DSWD
Department of Social Welfare and Development
BAGONG PILIPINAS
Field Office 3 – Central Luzon

CPM NO. PS-2026-0822
Repair and Maintenance

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No.	**RFQ-2026-08-0025**
PR No.	**2026-08-0089**
Mode of Procurement	**Small Value Procurement**

***Company Name:** _____
***Company Address:** _____
***Contact Person:** _____
***Contact No.:** _____
***Email Address:** _____
***PhilGeps Reg. No.:** _____

***REQUIRED.** To avoid bid disqualification, **please fill out all the items accordingly.** Indicate "N/A" if not applicable. Thank you!

***Title of the Project: PROCUREMENT OF SERVICE PROVIDER FOR PREVENTIVE MAINTENANCE SERVICES FOR THE FIRE DETECTION AND ALARM SYSTEM AT AMOR VILLAGE CY 2026**

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be a basis for non – compliance.

Pursuant to Section 34 of the Republic Act No. 12009,, otherwise known as the "New Government Procurement Act," interested bidders **MUST** submit the following requirements along with their bid.

Small Value Procurement

Legal and Technical Requirements

- Philgeps Registration Number (Red Membership) **or** Philgeps **Platinum** Certificate;
- Valid Mayor's Permit;

  For methods of procurement requiring **Mayor's Permit and Philgeps Registration Number, Philgeps Platinum Membership with updated Annex 'A'** may be submitted in lieu of the said documents.

- Notarized Special Power of Attorney (SPA) / Secretary Certificate for Authorized Representative;
- Latest Income/Business Tax Return **(for ABCs 500k and above);**
- Notarized Omnibus Sworn Statement **(for ABCs above 50k);**
- **BIR Registration Certificate, if applicable**

Additional Requirements

- If applicable, evidence supporting the specifications and compliance of the offered item/s must be submitted as part of your bid. Acceptable forms of evidence include, but are not limited to:

  ✔ Manufacturer's sales literature or brochures;
  ✔ Clear photos showing the brand, model, and specifications;
  ✔ Website links with readable brand and detailed specifications;
  ✔ Unconditional statements of specification and compliance issued by the manufacturer; and/or

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✔ Samples or independent test data, as appropriate

- For Advocacy Materials, bidders must submit **EVIDENCE** such as but not limited to the following, in order to support its quotation:

  a. Clear and actual copies of sample photo(s) of items being offered with measurements and dimensions;
  b. Clear and actual copies of sample photo(s) of similar items from previous transactions, contracts or sales;
  c. Whenever applicable, sample digital copy of design with required layout, kind of material and such other relevant specifications being offered.

- If applicable, Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Failure to attach the required documents will result in the **DISQUALIFICATION** of your bid.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD FO III - BAC Secretariat electronically under the following condition:

ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsite **in case of difficulty accessing the above link, you may access the alternate link:** https://bit.ly/fo3bacsite Select the Menu – **"BID SUBMISSION"**
DEADLINE OF SUBMISSION	**September 04, 2026 | 11:00 AM**

INSTRUCTIONS TO BIDDERS

1. Accomplish this RFQ and Annex A correct and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with the given instructions for eligibility requirements will disqualify your quotation.
4. Do not submit to any official email addresses of the Procurement Section and Bids Awards Committee.
5. Bids must be in a **SINGLE FILE** and in **PDF FORMAT ONLY**

Very truly yours,

Digitally signed by Adrian Dayrit Morales

ADRIAN D. MORALES
Procurement Section Chief

Terms and Conditions:
1. Award shall be made on per: ☐ Item Basis ■ Lot Basis
2. No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
3. Quotation validity shall be: Sixty (60) Calendar Days
4. Goods/Activity shall be delivered/conducted within/on: Please see attached Terms of Reference (TOR)
5. Place of Delivery/Activity: Please see attached Terms of Reference (TOR)
6. Terms of Payment: Please see attached Terms of Reference (TOR)

Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).
Account Name: _____
Account Number: _____ _____
Bank Name: _____

Branch: _____

*Note; Non-Land Bank of the Philippines accounts shall be charged a service fee to be shouldered by Service Provider.

Payment through inter-bank transactions may take a minimum of two (2) to three (3) weeks to be credited. Service providers are highly encouraged to open a Land Bank account to facilitate faster and more efficient crediting of claims.

7. Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
8. For goods, please indicate brand, model and country or origin.
9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
10. Please indicate Warranty (If applicable):_____
11. Alterations: Any interlineations, erasures or overwriting shall be valid only if they are signed by the supplier or any of its duly authorized representative(s).
12. NOTE: "Prospective suppliers must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free.

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JOYCE M. SANTOS
PPMU Head

_____
(Signature over Printed Name)
Supplier

/STEPHANIE

Procurement Form No. 04-A "ANNEX A"

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

Note: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register."

RFQ NO. 2026-08-0025

DATE: _____

*Company Name:_____

*Company Address:_____

*>Company Person:_____

*PhilGEPS Reg. No.:_____

ITEM NO.	QTY	Unit	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specification (Please indicate the word "COMPLY" in this whole column as your statement of compliance. Use a single bracket enclosing all the stated technical specifications on the table to represent your full intent to comply with the requirements. For goods, please include the detailed specifications in another sheet of paper or in the proof of evidence.)	Unit Cost (Kindly enter your Unit Cost only in the applicable rows where both qty & Unit are specified)	Total Cost (Kindly enter your Total Cost only in the applicable rows where both qty & Unit are specified)
	1	lot	**Preventive Maintenance Services of Fire Detection and Alarm System** • Please see attached Terms of Reference (TOR)			
			Approved Budget for the Contract: PHP 101,288.00			

TOTAL OFFERED QUOTATION / BID

In WORDS:	In FIGURES
_____	PHP_____

Project Title:	**DSWD FO III: PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICES FOR THE FIRE DETECTION AND ALARM SYSTEM AT AMOR VILLAGE**
PR No.:	**2026-08-0089**
IMPORTANT:	**The winning bidder MUST SIGN the original copy of PURCHASE ORDER (P.O) at DSWD-Regional Office III, Procurement Section within 48 hours from its issuance**
	FAILURE to show up and sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.
	Please carefully re-check your bid (i.e. price, tecnical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY"

ADRIAN D. MORALES
PROCUREMENT SECTION CHIEF

_____
(Signature over Printed Name)
SUPPLIER

DRN: III-FO-AD-BGMS-SS-PROP-26-08-73340-S

TERMS OF REFERENCE

I. Project/Activity Information

a. **Title:** DSWD FO III AMOR: Procurement of Preventive Maintenance Services for the Fire Detection and Alarm System

b. **Duration:** Thirty (30) Calendar days

c. **Project Location:** DSWD Field Office III, AMOR Village, Moncada, Anao Rd, Anao, Tarlac

d. **Proponent:** Building and Grounds Management Section

e. **Budgetary Requirement:** One Hundred One Thousand Two Hundred Eighty-Eight Pesos (₱ 101,288.00)

f. **Source of Fund:**

I. Rationale

As the Department of Social Welfare and Development Field Office III continues to play a vital role in promoting social development and safeguarding the welfare and rights of Filipinos in the region, its facilities must remain reliable and safe, particularly during emergencies. At AMOR Village in Anao, where beneficiaries are housed and provided with essential services, ensuring a secure environment is of utmost importance. The proper functioning of the Fire Detection and Alarm System (FDAS) is critical in protecting residents, personnel, and stakeholders.

Fire incidents pose significant risks, including potential loss of life and damage to property, if not promptly and effectively addressed. An operational FDAS enables early detection and timely alerts to occupants and emergency responders, thereby minimizing these risks. Given the technical complexity of FDAS, regular inspection and maintenance are necessary to ensure optimal performance and reliability.

In view of the foregoing, the Building and Grounds Management Section proposes the conduct of regular maintenance of the FDAS at AMOR Village in Anao to ensure its continuous functionality and to reduce the risk of fire-related incidents and injuries.

II. Objectives

1. To lengthen the life span of the systems.
2. To ensure the continuous and reliable operation of the Fire Detection and Alarm System (FDAS) at AMOR Village in Anao through regular inspection and maintenance.
3. To enhance the safety and protection of residents, personnel, and stakeholders by enabling early detection and timely response to fire incidents.

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4. To ensure compliance with applicable fire safety regulations, particularly Republic Act No. 9514 and related standards.

III. Scope of Works

The Administrative Division – Building and Grounds Management Section is responsible for ensuring the Preventive Maintenance of the Fire Detection and Alarm System (FDAS) at the Amor Village to achieve project objectives, including compliance with BFP. The following scopes are as follows;

FIRE DETECTION AND ALARM SYSTEM (FDAS)

A. Fire Alarm Control Panel (FACP)

1. Enclosure:

    a. Visual inspection for physical damage or defects.

    b. Checking its door lock, hinges, and glass window for LCD.

    c. Cleaning by removing dust using a brush.

2. Main Power Supply & Battery Supply:

    a. Voltage checking using a multimeter and checking its terminal connections (fixed/re-tightened).

    b. Replacement of defective batteries.

    c. Inspecting for corrosion or leakage.

3. Printed Circuit Board & others:

    a. Cleaning by removing dust using a brush or vacuum cleaner and checking/re-tightening its terminals

    b. Built-in buzzer - functionality testing.

    c. Visual indicators (LEDs and LCD) checking through lamp test at the Main Control Unit (MCU).

B. Annunciator Panel

1. Visual inspection for physical damage or defects.
2. Cleaning by removing dust using a brush.
3. Checking its' on /off control key.
4. Built-in buzzer functionality testing.
5. Operating switches, checking their functionality.

C. Field Devices

1. Manual Push/Pull Station:

    a. Visual inspection for physical damage or defects.

    b. Cleaning by removing dust using a brush.

    c. Testing of its fireman telephone system (if any).

2. Smoke Detector and Heat Detector:

   a. Visual inspection for physical damage or defects.

   b. Cleaning by removing dust using a brush.

   c. Checking its terminals/connectors (fixed/re-tightened) and functional testing using smoke test gas for the smoke detector and heat blower for the heat detector.

3. Alarm Audible and Visual Devices (Bells, Horns & Buzzers):

   a. Visual inspection for physical damage or defects.

   b. Cleaning by removing dust using a brush.

   c. Functionality testing.

4. Modules:

   a. Visual inspection for physical damage or defects.

   b. Cleaning by removing dust using a brush.

The service provider shall provide a Fire Safety Maintenance Report upon completion of the preventive maintenance. Also, the service provider shall accomplish the Preventive Maintenance Checklist provided by the Building and Grounds Management Section.

In the event of a problem, trouble, or downtime with the devices or system, an immediate response from the service provider, including repair and other necessary services, as well as a schedule for an actual visit, must be provided within the same day, even on non-office days. Response time should be as short as possible, especially when the Fire Detection and Alarm System (FDAS) fails to operate. The service provider shall arrive with the complete set of tools or equipment needed to troubleshoot the reported issue and must be ready to determine the problem.

A repair quotation based on the Fire Detection and Alarm System (FDAS) findings/analysis during a scheduled inspection and PMS will be submitted automatically to the Department of Social Welfare and Development, Field Office III Building and Grounds Management Section.

Failure to perform within the stipulated contract duration shall constitute grounds for termination, in whole or in part, for convenience, in accordance with Republic Act No. 12009 and its Implementing Rules and Regulations.

IV. Project Description

The proposed project aims to conduct Preventive Maintenance of the Fire Detection and Alarm System (FDAS) at the AMOR Village in Anao. The project and its scope of work are detailed as follows;

Stock/ Property No.	Unit	Item Description	Frequency	Unit Cost	Total Cost
1	lot	DSWD FO III AMOR: Procurement of Preventive Maintenance Services for the Fire Detection and Alarm System	1	₱ 101,288.00	₱ 101,288.00
TOTAL ABC					**₱ 101,288.00**

V. Contract Duration and Schedule

The project will commence upon the confirmation of the Job Order and will be implemented within Thirty (30) days for all FDAS in AMOR Village in Anao listed in these Terms of Reference, and must be completed upon Conforme of the Job Order.

Failure to meet these deadlines will result in the service provider being subject to liquidated damages.

VI. Terms of Payment

1. The Payment for this project shall be made with the following details, to wit;

DESCRIPTION	BILLING	REQUIRED DOCUMENTS
PMS Activity	The completion date will be determined based on the accomplishment date of the activity, which includes the submission of all required documents. Payment processing will begin once all necessary documentation has been submitted and is in compliance. After the activity, the service provider is given 10 days to submit the required documents. Failure to meet these deadlines will result in the service provider being subject to liquidated damages.	Billing Statement or Sales Invoice and Maintenance Reports

2. Payments shall be made within thirty (30) calendar days. The payment process will commence upon receipt of all required documents.

3. The service provider must provide the Landbank account under their company's name. Failure to do so may result in delays in the processing of payments to accounts other than the designated Landbank account.

4. Payment shall be subject to applicable taxes, auditing, and accounting rules and regulations of DSWD relative to payment of procurement contracts.

VII. Accountabilities

1. The Service Provider shall ensure that the scope of work is precisely rendered within the duration.

2. The Service Provider shall ensure the quality of work with a minimum of six (6) months service warranty.

3. The Service Provider shall exercise diligence in performing its services to ensure that no illness, accident, or damage will happen to any DSWD FO III employees, clients, or properties. The Service Provider shall assume full responsibility for any claims or liabilities arising from illness, accident, and/or damage due to its acts of omission and negligence.

VIII. Budgetary Requirement and Fund Source

Based on the stated presentation, it is highly recommended that this proposal be approved for ₱ 101,288.00 chargeable against _____ funds.

MEARB No.2026-08-0013

MOST ECONOMICALLY ADVANTAGEOUS AND RESPONSIVE BID (MEARB) QUALITY–COST EVALUATION CRITERIA (TABLE FORMAT)

This scoring framework is intended for the procurement project: **"PROCUREMENT OF SERVICE PROVIDER FOR PREVENTIVE MAINTENANCE SERVICES FOR THE FIRE DETECTION AND ALARM SYSTEM AT AMOR VILLAGE CY 2026"**, with an Approved Budget for the Contract (ABC) of **One Hundred One Thousand Two Hundred Eighty-Eight Pesos (₱101,288.00)**.

The evaluation shall adopt the **Most Economically Advantageous and Responsive Bid (MEARB)** method pursuant to Republic Act No. 12009 and its IRR, with the following distribution:

- ✔ Quality Proposal – 85%
- ✔ Price Proposal – 15%

QUALITY CRITERIA AND SCORING MATRIX (85%)

Criteria	MINIMUM REQUIREMENTS	Base Points	ADDITIONAL POINTS CRITERIA	Max. Points	Means of Verification	SCORE
Technical Specifications	Duly signed and accomplished Statement of Compliance on the Technical Specifications / Scope of Works stated in TOR	10	**+3** – Provision of Thermal/Infrared Imaging Inspection for FACP main board, terminals, and electrical connection points to detect hotspot risks. +3 – Submission of a detailed Standard Operating Procedure (SOP) with visual photo-documentation workflow (Before, During,	**20**	>Duly signed Technical Specification / Annex A >Detailed Maintenance SOP & Photo-logging Workflow > Sample Fire Safety Maintenance Report & Checklist Template > OEM Material Quality Certificates	

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			and After maintenance). +4 – Provision of genuine OEM replacement batteries and components with Certificates of Authenticity/Conformance			
SLCC & Business Track Record	Basic eligibility and legal compliance: 1. BIR Certificate of Registration. 2. Duly signed SLCC equivalent to at least 50% of ABC with supporting evidence. 3. Sworn Statement of No Negative Slippage/Performance Record within the last 2 years.	10	**+2** – Company operational tenure of more than 3 years. **+1** – SLCC is equal to or greater than 100% of the ABC. **+1** – SLCC supported with Certificate of Completion / Acceptance. **+1** – Proof of "Very Satisfactory" (or higher) performance rating signed by the project owner.	**15**	> BIR Certificate of Registration >Duly signed SLCC Form >Certificate of Completion / Acceptance >Proof of Very Satisfactory Rating >Sworn Statement of No Negative Slippage	
Tools & Equipment Readiness	Statement of Compliance and proof of equipment availability for ALL mandatory tools specified in TOR	5	**+3** – Submission of valid calibration certificates and sample pictures of complete specialized testing tools/equipment. **+2** – Provision of portable backup power units and	**10**	> Proof of Equipment Ownership/Availability List > Equipment Photographs & Calibration Certificates	

			spare diagnostic module kits on-site during testing.			
Technical Manpower Qualifications	List and CVs of assigned technical personnel for FDAS testing, troubleshooting, and maintenance as required in the TOR.	5	+3 – Lead Technician holds TESDA NC II/NC III Certification in Electrical/Electronics or BFP Technical Competency Certification **+2** – Lead Technician has more than three (3) years of specialized experience in FDAS maintenance in institutional/government facilities.	**10**	> List of Key Personnel & Resumes > TESDA NC II/NC III / BFP Certifications > Proof of Work Experience	
Warranty & Safety Diligence	Statement of Compliance with TOR Section VII Accountabilities: 1. Minimum six (6) months service warranty on quality of work. 2. Safety diligence ensuring no illness, accident, or property damage, assuming full liability for claims arising from acts of omission or negligence.	5	**+3** – Provision of an extended twelve (12) months service warranty on labor and replaced components. **+2** – Submission of a Site-Specific Safety & Diligence Plan with an assigned OSHA/BFP Certified Safety Officer on-site.	**10**	> Duly signed Warranty & Safety Compliance Statement > Sworn Statement of Extended Warranty > Site Safety & Diligence Plan	

Service Schedule & Billing Deliverables	Sworn Statement of Commitment complying with TOR: 1. Completion of all maintenance works within thirty (30) calendar days upon Job Order confirmation. 2. Submission of Billing Statement/Sales Invoice and Maintenance Reports within ten (10) calendar days post-activity. 3. Landbank account in company name.	5	**+5** – Commitment to complete the entire PMS scope and report submission within fifteen (15) calendar days from Job Order confirmation.	**10**	> Sworn Statement of Commitment > Project Implementation Schedule / Gantt Chart	
Emergency Service Level Agreement & Repair Quotations	Sworn Statement of Commitment complying with TOR requirements: 1.Immediate same-day response (including non-office days and weekends) during system downtime/trouble. 2. On-site arrival with a complete set of tools/equipment ready for troubleshooting. 3.Automatic submission of a repair quotation to DSWD BGMS based on inspection findings/analysis	5	**+5** – Guaranteed maximum on-site arrival within four (4) hours from call receipt, available 24/7. (stated in the sworn statement / SLA)	**10**	> Emergency SLA & Response Protocol Document > Sworn Statement of Commitment	

Non-Discretionary Clause

A bidder must meet all the minimum requirements specified under the First Level of Evaluation. Failure to comply with any single criterion, regardless of the bidder's score in other areas, shall result in an "Ineligible" rating and automatic disqualification from further participation in the bidding process.

Passing Quality Score

Only bidders who obtain a minimum quality score of Forty-five (45) points shall be considered to have passed the First Level of Evaluation.

PRICE PROPOSAL (15%)

Component	Computation
Price Score	(Lowest Calculated Bid ÷ Bidder's Bid Price) × 15

The lowest calculated bid shall receive the full 15 points.

OVERALL MEARB COMPUTATION

Component	Weight
Quality Score	85%
Price Score	15%
TOTAL SCORE	**100%**

Determination of MEARB

The bidder with the highest total score shall be declared as having submitted the Most Economically Advantageous and Responsive Bid (MEARB).

DOCUMENTARY EVIDENCE REQUIREMENT

All criteria must be supported by appropriate documentary evidence to determine the corresponding score. Failure to submit the required supporting documents shall result in disqualification. Only documents submitted as part of the bid at the time of opening shall be considered during the evaluation.

Thank you.

Digitally signed by
Baybayan Allyp
Albert Leomo

DIR. ALLYP ALBERT L BAYBAYAN
Chairperson, Bids and Awards Committee