



## REQUEST FOR QUOTATION (RFQ)

1. The Philippine Ports Authority - Port Management Office of Batangas (PPA-PMOB) through its Bids and Awards Committee (PMOB-BAC) will undertake procurement of **One (1) Year Preventive Maintenance Service of Fire Detection Alarm System and Sprinkler System installed at Admin Building, PMO Batangas and Fire Detection Alarm System installed at Radar Station 1 and Radar Station 2** in accordance with **Section 53.9 Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are the following:

- a. Name of Project : **One (1) Year Preventive Maintenance Service of Fire Detection Alarm System and Sprinkler System installed at Admin Building, PMO Batangas and Fire Detection Alarm System installed at Radar Station 1 and Radar Station 2**
- b. Reference No. : **BAC-BGS-037C-2023**
- c. Approved Budget for the Contract (ABC) : **PHP 487,300.00**
- d. Source of Fund : **PPA Corporate Funds**
- e. Item Description/ Specification :

Item No.	Quantity	Unit	Item Description/Specification	Total Amount (in Php)
1	1	lot	One (1) Year Preventive Maintenance Service of Fire Detection Alarm System and Sprinkler System installed at Admin Building, PMO Batangas and Fire Detection Alarm System installed at Radar Station 1 and Radar Station 2  <i>See Terms of Reference (TOR) – Annex "A"</i>	487,300.00

- f. Delivery Site : **PPA Administration Building, Port Access Road, Calicanto, Batangas City  
Radar Station 1, Brgy. Sta. Clara, Batangas City  
Radar Station 2, Brgy. Pagkilatan, Batangas City**
- g. Delivery Period : **Within TWELVE (12) months upon receipt of Notice to Proceed. Administrative penalties pursuant to Sec. 69 of the Revised IRR of R.A. 9184 shall be imposed for non-delivery without reason.**
2. The duly conformed **Terms of Reference (TOR) (Annex "A")**, duly accomplished **Price Quotation Form (Annex "B")** and **Omnibus Sworn Statement (Annex "C")** together with the **CERTIFIED TRUE COPY** of the following documents: a) Valid Mayor's / Business permit; and b) Valid PhilGEPS Registration / Registration Number, 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 21 November 2023** at the **Legal Unit, 6/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City** addressed to:

**COMPANY:** (Indicate the name of the Company)  
**NAME OF PROJECT:** (Indicate the name of the Project)

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

Failure to comply with the instructions and to submit the required documents shall be ground for disqualification.

3. Prospective bidder 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.
4. All quotations shall be inclusive of the applicable Value Added Tax (VAT) and shall be valid for a period of ninety (90) calendar days from the deadline of submission of quotations
5. 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. The project shall be awarded to the winning supplier determined to be the Single or Lowest Calculated and Responsive Quotation.
7. To guarantee the faithful performance of the winning supplier of its obligations under the contract, it shall post a Performance Security in any of the following forms:

Form of Security	Minimum Amount % of Total Contract Price
Cash, certified check, cashier's check, manager's check, bank draft or irrevocable letter of credit	Five Percent (5%)
Bank guarantee	Five Percent (5%)
Surety Bond	Thirty Percent (30%)

8. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of Purchase Order not completed within the prescribed completion period shall be imposed per day to day of delay. The PPA may rescind the agreement once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of purchase order, without prejudice to other courses of action and remedies open to it.
9. A warranty security shall be required from the winning bidder for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring entity of the delivered supplies. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period. Provided, however, that the supplies delivered are free from patent and latent defects.

10. The contractor/service provider must have a functional OSH policy and program as provided in pertinent rules and regulations.
11. For the information, you may contact **Genesis Arn A Bool**, Head, BAC Secretariat at Telephone No. **(043) 723-7214**.

**(Sgd)**  
**JEFREN P. PANGANIBAN**  
Chairperson, PMOB-BAC

## TERMS OF REFERENCE

### FOR THE PREVENTIVE MAINTENANCE OF FIRE DETECTION ALARM SYSTEM AND SPRINKLER SYSTEM INSTALLED AT PPA ADMINISTRATION BUILDING AND FIRE DETECTION ALARM SYSTEM INSTALLED AT RADAR STATION 1 AND 2

#### 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 and Fire Detection Alarm System installed at Radar Station 1 and 2.
- 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 defective.

#### 2. OBJECTIVES

- 2.1 To ensure that the systems are in proper working condition;
- 2.2 To minimize system failure;
- 2.3 To maintain and improve efficiency of the system; and
- 2.4 To protect the building and 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 and fire detection alarm system at Radar Stations 1 and 2.

#### 4. TECHNICAL REQUIREMENTS

##### 4.1 SCOPE OF WORK

##### 4.1.1 Fire Detection Alarm System

Quarterly provision of services which include:

- 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 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**

Quarterly provision of services which include:

4.1.2.1 Inspection and monitoring alarm devices and gauges.

4.1.2.2 Inspection of seismic bracing, support, 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.

#### **4.1.3. Fire Detection Alarm System and Sprinkler System**

Annually provision of services which include:

4.1.3.1 Functional test using test line.

4.1.3.2 Submission of reports indication of full system performance, defects and recommendations

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

5.1 The **ABC** is **FOUR HUNDRED EIGHTY SEVEN THOUSAND THREE HUNDRED, (487,300.00), 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 72

6.1.1.3 RA 9154 – 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 The service provider, in case of emergency, shall provide 24/7 on-call support services.

6.1.4 The service provider must have an office at least fifty (50) kilometer radius distance at PPA Administration Building provide the services mentioned in 6.1.3 of this TOR.

6.1.5 See to it that employees assigned to perform the services shall wear complete uniform and personal protective equipment (PPE) required and as well as comply with the Minimum Health Standard protocols relative to Covid-19 and other rules and regulation of PPA. They shall at all times wear their employees' Identification Card and Port Access Pass.

- 6.1.6 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.
- 6.1.7 The services provider shall inform the PPA-PMOB representative at least one day before the scheduled maintenance service.
- 6.1.8 It shall be the responsibility of the service provider to turn over the fire detection system and sprinkler system under the contract to PPA-PMOB in good working condition at the completion of the contract.
- 6.1.9 The parties, likewise, agree that the employees of the service provider are not employees of the PPA-PMOB where the PMOB shall not in any way be liable or responsible for any physical injury or damages, including death sustained 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 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 regulations 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 FIRE DETECTION ALARM SYSTEM FOR RADAR STATION 1 AND 2** subject to the scope of work 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 replace 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 unsatisfactorily service provided by the service provider.

## 9. PARAMETERS OF PAYMENT

- 9.1 For and in consideration of the full, satisfactory and faithful performance by this winning service provider of all its undertakings defined and provide 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, lost of time, commercial loss, or any other damages whether incidental or consequential) to other property while performing the maintenance Contract subject to the verification to be made by PPA-PMOB.

Recommending Approval:

  
**MARGARITA EMELYN B VILLAMOR**

End-User / Division Manager A, Administrative Division

Approved by:

  
**JOSELITO O SINO CRUZ PhD**  
Port Manager

Conforme:

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Authorized Signatory

## 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,

We hereby submit our quotation for the procurement of the project, entitled: **One (1) Year Preventive Maintenance Service of Fire Detection Alarm System and Sprinkler System installed at Admin Building, PMO Batangas and Fire Detection Alarm System installed at Radar Station 1 and Radar Station 2** to wit:

Item No.	Quantity	Unit	Item Description/Specification	Total Amount (in Php)
1	1	lot	One (1) Year Preventive Maintenance Service of Fire Detection Alarm System and Sprinkler System installed at Admin Building, PMO Batangas and Fire Detection Alarm System installed at Radar Station 1 and Radar Station 2  Per Terms of Reference (TOR)	

The above quoted price is inclusive of all costs and applicable taxes.

Very truly yours,

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

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

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

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

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





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 \_\_\_\_\_  
[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. \_\_\_\_\_  
[Name of Bidder] complies with existing labor laws and standards; and
8. \_\_\_\_\_  
[Name of Bidder] is aware of and has undertaken the following responsibilities as a 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. \_\_\_\_\_  
[Name of Bidder] did not give or pay directly or indirectly, any commission, 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.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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]

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