

**BASES CONVERSION and DEVELOPMENT AUTHORITY**

2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City

Tel. No. 8575-1700 Loc. 1782/1784

Email: gvlovendino@bcda.gov.ph**REQUEST FOR QUOTATION**(Company Name):

Date: 11 September 2025

PR #: 0001592

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than **18 September 2025 at 05:00pm**.
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or immediate supervisor.

BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the gov't., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.


GLIZER IRIS V. LOVENDINO

Canvasser


ALMIRA S. CLARIANES

Chief Administrative Officer

TO: BCDA HEAD OF PROCUREMENT						
Per request, below is/are the price(s) of the article(s)/service(s) as indicated under Unit Price:						
QTY (A)	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT COST (ex-VAT) (B)	VAT (C)	TOTAL UNIT COST (D = B + C)	TOTAL AMOUNT (A x D)
1	LOT	PROCUREMENT OF PREVENTIVE MAINTENANCE OF FIRE DETECTION AND ALARM SYSTEMS (FDAS) AND FIRE SUPPRESSION SYSTEM (FSS) FOR ONE (1) YEAR ABC PER ITEM IS PHP 180,000.00 NOTE: THE PROSPECTIVE SUPPLIER/S MUST ENSURE THAT THEY HAVE UNDERTAKEN AND OCULAR INSPECTION OF THE SITE AND CLEARLY UNDERSTAND THE WORKS INVOLVED PRIOR TO BID SUBMISSION <u>PLEASE SEE ATTACHED TOR FOR THE COMPLETE REQUIREMENTS</u>				
TOTAL AMOUNT						₱

Suppliers are required to submit the following Documentary Requirements upon submission of quotation:

- 1) Valid Mayor's/Business Permit
- 2) PhilGEPS Registration No.
- 3) Notarized Omnibus Sworn Statement
- 4) Latest Business/Income Tax Return (If the ABC is above 500k)
- 5) BIR Certificate of Registration (BIR Form 2303)
- 6) Company Profile, list of clients for the past two years;
- 7) Photocopy of one (1) similar contract with project cost at least equal to the Approved Budget for the Contract;
- 8) Certified True Copy of DTI Registration for sole proprietorship or SEC Registration and Articles of Incorporation and its amendments, if any, for corporations.

Note: A) Unnotarized Omnibus Sworn Statement (OSS) is acceptable upon submission of quotation. However, the winning bidder/supplier must submit the duly notarized Omnibus Sworn Statement (OSS) within 5 working days upon notification of the Notice of Award.

B) Suppliers who have previously submitted the above documentary requirements may no longer require its re-submission except for the Omnibus Sworn Statement. Noncompliance on the timely submission of OSS is a ground for disqualification.

Delivery Address: 31st St. Cor. 2nd Avenue, 2/F Bonifacio Technology Center, Bonifacio Global City, Taguig.**Terms and conditions:**Price: **Inclusive of all applicable taxes and fees**Payment: **Quarterly basis after each service**Delivery: **7 calendar days**Validity of price: **one (1) month**WARRANTY: **12 months**

We hereby certify, that we have prepared, checked and reviewed this quotation.

This quotation is valid unless revoked in writing which should be done prior to our receipt of the Purchase Order or Job Order.

Printed Name/Signature/DATE

Immediate Supervisor

Telephone / Fax Number

TERMS OF REFERENCE

PREVENTIVE MAINTENANCE OF FIRE DETECTION AND ALARM SYSTEMS (FDAS) AND FIRE SUPPRESSION SYSTEM (FSS) FOR ONE (1) YEAR

1. OBJECTIVE

The Bases Conversion and Development Authority intends to engage the services of a Supplier for the preventive maintenance of the Fire Detection and Alarm System (FDAS) and Fire Suppression System (FSS) at the BCDA Office located at 2/F Bonifacio Technology Center Bldg, 31st Street corner 2nd Avenue, Bonifacio Global City, Taguig City with an area of 3,245.54 sq.m. This is to ensure that FDAS and FSS continues to perform and operate effectively in the BCDA Office, as well as to create a satisfactory and safe physical environment for employees.

2. THE PROPOSAL

The Service Provider shall submit its proposal in accordance with these Terms of Reference (TOR).

The proposal shall be submitted together with the following documents:

- a. Photocopy of valid Mayor's Permit;
- b. Company Profile, list of clients for the past two years;
- c. Photocopy of one (1) similar contract with project cost at least equal to the Approved Budget for the Contract (ABC);
- d. Certified True Copy of DTI Registration for sole proprietorship or SEC Registration and Articles of Incorporation and its amendments, if any, for corporations.

3. SCOPE OF WORKS

A. QUARTERLY PREVENTIVE MAINTENANCE

- a. The Service Provider shall check and maintain the cleanliness of the fire alarm control panels.
- b. The Service Provider shall check the fire alarm control panel and power supply units, the integrity of all fuses, and the correct operation of all controls.
- c. Test fire alarm sounders and ancillary equipment for correct operation under fire conditions.
- d. Check the integrity of field wiring in connection with all FDAS devices.
- e. Check the integrity of the FDAS interface to another system.

- f. In case of replacement of any defective units/item, the Supplier shall submit complete details/specifications and proposals/quotations for the purpose.
- g. Complete a report document that details the results of the tests, together with details of any corrective action undertaken or recommended to be undertaken.
- h. Orient BCDA-designated personnel for the proper operation and usage of the systems.
- i. The Supplier shall provide an on-time response to emergency calls of BCDA if needed.

4. DELIVERABLES

- a. The Service Provider shall ensure that the service technicians assigned have been thoroughly screened, technically and professionally trained, efficient, and trustworthy.
- b. The Service Provider agrees to comply with the BCDA's safety and security standards by following the house rules and regulations, directives, and instructions while inside the building.
- c. The Service Provider shall ensure that their service technician is wearing the proper Personal Protective Equipment (PPE) while performing service, maintenance, and repair work inside the facility.
- d. During the term of the contract, the Service Provider provides and equips all of its service technicians with the tools at no additional expense to BCDA.
- e. The Service Provider is responsible for keeping the area clean after the servicing has been completed. Any damage caused by Service Provider-assigned technicians shall be repaired at no extra expense to BCDA.
- f. The Service Provider shall provide an as-built plan, in A3 size quality paper, of the existing FDAS system, indicating among others, the location of devices, signed by the authorized personnel of the Service Provider.
- g. All such items of work not specifically stated but required and related to complete the service shall be performed at no additional expense to BCDA by the Contractor.

5. TECHNICAL SPECIFICATIONS

Fire Detection and Alarm Control Panel and Fire Suppression System Panel (Multi-Hazard Suppression Control Panel)

Model:	QA16	AC Power:	220VAC/50HZ
Loop No.:	1 Loop	Loop V:	24VDC
Standby:	24VDC 4AH	EOL Device:	10KΩ 1/4W
Consumption :	373VA	Date 2013.08:	Made in Taiwan Guardian Brand

6. RESPONSIBILITIES OF BCDA

- a. Allow the Service Provider reasonable access to the office premises to carry out the services.
- b. Provide assistance during the performance of the service.
- c. Provide a temporary storage area for the devices, tools, and equipment of the Service Provider.
- d. Provide work permits and other related plans when necessary, if available.

7. APPROVED BUDGET FOR THE CONTRACT (ABC)

One Hundred Eighty Thousand Pesos (Php180,000.00), inclusive of VAT and all other applicable government taxes and fees, to be charged to the 2025 approved budget of the Procurement and Property Management Department.

8. PROJECT DURATION

The contract shall be effective for one (1) year, starting from the issuance of the Notice to Proceed.

9. MODE OF PAYMENT

The Service Provider shall bill BCDA on a quarterly basis after each service, upon submission of the necessary supporting documents.

10. CONTRACTOR'S ELIGIBILITY

The Service Provider shall have a minimum of three (3) years of experience in providing FDAS maintenance services.

11. **OCULAR INSPECTION**

In coordination with BCDA, prospective supplier/s must ensure that they have undertaken an ocular inspection of the site and clearly understand the works involved prior to bid submission.

12. **TERMINATION**

BCDA reserves the right to terminate the Agreement/Job Order entered into by BCDA and the prospective contractor for any violation of this TOR and any other ground authorized by law by serving a ten-day written notice to the prospective contractor and without any liability accruing to BCDA.

Recommended by:


AUSTIN RAYNIÑO O. REYES
Chief Administrative Officer, GSD

Recommend Approval:


MARIA JOSEFINA V. PE
Vice President, PPMD

Approved by:


ATTY. ELVIRA V. ESTANISLAO
Senior Vice President, CSG

