



**Department of Migrant Workers**  
Ortigas Avenue corner Epifanio de los Santos Avenue  
City of Mandaluyong, 1550 National Capital Region


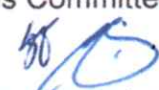
**REQUEST FOR PRICE QUOTATION**

13 May 2022

**Preventive Maintenance of Fire Pump, Jockey Pump and Control Panel  
for the DMW BFO Building Sprinkler System for Second Quarter to  
Fourth Quarter of CY 2022 (RFQ 043-2022)**

Date: \_\_\_\_\_  
Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Permit No. \_\_\_\_\_  
TIN : \_\_\_\_\_  
PhilGEPS Registration  
No.: \_\_\_\_\_

Please quote your lowest net price, taxes included for the item/s described below and submit your **signed and sealed** quotation to the DMW BAC Secretariat, BFO Building, Ortigas Ave., cor EDSA, Mandaluyong City not later than 10:00 A.M. on **20 May 2022** at which date and time, all submitted quotations will be opened. Late bids shall not be accepted.

  
**VIRGILIO L. CARREON JR.**  
Chairperson  
Bids and Awards Committee  


After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

QTY./ UNIT	DESCRIPTION	Approved Budget for the Contract	UNIT PRICE	TOTAL PRICE
1 Lot	Preventive Maintenance of Fire Pump, Jockey Pump and Control Panel for the DMW BFO Building Sprinkler System for Second Quarter to Fourth Quarter of CY 2022  <i>**Please see attached Terms of Reference**</i>	₱108,000.00	P _____	P _____

Name of Company		
Complete Address		
Telephone No./Fax		
Printed Name of Owner/Authorized Representative and Signature		

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of **Sixty (60) calendar days** from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by your or any of your duly authorized representative/s.
7. The DMW shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
8. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DMW may rescind or terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies available under circumstances.
9. The bidder shall submit the following requirements:
  - a) Business Permit/Mayor's Permit and
  - b) PhilGEPS Registration Certificate (For Platinum Membership, the updated PhilGEPS Registration Certificate must be submitted as per GPPB Resolution No. 15-2021).



Republic of the Philippines

**Department of Migrant Workers**

Ortigas Avenue corner Epifanio de los Santos Avenue  
City of Mandaluyong, 1550 National Capital Region

**PROJECT: PREVENTIVE MAINTENANCE OF FIRE PUMP, JOCKEY PUMP AND CONTROL PANEL FOR DMW BUILDING SPRINKLER SYSTEM FOR SECOND QUARTER TO FOURTH QUARTER OF CY 2022**

**LOCATION: Ortigas Avenue corner Epifanio de los Santos Avenue, Mandaluyong City**

## **TERMS OF REFERENCE**

### **I. INTRODUCTION**

1. The Department of Migrant Workers (DMW) is in need a Specialized Service Provider in carrying out the Project: Preventive Maintenance of Fire Pump, Jockey Pump and Control panel for DMW Building Sprinkler System for Second Quarter to Fourth Quarter of CY 2022.
2. The Prospective Service Provider must have been engaged in the Fire Suppression Machinery Maintenance works business for a minimum of five (5) years duly accredited by the Philippine Government Electronic Procurement Service (Phil-GEPS) of the Department of Budget and Management (DBM) and met the eligibility requirement of DMW

### **II. SCOPE OF WORKS**

#### **A. Supply of labor, tools and supervision for the general check-up of Fire pump and Jockey pump**

1. Inspection and check-up of the following:
  - Fire Pump and Jockey Pump
  - Fire Pump and Jockey Pump controllers
  - Air release valve
  - Cast iron hose valve header
  - Relief valve
  - Hose valve header with caps and chains
  - Pressure switch and Transducer switch
  - Flow Meter
  - Other valves
  - Inspection of motor including the insulation of motor condition for any deterioration
  - Pipes and brackets
  - Control timer function
2. Calibrate the relief valve and set at its designed system pressure.
3. Calibrate pressure switch and transducer switch on its designed system pressure.
4. Conduct simulation test for cut-in and cut-off fire pump and jockey pump.
5. General inspection of the pump to ensure that the bearings and pump glands are functioning correctly.



6. Greasing of all OS&Y valves, pumps and motors.

**B. General check-up of Sprinkler Alarm Control Panel and Heads**

1. Inspection and check-up of the following

- Sprinkler alarm control Panel
- Sprinkler heads, retighten/replace if there is water leaks
- Floor Control Valves (OS&Y)
- Check Valve
- Alarm Check Valve and electronic devices
- ITC
- Auxiliary Drain
- AAV (Auto air release valve)

**C. Inspection and check-up of Fire Hose Cabinet and Accessories**

**D. Conduct assessment of the whole system for any deterioration/malfunction preventing further damages and recommend replacement of defective parts/devices for the fire protection sprinkler system.**

- Service Provider shall submit report for the replacement of defective parts/devices.
- DMW shall provide needed parts/devices.
- Service Provider shall install the parts/devices at no additional cost to DMW

**E. Service call within the day to correct the trouble or fault on the system at no additional cost to DMW**

**F. Testing and commissioning of the whole system**

**G. Submission of Quarterly Preventive Maintenance Report to General Services Property Division.**

**III. GENERAL NOTES**

1. All works shall be of first class workmanship up to the fullest talent.
2. The Service Provider shall be deemed to have visited the site and acquaint himself with the existing site conditions, dimensions/measurements, means of access and take into account any feature that may affect his tender. No claim for his neglect to do so or out of any misunderstanding on his part on these conditions shall be entertained. The Service Provider shall be responsible for the proper coordination with other trade Service Provider.
3. The Service Provider shall provide any labor and tools/equipment needed for the service and maintenance of equipment/facility.
4. The Service Provider shall bear the price of safety insurance and provide all necessary safety equipment, Personal Protective Equipment (PPE) and the like, for safety performance of preventive maintenance.
5. It shall be a no employer-employee relationship. The Service Provider shall have the full responsibility of his/her technicians/employees.
6. The Service Provider shall work without disrupting the DMW operations and shall remove all the debris, waste materials, tools and equipment and shall clean the area after each work inside the offices to make way for the normal operation.

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**TERMS OF REFERENCE:**

Preventive Maintenance of Fire Protection Sprinkler System  
for Second Quarter to Fourth Quarter of CY-2022

7. During the course of the work, the Service Provider shall exert due diligence to avoid damages. In event of any such mishap, the Service Provider shall restore the affected fixture/equipment/furniture to its original state or replace the whole unit depending on the extent of damage at no extra cost to DMW.
8. The approved budget cost of the project is **One Hundred Eight Thousand Pesos (Php108,000.00)** inclusive of all Standard Government taxes and other charges.
9. Seven (7) days upon receipt of notice to proceed (NTP) from the DMW Bids and Awards Committee (BAC), the Service Provider shall commence the project based on the approved quarterly maintenance schedule for Second Quarter to Fourth Quarter of CY 2022.
10. Payment Terms:
  - a. Quarterly payment, 15 days upon receipt of billing from the Service Provider on the completed Preventive Maintenance
11. Liquidated Damages:
 

All contracts executed in accordance with the Act and this IRR shall contain a provision on liquidated damages which shall be payable by the Service Provider in case of breach thereof. For the procurement of goods, infrastructure projects and consulting services, the amount of the liquidated damages shall be least equal to one-tenth of one percent (0.1%) 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 procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it.
12. For security purposes, the Service Provider shall submit a list of workers who will render the services to secure their working permit from the General Services Property Division. That the Service Provider agrees that their personnel may be subjected to on-the-spot inspection by DMW security guards on duty whenever entering and or leaving the building premises. The Service Provider shall provide their I.D. and proper uniform for easy identification.

Prepared by:

  
 CLARK B. BRIZ  
 OIC-Chief, GSPD

Recommending Approval:

  
 JULIE ANN J. AGUILA  
 OIC-Director II, Administrative Branch

Recommending Approval:

  
 JOCELYN T. SANCHEZ  
 Deputy Administrator,  
 Management Services

Approved by:

  
 ABDULLAH D. MAMA-O  
 Secretary

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