



REQUEST FOR QUOTATION

Date: February 16, 2021

RFQ No. 2021-90

(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure **TWO (2)-YEAR CONTRACT FOR THE QUARTERLY PREVENTIVE MAINTENANCE SERVICE OF RECORD/BLASI AUTOMATIC DOORS**, with an **Approved Budget for Contract (ABC) of Three Hundred Ten Thousand Eight Hundred Pesos (₱ 310,800.00), per year, VAT Inclusive**, which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the service/s described herein, subject to the Terms of Reference provided for this RFQ. Submit your quotation/offer duly signed by you or your duly authorized representative not later than **2:00 p.m. of February 24, 2021**. A copy of the following are required to be submitted along with your quotation/offer:

- a. **2021 Mayor's Permit;**
- b. **BIR Registration Certificate;**
- c. **PhilGEPS Registration Number; and**
- d. **Omnibus Sworn Statement. (To be submitted by the lowest complying and responsive offeror prior to issuance of Notice of Award to the winning bidder/supplier)**

The following technical documents are required also to submit together with your offer and the above mentioned eligibility documents:

- a. **List of installation, maintenance and/or repair projects for automatic operated doors in the Philippines within the last five (5) years; and**

- b. **Certifications from PICC' Mechanical Services Division that the participating bidder has conducted ocular inspection of the subject equipment to be maintained.**

Open quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarifications, you may contact **Ms. Cathy D. Esteban** at telephone no. **(02) 8789-4761** or email address at cdesteban@picc.gov.ph.


KRISTINE ANGELICA E. AGUJO
OIC, Procurement Unit/BAC

SIGN & RETURN

TERMS OF REFERENCE

I. PROJECT TITLE:

Two (2)-Year Contract for the Quarterly Preventive Maintenance Service of Record/Blasi Automatic Doors

II. APPROVED BUDGET FOR CONTRACT (ABC):

Three Hundred Ten Thousand Eight Hundred Pesos (₱ 310,800.00), per year, VAT Inclusive

Note: The ABC is for the first (1st) year only. The Contractor shall maintain a satisfactory level of performance throughout the term of the contract. Based on the assessment, the PICC may pre-terminate the contract for failure of the Contractor to perform its obligations based on the latest Guidelines on Termination of Contracts issued by the Government Procurement Policy Board.

III. SCOPE OF WORKS AND SPECIFICATIONS:

Supply of labor, tools and instruments for the quarterly preventive maintenance service of thirty six (36) sets Record/Blasi Automatic Doors and for a period of two (2) years to include, but not limited to, the following:

A. QUARTERLY SPECIFIC ACTIVITIES:

1. Check and adjust to normal setting all moving parts.
2. Check condition of door rollers and bearings of each unit.
3. Conduct cleaning and re-lubrication of all units.
4. Conduct diagnostic and functional check for each unit. Re-tighten belts, bolts and screws when necessary.
5. Conduct tune – up and adjustment of micro-processor units/motion detector sensors.
6. Conduct repair and adjustment of door glass panels (except glass), when necessary.
7. Conduct troubleshooting and minor repair, re-calibration of troubled/defective controllers to include automatic voltage regulator and other accessories for their immediate restoration if needed.
8. Conduct cleaning/clearing of floor tracks of sliding doors.
9. Submit evaluation report and recommendation signed by the service manager or service supervisor, and service report signed by field personnel.
10. In case of glass door breakage, contractor shall disassemble/dismantle the door frames from the damaged glass door and install them to PICC' spare

tempered glass door with the contractor's supplied consumable materials. The newly assembled tempered glass door shall be re-installed by the contractor at no additional cost to PICC.

11. Conduct minor adjustment/re-alignment of door glass panels to maintain proper and safe operation of the subject glass doors using contractors' consumable materials such as screws, metal frames, woods, bolts and nuts etc.
12. Conduct replacement of defective parts using PICC supplied materials such as DC motor, Micro-processor Controller PCB, Sensors, Programmer Control Switch Display, Belts, Bearing, Batteries (12V, 100AH, 20HR), etc. and perform test operation.

A-1. TROUBLE-CALL ACTIVITIES:

1. Respond and check troubled unit/s within 24 hours after receipt of trouble call for emergency repair or service.
2. Conduct trouble shooting, general minor repair and replacement of defective parts using PICC supplied materials of any defective auto glass door unit/s found.

IV. SCHEDULE OF REQUIREMENT:

This Contract shall be effective for a period of not more than two (2) years or will commence on the date which will be indicated in the Notice to Proceed until December 31, 2022. Failure of the Contractor to perform at least satisfactory workmanship rating is a ground for pre-termination of the contract.

V. PERFORMANCE BOND:

1. Within ten (10) calendar days from receipt of the Notice of Award, but in no case later than the signing of the contract by both parties, the successful bidder shall furnish the performance security in any of the following forms:
 - a. Cash or Cashier's check/Manager's check or Bank draft/guarantee issued by a Universal or Commercial Bank in the amount which is equivalent to five percent (5%) of the contract price.
 - b. Surety bond, callable upon demand, in the amount which is equivalent to thirty percent (30%) of the Contract Price issued by a surety or insurance company duly certified by the Office of the Insurance Commission as authorized to issue such security.
2. The Performance Bond shall be renewed for the second (2nd) year of contract.

VI. TERMS OF PAYMENT:

1. Payment shall be made on a quarterly basis and payable within three (3) weeks after presentation of the billing statement and submission of the service report to Technical Services Department (TSD) Mechanical Services Division (MSD) on the services rendered by the Contractor.
Processing of payments will be supported with the following documents:
 - Contractor's billing statement/Sales Invoice

- Service Report/s
- 2. However, the Contractor shall not be paid for any rendition of quarterly services below satisfactory performance rating or for incomplete or partial accomplishment unless the cause of incomplete or partial accomplishment is due to action/inaction of PICC or its representatives.
- 3. The Contractor agrees that there shall be no price increase in the contract amount for the duration of this Contract.
- 4. Penalty:
 - a. No partial payment for partial or incomplete services unless the fault or cause of partial accomplishment of the Contractor is attributable to PICC or its representatives.
 - b. The Contractor shall not be paid for any rendition of quarterly services below satisfactory performance rating. Non-completion of any services outlined in Specific Activities is considered unsatisfactory performance and therefore, the subject period shall not be paid, unless the cause of incomplete or partial accomplishment is due to action/inaction of PICC.
 - c. The contractor shall be given written warning for the first periodic/monthly offense of unsatisfactory performance and shall be notified for every offense committed and penalty charged. The Contractor shall then be penalized by way of non-payment for the quarterly services for the subject period.
- 5. Any motion for reconsideration for the payment of quarterly services due to poor and/or unsatisfactory performance as stipulated above shall not be entertained by PICC.

VII. OTHER CONDITIONS OF THE CONTRACT:

- 1. The Contractor shall closely coordinate with the Assistant Director of the Mechanical Services Division or his representative any maintenance activities to be undertaken.
- 2. The Philippine International Convention Center (PICC) shall provide lubricants, materials (except waste rug) and parts necessary for the operation and maintenance activities.
- 3. The Contractor shall provide emergency service (check-up, trouble shooting and general minor repair) on on-call basis within 24 hours after receipt of call free of charge.
- 4. The following services shall not be part of Contractor's responsibility:
 - 4.1. Supply of materials and spare parts except for supplies such as waste, rugs, cleaning brush, hand gloves, glass adhesives, glass sealants and bond paper for service report.
 - 4.2. Supply and replacement of glass panels, glass panel frames, sensors, transformers, rollers and bearings.
 - 4.3. Rewinding and reconditioning of motors and control holding coils.
 - 4.4. Rewiring of electrical and/or electronic controls and accessories of the automatic doors.
- 5. All preventive maintenance services and repair works shall be performed during regular working hours, 8:00a.m. to 5:00p.m., and from Mondays to

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Saturdays. However, the Contractor shall not be allowed to do the repair or maintenance works during working hours if the area is being used by PICC' clients except on emergency cases. During emergency service, the contractor shall be allowed to work even beyond regular working hours at his/her own expense.

6. The Contractor shall provide PICC a detailed report of each inspection and or check-up of the said units. The report shall include log readings (if any) taken during inspection, condition of equipment, and recommendation on proper operation and maintenance, and repair work.
7. The Contractor upon request and proper authorization of PICC shall provide additional services not included in the above scope of works. However, it shall go through the normal process of bidding/procurement as per Procurement Law.
8. The Contractor, within the first 30 days of implementation of the contract, shall conduct inspection of the equipment together with the Assistant Director of Mechanical Services Division or his authorized representative to determine components and auxiliaries for repair and replacement, and submit recommendation for action of PICC.
9. The Contractor must submit NBI/Police Clearance and RT-PCR test certification of negative result in Covid-19 infection of each personnel to be assigned at the PICC.
10. The contractor shall hold the PICC and its personnel free from any action or suit or liability whatsoever arising from any claim by any or all of the personnel employed by the Contractor to perform the services herein.

VIII. GENERAL PROVISION:

1. No part of the services to be provided under this Scope of Work, and/or the contract may be sub-contracted and no obligation or duty arising therefrom maybe transferred or assigned to third parties.
2. The Contractor shall ensure that its assigned personnel and/or representatives shall comply with, and submit themselves to, the rules and regulations of the PICC on security, sanitation, environmental compliance, safety and health/Covid-19 protocols and other regulations.
3. The Contractor's personnel should wear its company uniform/ID and facemask and practice social distancing at all times in the PICC premises.
4. Commission of any of the following shall be considered poor/unsatisfactory performance:
 - 4.1. Non-completion of quarterly services outlined under Specific Activities and Work Conditions.
 - 4.2. Two (2) or more times observed unsafe practices which may results to damage of any PICC equipment and/or properties, and/or injury/loss of life of any person/s at the PICC.
 - 4.3. Two (2) or more times failure to respond from an emergency trouble call of PICC personnel within 24-hour from receipt of phone call within a quarter or three (3)-month period.

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- 4.4. Two (2) written warnings within one-quarter period/three (3)-month period from the Office of Mechanical Services due to unsatisfactory workmanship.
- 4.5. Three (3) written warnings within one-quarter period/three (3)-month period from the Office of Mechanical Services due to any action by the contractor or its personnel in violation of PICC security and safety rules. However, accumulation of three (3) written warnings in any quarterly period shall be considered unsatisfactory performance to be charged to the quarter where the third warnings happened.

IX. GENERAL CONDITIONS OF THE CONTRACT:

1. All prices quoted herein are valid, binding and effective for One Hundred Twenty (120) calendar days from date of quotation.
2. The Contractor shall be responsible for the source(s) of his services/equipment shall make deliveries in accordance with schedule, quality and specifications. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award.
3. The Contractor shall pick up RS and NTP issued in his favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or email shall constitute an official notice to the AWARDEE. Thereafter, if the RS remain unclaimed, the said RS shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the service of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a NTP but fails to deliver the services within the time called for in the same order, he shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his services. Thereafter if AWARDEE has not completed delivery of services within the extended period, the subject RS & NTP shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE. The PICC-BAC shall then purchase the required services from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA 9184 and its IRR-A.
5. All services by the contractor shall be subject to inspection and acceptance by the PICC.

6. A penalty of one tenth (1/10) of one percent (1%) of the total value of services/works shall be deducted for each day of delay including Sundays and holidays in the delivery of the services.
7. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.

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REQUEST FOR QUOTATION

Date:
RFQ No. 2021-90

**TO: PHILIPPINE INTERNATIONAL CONVENTION CENTER
ROXAS BLVD., 1307 PASAY CITY**

Sir/Madam:

After having carefully read and accepted the Terms of Reference, I/we submit our documentary requirements and quotation/offer as follows:

DESCRIPTION	AMOUNT
Two (2)-Year Contract for the Quarterly Preventive Maintenance Service of Record/Blasi Automatic Doors	₱ _____ per year, VAT Inclusive

Note: The ABC is for the first (1st) year only. The Contractor shall maintain a satisfactory level of performance throughout the term of the contract. Based on the assessment, the PICC may pre-terminate the contract for failure of the Contractor to perform its obligations based on the latest Guidelines on Termination of Contracts issued by the Government Procurement Policy Board.

We undertake, if our quotation is accepted, to deliver the services in accordance with the delivery schedule specified in the Schedule of Requirements.

We acknowledge that PICC reserves the right to accept or reject any and all others, annul the procurement process, and refuse to make an award, without thereby incurring any liability to the affected offerors.

Signature over Printed Name

Position/Designation

Name of Company: _____

Address: _____

Office Telephone No./s: _____ Fax No: _____

Email Address/es: _____ Mobile No.: _____