

**REQUEST FOR QUOTATION NO. SMS 2023-02-0014**

**PREVENTIVE MAINTENANCE OF FIRE DETECTION AND ALARM SYSTEM (FDAS) AT  
NATIONAL MUSEUM OF FINE ARTS (NMFA) – FY 2023**

The National Museum of the Philippines (NMP), through the Supply Management Section (SMS), Support Procurement Unit (SPU), invites all eligible suppliers/ merchants/ contractors to bid for the project mentioned above. Bids received in excess of the ABC shall be automatically rejected.

The procurement will be conducted through Alternative Mode of Procurement – **Negotiated Procurement, Section 53.9 (Small Value Procurement)** of the 2016 Revised IRR of R.A. 9184 otherwise known as the "Government Procurement Reform Act".

Approved Budget for the Contract (ABC): **One Hundred Fifty Thousand Pesos (Php 150,000.00)**

Note: Please see attached



**Technical Specification**

**Terms of Payment: The contract price shall be paid in Monthly Billings.**

Bids must be duly received by the Supply Management Section through manual submission at the office address indicated below. **LATE BIDS SHALL NOT BE ACCEPTED.**

In view thereof, the Supply Management Section requests the submission of your Price Quotation/Bid Proposal for the above project on or before **February 20, 2023, not later than 10:00 A.M.** Kindly place your quotation/bid proposal in a **SEALED ENVELOPE** together with **three (3) copies** the following documentary requirements:

- (a) PhilGEPS Registration Number;
- (b) Mayor's /Business Permit;
- (c) Revised Omnibus Sworn Statement (duly Notarized with seal).

The envelope shall bear the following:

- (a) Title of the project to be bid,
- (b) PhilGEPS Posting Reference Number,
- (c) Name, Address and Contact Number of the bidder; and
- (d) Addressed to the information indicated below.

The NMP reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

ANA CONCEPCION M. PIANG  
Administrative Officer V, SMS - GASD  
2/F, Supply Section, North Annex of the  
National Museum of Fine Arts Building (Motorpool),  
Padre Burgos Street, Manila 1000  
Tel. No. 8298-1100 Local 1029



**ANA CONCEPCION M. PIANG**  
Administrative Officer V  
Supply Management Section  
General Administrative Services Division



**PAMBAANSANG MUSEO NG PILIPINAS**  
**NATIONAL MUSEUM OF THE PHILIPPINES**  
**PROJECT PROFILE**

**TITLE:** Preventive Maintenance of Fire Detection and Alarm System (FDAS) at National Museum of Fine Arts (NMFA)- FY 2023

**LOCATION:** NMFA Building, Ermita, Manila

**IMPLEMENTING UNIT:** Facilities Management Division (FMD)

**DESCRIPTION:** The National Museum of Fine Arts (NMFA) Building is equipped with Fire Detection and Alarm System (FDAS) which is used to detect small fire, usually in the form of smoke, to warn or alert people and do the necessary actions such as fire extinguishing or evacuation. This equipment needs to be checked regularly in order to avoid untoward breakdown.

**OBJECTIVE:** To maintain the effective performance and operations of FDAS at NMFA and to provide a satisfactory and safe physical environment for the public and the National Museum collection.

- ☐ **SCOPE OF WORK** *(for Infrastructure Projects)*
- ☒ **TECHNICAL SPECIFICATIONS** *(for Goods/Services Projects)*
- ☐ **TERMS OF REFERENCE** *(for Consulting Services Projects)*

**TECHNICAL SPECIFICATIONS:**

Building	Quantity	Brand	Type	No. of Zones	No. of months
NMFA	1 set	Honeywell	Addressable	5	12
	3 sets	Horing Lih	Conventional	4	12
	4 sets	Cooper Fire	Conventional	4	12

**COVERAGE OF WORKS:**

- Check, clean and remove any dust build-up found inside the Fire Alarm Control Panel and Annunciator Panel.
- Check fire alarm panel(s) and power supply units for correct mains/ charge/ battery voltages, integrity of all fuses, correct operation of all controls (switches, push buttons etc.)
- Resetting / troubleshooting of faults (mains/charge failure, battery failure, zone faults, alarm sounder circuit faults, earth fault, etc.) and check system for correct operation.
- Test fire alarm sounders (bells, sirens, electronic sounders) and ancillary equipment (xenon beacons, door holders, door releases, shut-down relays, repeat panels, etc.) for correct operation under "fire" conditions.
- Check up, cleaning and functional testing of all smoke detectors, heat detectors, and manual pull station per floor. Repair if necessary.
- Check integrity of field wiring in connection with all FDAS devices.
- Check the integrity of FDAS interface to other system.
- Complete a report document which details results of the tests, together with details of any corrective action undertaken / to be undertaken and / or recommended.
- Orient building personnel for the proper operation and usage of the system.

**RESPONSIBILITIES:**

- The Contractor shall ensure that service technicians to be assigned at the National Museum of the Philippines (NMP) Buildings are well screened, technically and professionally trained, courteous, cooperative, efficient, trustworthy, well-groomed, physically and mentally fit. No personnel shall be assigned who has not been approved by the Facilities Management Division (FMD).

2. The Contractor and its service technicians shall agree to abide by the safety and security requirements of the NMP. They must comply with the NMP's House Rules and Regulations, directives, instructions and other existing rules and regulations while inside the premises.
3. The Contractor's service technicians shall subject themselves to security checks, but not limited to examination of the person and/or his/her personal belongings.
4. The Contractor shall ensure that its service technicians wear their proper company working uniform equipped with appropriate Personal Protective Equipment (PPE) and identification cards while performing service maintenance and repair works inside the NMP's premises. Loitering inside the NMP's premises is not allowed.
5. The Contractor shall provide/equip all its service technicians with the tools during the course of the contract without any additional cost to the NMP.
6. The Contractor shall see to it that the area is clean and in its original condition after the servicing has been made. Any damage/s caused by the Contractor's assigned technician or personnel shall be restored by the Contractor at no additional cost to the NMP.
7. All other items of work not specifically mentioned but are necessary to complete the works shall be provided by the Contractor at no additional cost to the NMP.

**SUBMITTALS:** The Contractor shall furnish FMD with Preventive Maintenance Checklist / Equipment Status Report.

**SOURCE OF FUND:** Budget is available and shall be chargeable against General Fund under MOOE Other General Services for Fiscal Year 2023.

**APPROVED BUDGET FOR CONTRACT:** One Hundred Fifty Thousand Pesos (Php 150,000.00), inclusive of all applicable taxes.

**CONTRACT DURATION/COMPLETION TIME:** The contract shall be effective for **Twelve (12) months or until December 31, 2023 (whichever is earlier)** reckoned from the date stated in the Notice to Proceed (NTP) to be issued by FMD.

**TERMS OF PAYMENT:** The contract price shall be paid in **Monthly Billings**.

**CONTRACTOR'S ELIGIBILITY:** The Contractor is required to submit at least One (1) similar contract awarded and completed from Y2018 up to present with an amount of at least Fifty Percent (50%) of the Approved Budget for the Contract (ABC).

The Contractor shall have at least Five (5) years experience in FDAS maintenance. Also, it shall have an experience in maintaining the brand of FDAS indicated under the Technical Specifications as stated in its list of on-going and completed contracts.

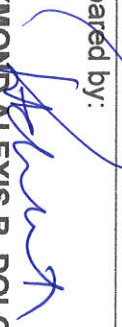

**PRE-TERMINATION CLAUSE:** The contract is effective on the date indicated in the NTP and shall remain in full force for One (1) year or until terminated by either party (National Museum or Contractor) upon prior written notice by either party. Termination process shall follow the prescribed procedure under IRR-A R.A. 9184.

The National Museum reserves the right to pre-terminate the contract after Fifteen (15) calendar days via written notice to the Contractor, if in National Museum's opinion, after due verification of facts, the Contractor is not providing satisfactory services or is not complying with the Terms and Conditions of the Contract. The grounds for the termination of the Contractor by the National Museum include but not limited to the following:

1. Violation(s) in any of the Terms and Conditions of the Contract; and
2. Any other act of omission by the Contractor or its service technicians which is detrimental or prejudicial to the interest of the National Museum, its employee(s), member(s) or public.

**LIQUIDATED DAMAGES:** When the contractor fails to satisfactorily deliver goods/services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the contractor shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to 1/10 of 1% of the cost of the delayed contract scheduled for every day of delay until such goods/services are

finally delivered and accepted by the procuring entity concerned. In no case shall the sum of the liquidated damages exceed 10% of the total contract price, in which the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages.

Prepared by:  <b>RAYMOND ALEXIS R. DOLOROTA</b> Administrative Officer V - FMD	Checked & Reviewed by:  <b>ARNELSON L. AQUINO</b> Architect IV / OIC, FMD
Date:	Date:
Recommending Approval:	Approved by: 
<b>Atty. MA. ROSENNE M. FLORES-AVILA</b> Deputy Director-General for Administration	<b>JEREMY BARNS, CESO III</b> Director-General
Date:	Date: