



Republika ng Pilipinas
Lungsod Quezon



BIDS AND AWARDS COMMITTEE - INFRASTRUCTURE AND CONSULTANCY

Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City
8988-4242 local 8712 / 8710 / 8709

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**REQUEST FOR PROPOSAL
NEGOTIATED PROCUREMENT
SECTION 35.1**

DATE : June 23, 2025

PROJECT NO. : CONSUL-25-002

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : CONSULTING SERVICES FOR THE FIRE AND LIFE SAFETY SYSTEM OF QUEZON CITY GENERAL HOSPITAL
Approved Budget for the Contract : Php 950,000.00
End-User / Implementing Office : DEPARTMENT OF ENGINEERING

Please quote your best offer for the project described below, subject to the Terms and Conditions provided. Submit your proposal duly signed by you or your duly authorized representative not later than **July 03, 2025, 09:00 AM**, Philippine Standard Time, together with the following documents of your company:

First Envelope shall contain the following:

A. Eligibility Documents

1. PhilGEPS certificate (not expired at the time of opening of quotations);
2. Business Registration (DTI/SEC);
3. Mayor's/Business Permit (2025);
4. Tax Clearance;
5. Income/Business Tax Return (for FY 2024) (For ABCs above P500,000.00);
6. Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period (Annex B and Annex C);
7. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae (Annex D); and
8. If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.



Handwritten signature

B. Technical Proposal Documents

1. Technical Proposal Submission Form (TPF 1);
2. Consultant's References (TPF 2);
3. Comments and Suggestions of Consultant on the Terms of Reference and on data, services, and facilities to be provided by the Procuring Entity (TPF 3);
4. Description of the Methodology and work plan for performing the project (TPF 4);
5. Team composition and task projects (TPF 5);
6. Format of Curriculum Vitae (CV) for proposed professional staff (TPF 6);
7. Time Schedule for Professional Personnel (TPF 7);
8. Activity (Works) Schedule (TPF 8); and
9. Omnibus Sworn Statement prescribed by the **QC BAC- Infrastructure and Consultancy**.

Second Envelope shall contain the following:

A. Financial Proposal Documents

1. Financial Proposal Submission Form (FPF 1);
2. Summary of Costs (FPF 2);
3. Breakdown of Price per Activity (FPF 3);
4. Breakdown of Remuneration per Activity (FPF 4);
5. Reimbursables per Activity (FPF 5); and
6. Miscellaneous Expenses (FPF 6).

Both the original Eligibility Documents and Technical Documents shall be enclosed in one (1) **SEALED LONG BROWN ENVELOPE** marked "ELIGIBILITY DOCUMENTS AND TECHNICAL DOCUMENTS" and the original Financial Proposal shall be enclosed in another sealed envelope marked "FINANCIAL DOCUMENTS", sealing them all in an outer envelope marked "PROPOSAL".

The schedules of activities are as follows:

Activities	Date	Time	Venue
Issuance of Negotiation Documents	Starting June 23, 2025	8:00AM - 5:00 PM	Philgeps, QC Website and conspicuous places
Conduct of Pre-Bidding Conference/Negotiation	June 30, 2025	10:00 AM	2 nd Floor Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City and Zoom Meeting Meeting ID: 854 9489 0133 Password: 273320
Deadline for the Submission of Negotiation Documents/Proposal	July 03, 2025	09:00 AM	2 nd Floor Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City
Opening of Negotiation Documents/Proposal	July 10, 2025	10:00 AM	2 nd Floor Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City and Zoom Meeting Meeting ID: 810 3646 5257 Password: 201522

Proposals shall be evaluated using the **Quality-Cost Based Evaluation (QCBE)** procedure at a weight ratio of **60% for the Technical Proposal** and **40% for the Financial Proposal**. The criteria and rating system for the evaluation of proposals is provided in the Terms of Reference (TOR).

For further information, please refer to
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By:


MS. MARIAN C. ORAYANI
Chairperson, BAC-Infrastructure and Consultancy

TERMS AND CONDITIONS

1. Bidders shall **provide correct and accurate** information required in the attached forms.
2. Proposal/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Proposal/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
5. Award of contract shall be made to the lowest quotation (for goods, services and infrastructure) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The Engineering Department shall have the right to inspect and monitor the consulting services.
8. Non-submission of eligibility documents shall mean disqualification of Proposal.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. Engineering Department 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.
10. Failure to follow these instructions will disqualify your entire proposal.



TERMS OF REFERENCE

CONSULTING SERVICES FOR THE FIRE AND LIFE SAFETY SYSTEM OF QUEZON CITY GENERAL HOSPITAL

1. INTRODUCTION

The Quezon City General Hospital (QCGH) was established through Quezon City Ordinance No. 7555 dated August 16, 1968. On August 26, 1972 QCGH was elevated as the 8th Department of the City pursuant to Republic Act 6548, the Revised Charter of Quezon City. It is licensed and accredited as Level III General Hospital by the Department of Health with 250 bed capacity. QCGH is also an accredited hospital by the Philippine Health Insurance Corporation.

In 2011, the city government has built a new five-storey hospital building for QCGH, which boasts of state-of-the-art facilities and services aimed at providing a comprehensive, curative and rehabilitative health care to the city's constituents, especially the poor.

During the operation of the Quezon City General Hospital (QCGH) in recent years, there have been several instances where the regular inspection, testing and maintenance of fire protection was failed to conduct as required by RA 9514 The Fire code of the Philippines and the applicable NFPA (National Fire Protection Association) code and standards.

Lack of proper testing and maintenance is one of the leading reasons for fire protection system failures. Fire sprinkler systems and other water-based fire protection system shall be properly inspected, tested, and maintained (ITM) in accordance with NFPA 25, Standard for Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems while the fire detection and alarm system shall be inspected, tested, and maintained (ITM) in accordance with NFPA 72 Fire Alarm and Signaling Code.

The QCGH intends to engage the services of a consulting firm to conduct an audit inspection and prepare the appropriate report for the test, maintenance, repair or upgrade for Fire Life Safety (FLS) of the building and occupants.

2. RATIONALE

To protect the health and safety of patients and medical staff, it's vital that healthcare facilities make a strong commitment to implementing effective fire safety systems, practices, and procedures. Not only do medical facilities contain an abundance of volatile materials, but fires also pose a significant risk to patients who may be immobile due to their current condition.

The safety and well-being of our patients, staff, and visitors are of paramount importance at Quezon City General Hospital. To ensure the highest standards of fire and life safety, we recognize the need for expert consulting services.



3. PROJECT DESCRIPTION

Quezon City General Hospital (QCGH) prioritizes the safety and well-being of its patients, medical staff, and visitors. To strengthen its commitment to fire and life safety, the hospital seeks to engage expert consultants to assess and enhance its current fire prevention and emergency response systems. This initiative aims to align the hospital's fire safety protocols with both national and international standards, ensuring a proactive approach to risk mitigation and emergency preparedness.

As part of this project, specialists will conduct a comprehensive evaluation of the hospital's fire safety infrastructure. This includes assessing fire prevention measures, suppression systems, and emergency protocols to identify potential hazards and areas for improvement. A detailed review of the facility's structural components, electrical systems, and storage of flammable materials will also be carried out. Additionally, the functionality and compliance of fire detection, alarm, and suppression systems will be thoroughly examined, with necessary upgrades implemented to enhance overall safety.

Beyond infrastructure improvements, the project will focus on strengthening emergency response procedures to ensure hospital personnel are well-prepared for fire-related incidents. This includes refining evacuation plans, conducting staff training programs, and organizing emergency drills to reinforce quick and effective response strategies. By equipping hospital staff with the necessary knowledge and skills, the hospital can significantly reduce risks and improve overall safety outcomes in emergency situations.

Lastly, this initiative will ensure that all fire safety measures comply with the latest fire codes, health standards, and building regulations established by local and international authorities. Strict adherence to these guidelines will not only uphold best practices but also help prevent legal and operational risks associated with fire safety violations. Through this project, QCGH reaffirms its commitment to maintaining the highest standards of safety, creating a secure environment that safeguards lives and supports quality healthcare services.

4. OBJECTIVES

The QCG intends to engage the services of a consulting firm to conduct an audit inspection and prepare the appropriate report for the test, maintenance, repair or upgrade for Fire Life Safety (FLS) of the building and occupants.

The objective of enhancing the fire and life safety system at Quezon City General Hospital is to ensure the highest level of safety and security for our patients, staff, and visitors.



The general objectives of the project are:

- Adhering to all national and local fire safety regulations and standards.
- Implementing robust fire prevention, detection, and response systems tailored to the specific needs of a hospital environment.
- Developing and maintaining comprehensive emergency response plans, including regular training and drills for staff.
- Incorporating the latest fire safety technologies and ensuring their seamless integration and maintenance.
- Regularly updating and improving fire safety measures to reflect current best practices and technological advancements.
- Identifying and addressing potential fire hazards to minimize risks and enhance overall safety.

5. SCOPE OF SERVICES

The CONSULTANT shall perform required engineering services using a three-tiered process for fire and life safety evaluation of the existing building covering:

A. TIER 1 – SCREENING PHASE

It consists of qualitative checklist statements that allows a rapid evaluation of the FLS (Fire and Life Safety) system of the building and the actual site conditions. The scope of work of the consultant shall include:

- Coordination with the Building Administrator or the QCG's authorized representative with regard to the scheduling of work so as to minimize, if not eliminate, any disturbance to the building occupants. As much as possible, work will be scheduled after office hours, weekends, and/or holidays;
- Ocular site inspection for verification of the actual conditions of the FLS (Fire and Life Safety) system of the building and project site. During and prior to performing the investigation, the building administrator shall be properly coordinated to inform all concerned and offices which will be affected by the possible removal of architectural works to expose pipes and components installed above ceiling;
- Coordination with the Building Administrator for the method of temporary displacing any architectural finishes for possible reinstallation prior to the opening of the ceiling of the existing building. Removal and restoration of architectural obstruction and elements will be by the QCG;
- Record of all findings and damaged FLS components and parts, if any;



- Field measurements of the following for the purpose of verifying the FLS as-built drawings:
 - Fire Pump locations, rating & capacity and details of power supply source.
 - Water supply details for water-based fire protection system, the actual measurements (LXWXH) and other sources of water supply, with pressure or elevation;
 - Layout of existing building indicating the automatic sprinkler system pipe runs, pipe riser and sprinkler head locations;
 - Number of sprinklers on each riser per floor.
 - Full height cross section or schematic diagram, including ceiling construction;
 - Size and location of standpipe risers, hose outlets, hand hose, monitor nozzles, and related equipment.
 - Location of All control valves, check valves, drain pipes, and test connections.
- Preparation and submission of TIER 1 Report for Investigative Results, Equipment Test Results, Findings, and Recommendations.

B. TIER 2 – EVALUATION PHASE

A complete engineering analysis and calculation shall be performed with reference to the gathered data / information in TIER 1. Evaluation under TIER 2 is intended to identify the existing Fire and Life Safety System in the building area(s) in accordance with the requirement of the Fire Code of the Philippines and applicable NFPA code and standards and not requiring a re-designing and upgrading. This would include:

- Preparation of As-Built Drawings of FLS plans;
- Evaluation of the performance of existing fire pump equipment subjected to different run test load, 0% flow, rated flow & 150% flows;
- Determination of the adequacy of water supply based on hydraulic calculation;
- Submission of Technical Report inclusive of the results of physical, theoretical and analytical investigations; and
- Preparation and submission of TIER 2 Report for Evaluation Results and Recommendations, including FLS As-Built Drawings. FLS As-Built Drawings must be duly signed and sealed by a reputable and registered Professional Mechanical- Engineer.

C. TIER 3 — DETAILED EVALUATION PHASE (CONDITIONAL)

A comprehensive or detailed evaluation shall be undertaken after recognizing the deficiency(ies) in TIER 2. A FLS standard procedure shall be carried out to identify the areas that will require repair or modification and attain the FLS safety performance objective. This would include: