



Republic of the Philippines
 Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
 ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
 Tel. Nos. (63-2) 8929-8541 to 49 & 8928-7397 | Fax No. (63-2) 8920-9792
 Email: director@ati.da.gov.ph
 URL: http://www.ati.da.gov.ph | www.e-extension.gov.ph

REQUEST FOR QUOTATION

DATE: 05/03/2024

PURCHASE REQUEST NO.: ADMIN FUND 2024-04-73

CANVASS NO. 59

Gentlemen:

Please quote your lowest price, taxes included, and subject to the terms and conditions that you may encounter purposely for article (s) and/or service(s) enumerated below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached here with.

Very truly yours:

MILAGROS C. URBANO

BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	1	lot	Provision of Preventive Maintenance of the Fire Detection and Alarm System in the ATI-CO Main Building (See attached Term of Reference for the Details)		

PURPOSE:
 To conduct preventive maintenance of the fire detection and alarm system of the ATI-CO Main Building.

Pls. submit the following eligibility documents:
 Mayor's/Business Permit
 Income Tax Return
 Notarized Omnibus Sworn Statement
 PhilGEPS Registration Number/Red Membership
 Certificate of Sole Distributorship

Note: Pls. provide also the following: contact information such as email address and mobile/landline numbers; Tax Identification Number and Bank Details

I hereby certify that I am in the position to furnish the above article(s), service(s) at the prices and in quantities as called for except as I have indicated. The articles are available in our stock for immediate delivery to the Agricultural Training Institute, Elliptical Road, Diliman, Quezon City

MODEL: _____

DELIVERY PERIOD: _____

WARRANTY PERIOD: _____

PRICE VALIDITY: _____

 Signature Over printed name of proprietor/Manager
 or Authorized Representative

CANVASSED BY: _____

DATE: _____



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TERMS OF REFERENCE

PROJECT	:	Provision of Preventive Maintenance of Fire Detection and Alarm System in the ATI Main Building for 2024
APPROVED BUDGET FOR THE CONTRACT (ABC)	:	Php 60,000.00
PERIOD COVERED	:	Once per year
LOCATION OF PROJECT	:	Agricultural Training Institute, ATI Compound, Elliptical Road, Diliman, Quezon City

I. INTRODUCTION:

The ATI has a newly installed **Fire Detection and Alarm System (FDAS)** in the ATI Main Building. Its purpose is to provide an alarm system during fire and earthquake occurrence for the safety of the employees and one of the requirements of the Bureau of Fire of the Philippines.

II. EQUIPMENT ENROLLED:

One (1) Fire Detection and Alarm System installed in the Agricultural Training Institute Main Building excluding the right wing of the 3rd floor.

III. SCOPE OF WORKS:

1. Provides competent engineer/technicians to conduct once a month of preventive maintenance to be seen during regular working hours within regular working days.
2. The Maintenance includes cleaning of each part of the system, smoke detector, heat detector, manual pull, strobe lights and the fire alarm control panel.
3. Repair all the detected problems on each unit during the preventive maintenance. Provide the necessary spare parts to solve the problem and if the units need to be replaced the contractor will provide a new unit. The maximum unit covered by the contractor is **five (5) for each part**. More than this, the Service Provider shall report it to the General Services Office (GSO) with corresponding quotation. The GSO shall then prepare a Purchase Request for approval by the Management.
4. Commissioning and testing of the system.
5. Service reports will be accomplished at the site and copies are submitted to the customer's representative at the site with the latter's written acknowledgement thereon.



IV. CONTRACT AMOUNT:

No of units	Specification	Amount/Month (Parts & Labor)
One (1) Fire Detection and Alarm System	Conventional System	Php60,000.00 (Vat inclusive)

V. CONTRACT DURATION:

Preventive Maintenance shall commence upon the approval of the proposal and shall be mutually considered terminated if the preventive maintenance will not commence after 15 calendar days. A corresponding notice of termination will be sent.

VI. WARRANTY:

Needed materials or spare parts are all covered by a limited warranty from any factory defect.

Prepared By:

Arlene Geminiana S. Niolo
ARLENE GEMINIANA S. NILO, CPA
 Head, General Services Office

Approved By:

Remelyn R. Recoter
REMELYN R. RECOTER, MNSA, CESO III
 Director IV

