



Republika ng Pilipinas

Lungsod Quezon

BIDS AND AWARDS COMMITTEE – GOODS & SERVICES

Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City
8988-4242 local 8712 / 8710 / 8709
baggoods.procurement@quezoncity.gov.ph



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 35.1

DATE : AUGUST 08, 2025

PROJECT NO. : RMBGH-25-GRMS-0341

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PREVENTIVE MAINTENANCE SERVICES (PMS) OF SEWAGE TREATMENT PLANT**
Approved Budget of the Contract : **Php 1,520,000.00**
End-User / Implementing Office : **ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL**

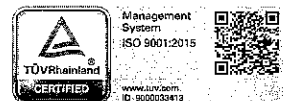
Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **AUGUST 12, 2025, 10:00 AM** Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI/SEC)
- 3 Mayor's/Business Permit (2025);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2024) (For ABCs above P500,000.00)
- 7 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.

in a **SEALED LONG BROWN ENVELOPE** issued by **QC BAC- Goods and Services**.

NOTE: Submission of a Document Request List (DRL) is required prior to the issuance of the Long Brown Envelope.


MA. MARGARITA S. MEJIA, DPA
Chairperson, BAC Goods and Services

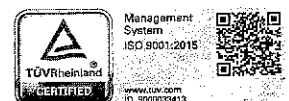


TERMS AND CONDITIONS

1. Bidders shall **provide correct and accurate** information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/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) 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 City General Services Department (CGSD) shall have the right to inspect the goods.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD 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 quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
	<p>PREVENTIVE MAINTENANCE SERVICES (PMS) OF SEWAGE TREATMENT PLANT</p> <p><u>Technical Specifications:</u></p> <ul style="list-style-type: none"> • Capacity of Sewage Treatment Plant (STP): designed as 150cum/day. • Effluent water quality should be tested by the supplier upon completion of each PMS (General Cleaning) or as required thru water quality analyzer recommended by the End-User compliant to LLDA standard parameters for waste water. • PMS must be rendered on monthly basis, for cleaning of STP must be rendered 2x every week until December 31, 2025. • Advanced Oxidation Process (AOP) system • Preferably two (2) staffs during general cleaning and chemical mixing twice every week and manpower as needed during monthly PMS. • Service provider will provide water quality testers to assure effluent water meets LLDA/DENR standards. Water Sampling and its report/result to be submitted to LLDA will be done by the hospital. However, if the sample will fail, the cost of water sampling will be shouldered by the service provider. • Equipment List: Specification available during site inspection/visit: <ul style="list-style-type: none"> ➢ 2 - Submersible pumps at lit stations ➢ Ozone Generators ➢ Filter Stations ➢ Dozing Pumps ➢ 2-Booster Pumps ➢ Multi-media Filters ➢ UV reactor ➢ Effluent water mater ➢ Main Control Panel • Site inspection / visit will be only during office hours (8:00am – 5:00pm) Mondays to Fridays except for holidays. <p><u>Scope of Work:</u></p> <ul style="list-style-type: none"> • Check and service water level sensor, solenoid valve and other control system to ensure reliability of the operation. • Perform routine maintenance checks on the piping system. Retighten loose pipe joints, bracket/s and support. 	LOT	1		



- Conduct inspection on the concrete tank, laterals and surrounding for abnormal water marks, cracks or any other sign of deterioration. Report finding/s immediately to the Engineering Department for the implementation of appropriate preventive maintenance service/action.
- Service/clean tanks. Remove dirt and any other waste contained in these tanks. Scrape moss or algae using metal scraper or other cleaning device that would not damage the concrete interior finish of the tank.
- Clean surroundings of the subject tanks.
- Dewater tanks using portable submersible tanks or by using the built, in Water and Sludge pump whichever is appropriate/or economical when the need arises.
- Service/clean inlet holes of the decant pipe for the faster discharge of effluent during the decant stage/process.
- De-rust and repaint light fixtures, holders, pipes and their support and other accessories.
- Service/clean the tank interior, air diffuser pipes and vanes
- Re-tight loose fittings and joints if found necessary.
- Check compressor-motor belt drive and their alignment.
- Check compressor oil level and sign of leakage. Retighten loosened oil plugs and refill if necessary
- Check air pressures gauges. Replace if found defective
- Check sign of possible deterioration of bearing of the compressors and pumps. Replace bearing if necessary.
- Check and clean air suction filters using appropriate cleaning agent and compressed air.
- Check water level sensors and the programmable logic control system if all are set and functioning.
- Check electrical terminal connection on motor, control starter and circuit breaker. Check and record motor insulation resistance, drawn current and power supply/voltages.
- Lubricate motor and pump bearings
- Check compressor oil level and sign of leakage. Retighten loosened oil plugs and/or loose fittings connections. Refill if necessary.
- Check compressor-motor belt drives and their alignment
- Dismantle motor and conduct cleaning of stator winding, motor casing internals as well as the rotor using approved solvents.
- Replace bearings of motors and compressor as necessary. Lubricate motor bearings.
- Change oil of compressor
- Check and clean submersible pumps suction strainer
- Check discharge pipeline, de-clog/clean if necessary.
- Check submersible pump's oil level and sign of leakage. Retighten loosened oil plugs and/or loose fittings/connections. Refill if necessary.
- Check level of noise and vibration during test run.
- Clean submersible pump's nameplate using appropriate cleansing agent. De-rust and repaint pump casing.
- Submit report/accomplishment report and recommendation signed by the Maintenance Supervisor and Service Manager. Submit said report together with the monthly billing.



<p><u>Special / Other Conditions</u></p> <ul style="list-style-type: none"> • The service provider shall be responsible for the supply of labor, technical expertise, supervision, provision of tools and instruments, repair equipment, office supplies and disposables such as waste rugs and other related items needed for the daily operation and proper maintenance of the STP as specified in the above scope of work. • The service provider shall harmoniously work together with the RMBGH personnel and shall always be ready to assist the PCO in the preparation and submission of DENR/LLDA required reports. • The following services (labor and replacement of parts) shall be part of the Contractor's responsibility. • Replacement of defective parts and accessories of any facility of the STP not requiring extensive service and manpower. • Replacement of bearings of electrical motor and submersible pump assembly as well as their mechanical seal and valve packing if any. • Minor painting, soldering, welding brazing and fabrication works. • All preventive maintenance services and repair work shall be performed during working hours and within the shifting schedule. <p><u>Warranty of Service:</u> until December 31, 2025</p>				
TOTAL				

Amount in Words: _____

ADDITIONAL REQUIREMENT:
 1) **Statement of Warranty (with Project Title and Project Number):** Until December 31, 2025

Delivery Period : **Upon Request by the End-User until December 31, 2025**

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

RMBGH-25-GRMS-0341

