



REPUBLIC OF THE PHILIPPINES
Department of Health
NATIONAL CENTER FOR MENTAL HEALTH
Nueve de Febrero Street, Mandaluyong City, Philippines
BIDS AND AWARDS COMMITTEE



Telephone No. 531-9001 loc. 242

Telefax No. 5318318

E-mail: bac@ncmh.gov.ph

Website: www.ncmh.gov.ph

SOLICITATION NO: NCMH-Small Value Procurement
Kitchen Fire Suppression, Preventive Maintenance of Fire Suppression System CY 2023

REQUEST FOR QUOTATION

August 18, 2023

Dear Sir/Madame:

Please quote your lowest price on the items herewith attached, subject to the General Conditions, and stating the shortest time of delivery. Submit your **sealed quotation** using this form duly signed by your authorized representative together with the documentary requirements not later than **August 22, 2023 3:00 PM**. Kindly transact / address directly at the BAC Secretariat Office. For inquiries, you may call 8531-9001 local 239 or 8531-8318.

Respectfully yours,

-SGD-
RUSSELLE SP. OLASO, MPA
Administrative Officer V
BAC Secretariat

General Conditions:

1. Bid offer must meet the minimum technical specifications.
2. Delivery period shall be within a maximum period of Seven (7) calendar days upon receipt of approved Purchase Order (PO) / Notice to Proceed (NTP)
3. Price validity and payment terms shall be for a minimum period of thirty (30) calendar days.
4. Documentary requirements:
 - a. Mayor's / Business Permit (Attached Official Receipt)
 - b. PhilGEPS Registration Number
 - c. Income / Business Tax Return (Attached VAT Remittances)
 - d. Omnibus Sworn Statement
(For Corporation – Attached Corporate Secretary Certificate)
(For Sole Proprietorship – Attached Special Power of Attorney)
5. Failure to comply with the stated general conditions constitutes a disqualification.
6. The NATIONAL CENTER FOR MENTAL HEALTH reserves the right to reject any or all bids, to waive any defect, and accept such bids advantageous to the government, and that it reserves the right to rescind the contract and debar the dealer from entering in future bidding's of the center.

Notes:

- **All documents must be Certified True Copy (CTC).** Bidder's certification is acceptable.
- On documents (licenses, certificates and/or registrations) for renewal, bidders are required to attach Official Receipt (OR) as proof of payment.

- Documentary requirements must be arranged in the above sequence/order & placed in a folder. **This form (RFQ) must be in a sealed envelope.** Both folder (documentary requirements) and envelope (price quotation) should be placed on an envelope of any color with proper label as shown below. Bidder may opt to use their own company letterhead using the format below.

MARKING / LABEL OF PRICE QUOTATION

1. Sealed Price Quotation Envelope:

<p style="text-align: center;">Request for Quotation Procurement of Kitchen Fire Suppression, Preventive Maintenance of Fire Suppression System CY 2023</p> <p style="text-align: center;">Item/s bidden:</p> <p>1. _____ 2. _____</p> <p style="text-align: center;">Name of Company / Bidder: Tel. no.: Fax no.:</p>

2. Documentary Requirements Folder:

<p style="text-align: center;">Request for Quotation Procurement of Kitchen Fire Suppression, Preventive Maintenance of Fire Suppression System CY 2023</p> <p style="text-align: center;">Item/s bidden:</p> <p>1. _____ 2. _____</p> <p style="text-align: center;">Name of Company / Bidder: Tel. no.: Fax no.:</p>

Mother Envelope:

<p style="text-align: center;">Request for Quotation Procurement of Kitchen Fire Suppression, Preventive Maintenance of Fire Suppression System CY 2023</p> <p style="text-align: center;">Name of Company / Bidder: Tel. no.: Fax no.:</p> <p style="text-align: center;">DO NOT OPEN ON OR BEFORE: (indicate closing date PhilGEPS)</p>
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Procurement of Kitchen Fire Suppression, Preventive Maintenance of Fire Suppression System CY 2023

QTY.	UNIT OF MEASURE	ITEM SPECIFICATION	BIDDER'S SPECIFICATION	APPROVED BUDGET OF THE CONTRACT	BIDDER'S OFFER
2	system	Kitchen Fire Suppression, Preventive Maintenance of Fire Suppression System CY 2023 (Please see attached Terms of Reference)		UNIT PRICE: ₱55,000.00 TOTAL PRICE: ₱55,000.00	UNIT PRICE <div style="border: 1px solid black; height: 20px; width: 100%; margin: 5px 0;"></div> TOTAL PRICE: <div style="border: 1px solid black; padding: 2px;"> ₱ </div>
GRAND TOTAL PRICE:				₱ 55,000.00	

Brand and model: _____

Delivery period: _____ Max of 7 working days

Warranty: _____ Min of 3 months (supplies)

_____ Min of 1 year (equipment)

Price validity: _____ Min of 30 Calendar Days

Payment terms: _____ Min of 30 Calendar Days

SUBMITTED AND CONFORMED BY:

_____ COMPANY NAME

_____ COMPANY ADDRESS

_____ PRINTED NAME AND SIGNATURE OF REPRESENTATIVE

_____ DESIGNATION

_____ CONTACT NUMBER/S



National Center for Mental Health

TERMS OF REFERENCE

PREVENTIVE MAINTENANCE, KITCHEN FIRE SUPPRESSION SYSTEM (KFSS)

I. RATIONALE

Fire protection systems are an essential safety feature in any building, and regular maintenance is crucial to ensure that they remain in good working condition. Failure to maintain these systems can result in serious consequences, including injury, property damage, and even loss of life. Hence, preventive maintenance for the Fire Suppression System installed at the Main Kitchen of Nutrition and Dietetics Section as recommended by the BFP should be done semi- annually.

II. APPROVED BUDGET

NCMH offers to all prospective bidders for Preventive Maintenance of 2 units Fire Suppression System (KFSS) with an Approved Budget for Contract (ABC) of Fifty five thousand Pesos (Php 55,000). All other cost incurred during the course of the maintenance service shall be shouldered by the winning bidder.

III. DURATION

This must be effective upon signing of the contract and receipt of the Notice to Proceed (NTP) until December 31, 2023.

III. SCOPE OF WORK

1. Mobilization and demobilization
2. Replacement of Fusible Link
3. Replacement of Tension Cable
4. Cleaning of Cylinder, MRM and cable pipe
5. Cleaning of discharge nozzle
6. Cleaning of stainless Pipes
7. Testing and commissioning



- Winning service provider should coordinate with the Facilities and Equipment Maintenance section before and after the preventive maintenance for proper accountability of the contract.
- A bidder should have current training certificates for technicians / engineers who will perform the services to ensure that the scope of work for the contract will be carried out safely.
- The technical Team shall be mobilized around five (5) working days from the date of P.O.

"There is no Health without Mental Health"




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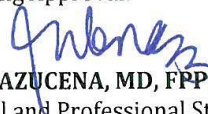
National Center for Mental Health

- Project completion should be within 1-2 days
- Winning bidder must submit Four (4) copies of complete Service Report for the services done
- Submit Certificate of Warranty that NCMH - NDS would be fire hazard free after preventive maintenance of KFSS
- Submit Four (4) copies of Preventive Maintenance Report that includes qualitative and quantitative data
- Terms of Payment: 15-30 days from the day of completion

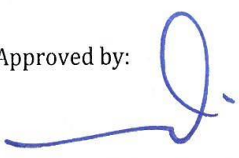
Prepared by:


ERLISA Q. GABLAN, MGM-ESP
Nutritionist Dietitian V
Chief, Nutrition and Dietetics Section

Recommending Approval:


BEVERLY A. AZUCENA, MD, FPPA, IFAPA, MMHoA
Chief, Medical and Professional Staff II – Hospital Service

Approved by:


NOEL V. REYES, MD, FPPA, MMHoA
Medical Center Chief II

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