



Republic of the Philippines
Sandiganbayan
Quezon City
Telephone/Fax No. +632 8951-4514/ 8951-4599
sandiganbayan_supplysection@yahoo.com
Contact Persons: *Thelma Marco/Joy Gallego/Connie Haplasca*

RFQ No.: 196-2023

Date: July 13, 2023

REQUEST for QUOTATION

The *Sandiganbayan*, through its Supply Section, Administrative Division, intends to undertake the following procurement project in accordance with Annex "H" of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (R.A.) No. 9184:

Item No.	Quantity	Description	Reference P.R. No.	Approved Budget for the Contract
1	1 Lot	<p>Annual Preventive Maintenance program of Fire Detection and Alarm System (FDAS)</p> <p>Scope Of Works:</p> <p>1.) The CONTRACTOR shall provide conduct preventive maintenance works including all required labor, supplies, materials, chemicals, tools and equipment incidental to the performance of the job in accordance with standards and methodologies as herein stated. All works mentioned herein must be under close monitoring and supervision of the Engineering Section. Schedule of maintenance services shall be coordinated and approved by the Court.</p> <p>2.) The CONTRACTOR shall carry out the service maintenance in a systematic and controlled manner using the CONTRACTOR's developed techniques and expertise which include the general check-up of the FDAS Control Panel and all its accessories, including, but not limited to:</p> <ul style="list-style-type: none">a. Function Buttonsb. Boards and Cardsc. Terminals, ports and slotsd. Panel switchese. LCDs, Lamps and LEDs <p>3.) Inspect and clean battery for corrosion and check for leakages. The voltage level shall be checked on the following conditions:</p> <ul style="list-style-type: none">a. No load voltageb. Full load voltage <p>4.) Troubleshooting of any faults or errors in the FDAS workstation, located in the Security Office at the basement of the Centennial Building.</p> <p>5.) Cleaning of manual pull station, vibrating bell, synchronized strobe, smoke and heat detectors. Retightening of all terminals, cleaning of the contacts.</p>	PR# 23-07-540	520,000.00

	<p>6.) Provide technical assistance in relocation and rewiring of detectors, manual pull stations, synchronized strobe, and vibrating bell (i.e., in case of renovation or other cause that requires relocation).</p> <p>7.) Wire-tracing and troubleshooting of defective lines and loops. Correction of ground fault error if any.</p> <p>8.) Reprogramming works including, but shall not be limited to:</p> <p style="padding-left: 40px;">a. Changing the device type</p> <p style="padding-left: 40px;">b. Addition/Deletion of devices</p> <p style="padding-left: 40px;">c. Other reprogramming works</p> <p>9.) Correct all the troubles and errors listed in the FACP.</p> <p>10.) Conduct training session with the Sandiganbayan Engineering personnel for the maintenance and system operation and assist in the conduct of fire drill.</p> <p>** Please see attached Terms of Reference</p>		
	nothing follows	Total:	₱ 520,000.00

INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. If another form is used other than the attach quotation form (ANNEX A), please include the following in your quotation:
 - a. Terms of Payment
 - b. Warranty; if any
 - c. Place of Delivery: SANDIGANBAYAN, Centennial Bldg., Commonwealth Ave., cor. Batasan Road, Quezon City
 - d. Delivery Period
 - e. Price Validity Period
 - f. Stock Availability
 - g. Certificate of Exclusive Distributorship; if any
 - h. Tax Identification Number (TIN)
 - i. Use company letterhead for your quotation and address to:
Atty. RITCHELLE M. DESINGAÑO-YRAÑELA
Chief Judicial Staff Officer
Administrative Division
3. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS and CONDITIONS

1. All quotations are considered an offer of the items specified above at the prices quoted in the Price Quotation Form ("Annex A") and a guaranty of availability of the quoted items. In the event that the offer is accepted, a Purchase Order (PO) for the above-mentioned items will be sent to the suppliers concerned advising them of such acceptance and such other terms of delivery, as applicable.
2. Delivery period shall be within fifteen (15) working days upon receipt of the PO.
3. Failure of the supplier to deliver within the period stipulated shall make the supplier liable for the payment of the difference of the amount paid by the *Sandiganbayan* to the supplier quoting the next lower price and that offered by the delinquent supplier.
4. Goods supplied are subject to inspection by the auditor or his duly authorized representative. Payment shall be made after said inspection and acceptance of items supplied, subject to the usual auditing rules and procedures, and further subject to Item No. 11 of this Terms and Conditions.
5. Price Quotation/s must be valid for a period of thirty days (30) calendar days from date of submission, except for quotations for drugs and/or medicines which must be valid for fifteen (15) calendar days from date of submission.
6. Altering and/or amending the Terms and Conditions may be considered non-responsive/non-compliant, unless such alteration or amendment is advantageous and beneficial to the Procuring Entity.
7. In case of tie, the concerned parties will be informed and invited to a "drawing of lots" or any other similar method of chance, in accordance with GPPB Circular 06-2005 ("*Tie-Breaking Method*").
8. The *Sandiganbayan* reserves the right to reject any or all offers, or accept such offer it may consider most economical and advantageous to the government.

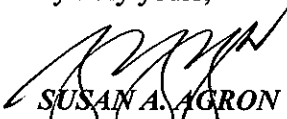
9. The supplier warrants that the Official Invoice/Official Receipt contains the Tax Account No. and BIR Permit No of his/her company, pursuant to P.D. No. 1255, as amended.

10. Prior to award or payment, and subject to Item III, Annex "H" of the 2016 RIRR of R.A. No. 9184¹, the supplier who submitted the Lowest Calculated and Responsive Quotation shall be required to submit the following documentary requirements² :

- a. Valid and current Mayor's /Business Permit
- b. PhilGEPS Registration Number
- c. Income/Business Tax Return³
- d. Omnibus Sworn Statement (OSS)⁴

11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The *Sandiganbayan* shall rescind 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 open to it.

Very truly yours,



SUSAN A. AGRON
SJSO – Administrative Division
OIC- Property and Supply Section

¹ Procuring Entities already maintaining an updated file of any of the bidder's above-mentioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer require its re-submission.

² Item II., Annex "H" of the 2016 RIRR of R.A. No. 9184.

³ Subject to the pertinent provision of GPPB Resolution No. 15-2021 dated 14 October 2021

⁴ Subject to the pertinent provision of GPPB Resolution No. 15-2021 dated 14 October 2021

Price Quotation Form

Administrative Division
 Sandiganbayan
 Sandiganbayan Centennial Building
 Batasan Road, Quezon City

Attn: Supply Section

Sir:

After having carefully read and accepted the terms and conditions in the Request for Quotation, please find below our quotation for the item/s as follows:

Item No.	Quantity	Description	Supplier's Quotation
1	1 Lot	<p>Annual Preventive Maintenance program of Fire Detection and Alarm System (FDAS)</p> <p>Scope Of Works:</p> <p>1.) The CONTRACTOR shall provide conduct preventive maintenance works including all required labor, supplies, materials, chemicals, tools and equipment incidental to the performance of the job in accordance with standards and methodologies as herein stated. All works mentioned herein must be under close monitoring and supervision of the Engineering Section. Schedule of maintenance services shall be coordinated and approved by the Court.</p> <p>2.) The CONTRACTOR shall carry out the service maintenance in a systematic and controlled manner using the CONTRACTOR's developed techniques and expertise which include the general check-up of the FDAS Control Panel and all its accessories, including, but not limited to:</p> <ul style="list-style-type: none"> a. Function Buttons b. Boards and Cards c. Terminals, ports and slots d. Panel switches e. LCDs, Lamps and LEDs <p>3.) Inspect and clean battery for corrosion and check for leakages. The voltage level shall be checked on the following conditions:</p> <ul style="list-style-type: none"> a. No load voltage b. Full load voltage <p>4.) Troubleshooting of any faults or errors in the FDAS workstation, located in the Security Office at the basement of the Centennial Building.</p> <p>5.) Cleaning of manual pull station, vibrating bell, synchronized strobe, smoke and heat detectors. Retightening of all terminals, cleaning of the contacts.</p> <p>6.) Provide technical assistance in relocation and rewiring of detectors, manual pull stations, synchronized strobe, and vibrating bell (i.e., in case of renovation or other cause that requires relocation).</p> <p>7.) Wire-tracing and troubleshooting of defective lines and loops. Correction of ground fault error if any.</p> <p>8.) Reprogramming works including, but shall not be limited to:</p>	

		a. Changing the device type b. Addition/Deletion of devices c. Other reprogramming works 9.) Correct all the troubles and errors listed in the FACP. 10.) Conduct training session with the Sandiganbayan Engineering personnel for the maintenance and system operation and assist in the conduct of fire drill. ** Please see attached Terms of Reference	
		nothing follows	

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

Very truly yours,

Name & Signature of Authorized Representative

Name of Company

Company Address

Tax Identification Number (TIN)

PhilGEPS Registration Number (required prior to award):

Contact Number/s

Email Address

TERMS OF REFERENCE (TOR)

Provision of One (1) Year Service Maintenance for the Fire Detection and Alarm System (FDAS) for the Sandiganbayan Centennial Building, Commonwealth Avenue, corner Batasan Road, Quezon City

1. Project Description

Since 2001, the Sandiganbayan Centennial Building has Fire Detection and Alarm System (FDAS Addressable) in accordance with the provision of the Fire Code of the Philippines (R.A. 9514), Philippine Electrical Code (R.A. 7920), National Building Code of the Philippines (P.D. 1096), National Fire Protection Association (NFPA 72, National Fire Alarm and Signaling Code), National Electrical Code (NEC). However, due to its long-term use from the time of installation of such equipment, this requires service maintenance to optimize its function.

In this regard, the Sandiganbayan would like to engage the services of a supplier with known qualifications, herein referred to as the CONTRACTOR, to provide monthly service maintenance adhering to the manufacturer's specifications and existing local codes and ordinances of the said equipment. Also, the CONTRACTOR shall provide an emergency call back service during the contract period.

1. General Requirement

1.1 Work Execution

All operations and undertakings required in all parts of service maintenance works shall be undertaken by the CONTRACTOR in an orderly, workmanlike manner. Only qualified and skilled personnel with sufficient experience in similar operations authorized by the CONTRACTOR shall be allowed to undertake the same.

1.2 Inspection of Site

The Bid is deemed to have been based on the current data, including the physical conditions of the equipment to be serviced and its location. The CONTRACTOR acknowledges and warrants that it has inspected and examined the six (6)-Storey Centennial Building, the

site and their surroundings, and it has satisfied itself by submitting the Bid as to the requirements of the work and materials necessary for the execution of the service maintenance works, and the means of access to the site, the accommodation it may require, and that it has obtained for itself, all necessary information as to risks, contingencies and other circumstances which may have influenced or affect its Bid. No increase in cost or extension of time will be considered for failure to familiarize, inspect and examine the site condition and equipment to be serviced.

1.3 Changes/Rectification

The Sandiganbayan through the Engineering Section reserves the right to make minor change in details of works and materials, without additional cost to the CONTRACTOR as it may deem necessary to fully implement the requirements of the scope and specifications.

1.4 Rejections

Materials, tools and equipment not in compliance with the provisions of the Technical Specifications and Scope of Work of this Terms of Reference (TOR) shall be rejected outright at any time during the contract period. The CONTRACTOR shall see to it that all tools and equipment required in this contract shall be always available for use and that there will be no delays in the service maintenance to be rendered due to the lack of supplies or defective tools and equipment.

2. Contractor's Responsibility

- 2.1 The CONTRACTOR shall ensure that the service technicians to be assigned at the specified location have been well screened, certified, technically and professionally trained, courteous, efficient, reliable, trustworthy, physically and mentally fit.
- 2.2 The CONTRACTOR and its service technicians shall agree to abide with the performance and security requirements of the Sandiganbayan. They shall observe House Rules and Regulations while inside the building premises.
- 2.3 The CONTRACTOR's assigned service technicians shall agree to subject themselves to security checks when going in and out of the building.
- 2.4 The CONTRACTOR shall ensure that its service technicians wear proper company working uniform equipped with appropriate

Personal Protective Equipment (PPE) and identification cards while performing maintenance operation and repair works inside the building and premises and other security needs that shall be required by the Sandiganbayan Security and Sheriff Division. Loitering is not allowed.

- 2.5 The CONTRACTOR shall provide safety barriers, signages and personal protective equipment to comply with Occupational Safety and Health Standards.
- 2.6 The CONTRACTOR shall properly schedule, coordinate and execute the service maintenance work and submit service reports for every servicing done to be validated by the Court's Engineering Section.
- 2.7 The CONTRACTOR shall properly turn over the replaced items to the Engineering Section for inventory and proper disposal.
- 2.8 The CONTRACTOR shall see to it that the area is clean and in its original condition after servicing has been made. Any damage caused by the CONTRACTOR's assigned personnel shall be restored by the CONTRACTOR at no additional cost to the Court.

3. Contract Duration

The duration of service maintenance shall be for a period of twelve (12) months and shall take effect upon actual rendition of services, which rendition of services shall not be more than fifteen (15) days from the execution of this contract. Any extension of time shall be made with prior approval of the COURT and any request therefore must be made at least one (1) week before the deadline for delivery of services.

4. Deliverables

The CONTRACTOR shall submit to the Engineering Section the following.

Implementation Phase

4.1 Maintenances Methodology and Procedure

The CONTRACTOR shall submit within fifteen (15) calendar days from receipt of the Notice to Proceed (NTP), a detailed methodology and checklist of the maintenance works.

4.2 Service Reports

During the contract implementation, all service reports for the equipment described in the "Equipment Schedule" section of this TOR, shall be submitted within two (2) days after the services maintenance were performed. The report shall also indicate the findings and status of the equipment serviced including

recommended solutions, if any. Reports shall be duly acknowledged by the Engineering Section.

5. Warranty

The CONTRACTOR shall provide a one (1) year warranty against factory defects and workmanship reckoned from the date of complete installation of spare parts.

6. Payments

- 6.1 Payments to the CONTRACTOR will be made only for the actual services rendered certified by the Engineering Section as performed by the CONTRACTOR in accordance with the TOR.
- 6.2 The CONTRACTOR shall support its billing with corresponding documents required under "DELIVERABLES" section of this TOR.

7. Price Adjustments

The Bid Price shall be fixed and not subject to any escalation during the contract implementation regardless of an increase in the price of fuel, peso devaluation, and other causes.

8. Scope of Work

- 8.1 The CONTRACTOR shall provide conduct preventive maintenance works including all required labor, supplies, materials, chemicals, tools and equipment incidental to the performance of the job in accordance with standards and methodologies as herein stated. All works mentioned herein must be under close monitoring and supervision of the Engineering Section. Schedule of maintenance services shall be coordinated and approved by the Court.
- 8.2 The CONTRACTOR shall carry out the service maintenance in a systematic and controlled manner using the CONTRACTOR's developed techniques and expertise which include the general check-up of the FDAS Control Panel and all its accessories, including, but not limited to:
 - a. Function Buttons
 - b. Boards and Cards
 - c. Terminals, ports and slots
 - d. Panel switches

- e. LCDs, Lamps and LEDs
- 8.3 Inspect and clean battery for corrosion and check for leakages. The voltage level shall be checked on the following conditions:
 - a. No load voltage
 - b. Full load voltage
- 8.4 Troubleshooting of any faults or errors in the FDAS workstation, located in the Security Office at the basement of the Centennial Building.
- 8.5 Cleaning of manual pull station, vibrating bell, synchronized strobe, smoke and heat detectors. Retightening of all terminals, cleaning of the contacts.
- 8.6 Provide technical assistance in relocation and rewiring of detectors, manual pull stations, synchronized strobe, and vibrating bell (i.e., in case of renovation or other cause that requires relocation).
- 8.7 Wire-tracing and troubleshooting of defective lines and loops. Correction of ground fault error if any.
- 8.8 Reprogramming works including, but shall not be limited to:
 - a. Changing the device type
 - b. Addition/Deletion of devices
 - c. Other reprograming works
- 8.9 Correct all the troubles and errors listed in the FACP.
- 8.10 Conduct training session with the Sandiganbayan Engineering personnel for the maintenance and system operation and assist in the conduct of fire drill.

9. **Service Level Agreement**

9.1 Emergency Callback Service

The CONTRACTOR will provide an emergency callback service to perform minor adjustments at no extra charge. In case of malfunction, the CONTRACTOR agrees to conform to the following:

- 9.1.1 The Court's Engineering Section shall seek telephone assistance from the CONTRACTOR and cooperate on the identification, verification and possible resolution of the equipment problem.

9.1.2 If the malfunction cannot be corrected through telephone assistance and such malfunctioning as determined by the Court's Engineering Section severely affects the Court's transactions and operation, the CONTRACTOR agrees to dispatch technical assistance to the Sandiganbayan Centennial Building premises within twenty-four (24) hours from receipt of telephone notice from the Court's Engineering Section at any hour of day or night provided that there is a representative from the Court that will assist the service technician of the CONTRACTOR.

9.2 Breakdown and Repair Service

The CONTRACTOR will provide during regular working hours, breakdown and repair service available within twenty-four (24) hours from receipt of telephone notice. Negligence on the part of the CONTRACTOR to restore the FDAS to its normal operation shall be a basis for COURT not to issue Certificate of Satisfactory Performance.

9.3 Replacement of Parts

The CONTRACTOR shall notify the Court's Engineering Section of any defective parts discovered during servicing and maintenance work and upon verification and authorization of the Court, replace the defective parts. The costs for the recommended replacement parts shall be shoulder by the Court.

9.4 Submission of Quotation

The CONTRACTOR shall submit its quotation within five (5) working days from the date the defective component was identified. The Court reserves the right not to issue Certificate of Satisfactory Performance if said quotation is not submitted on time.

10. **Equipment Schedule**

The list of equipment below is included in this service maintenance contract

FDAS at Sandiganbayan Centennial Building (Six-Storey)

DEVICE	COUNT
FACP EDWRD (EST3)	1
Smoke Detectors	243
Heat Detectors	142
Vibrating Bell	29
Synchronized Strobe	29
Manual Station	29

11. **Personnel Requirement**

11.1 The CONTRACTOR shall assign only trained personnel which it directly employs and supervises. The personnel to be assigned shall have appropriate qualifications to keep the equipment properly maintained, employing reasonable care to ensure safe and reliable operation. He shall assign at least two (2) technicians to perform the preventive maintenance works.

11.2 The COURT have the right, by written notice, to require the replacement of any personnel assigned to perform the services. Replacement shall be required upon verification by the COURT that the personnel violated provisions of the contract or performed unsatisfactorily. The CONTRACTOR, however, shall abide the procedural and substantial requirements of the Labor Code of the Philippines regarding termination of workers and employees.

12. **Effectivity**

The duration of the contract is for one (1) year. Any violation of the condition/s stated herein shall be ground for pre-termination of the contract. In the event of dispute, the venue shall be at Quezon City, and the law of the Philippines shall apply.