinkler cabinet for the following:
  - Verify that sprinkler wrench is present

- Verify that cabinet contains at least one replacement head for each size, type and rating of head used in the facility
- Verify that temperature where cabinet is located does not exceed 100°F (38°C)
- Check hangers and visually inspect system for broken or loose hangers, and repair or replace as required
- Check piping and visually inspect for mechanical injury. Repair or replace as required. Supply testing by opening main drain valve and note pressure gauge readings when full flow is obtained and compare reading with reading before opening valve and with previous reading when system was flow tested, Variations in readings may indicate closed valves or obstructions in supply pipe.

ITEM	ACTIVITY	FREQUENCY
Pipe and fittings	Inspection	Quarterly
Hanger/Seismic bracing	Inspection	Quarterly
Control valves	Inspection	Quarterly
Gauges (dry, pre-action and deluge)	Inspection	Quarterly
Water flow	Test	Annually
Full flow	Test	Annually
Electric power to pump	Test	Annually