



REQUEST FOR QUOTATION

RFQ # 2021-01- 011

13 January 2021

The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Small Value Procurement** for the **Procurement of One (1) Year Air Conditioning Preventive Maintenance of PSA RSSO 7 (monthly and quarterly cleaning) for thirteen (13) units**

Name of Project	One Year Air Conditioning Preventive Maintenance of PSA RSSO 7 (monthly and quarterly cleaning)for thirteen (13) units
Solicitation (If posted at the PhilGEPS)	0700-2021-01-006
Purchase Request No.	0700-2021-01-002
Location	PSA RSSO , Gaisano Capital South Bldg., Colon St., Cebu City
Brief Description	One Year Air Conditioning Preventive Maintenance
Quantity	Please refer to page 3 of the RFQ for the detailed quantity
Approved Budget for the Contract (ABC)	Php78,920.00
Contract Duration	January to December 2021
Date of Delivery	

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** not later than **19 January 2021, 12:00 N.N** through the address below, subject to the Terms and Conditions provided in this RFQ:

*Region 7 Bids and Awards Committee (R07 BAC)
Philippine Statistics Authority – RSSO VII
Gaisano Capital South Bldg, Colon St. Cebu City*

*Attn.: Mr. Caylord D. Niala / Ms. Melita C. Jomud / Ms. Irish B. Velasco
R07 BAC Secretariat
Contact Nos.: (032)412-6794/254-0470 (telefax)
Email address: psa07.rbac@gmail.com*

F: 
EDWINA M. CARRJAGA
R07 BAC Chairperson

Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Bidders shall provide correct and accurate information required in this form.
4. **Bidders may quote for any or all lots and must quote all the items under a specific lot.**
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative/s.
6. Late submission of quotation shall not be accepted.
7. Bids exceeding the ABC for each item/lot shall be disqualified.

8. Award of contract shall be made to the Lowest Calculated and Responsive Bidder which complies with the specifications and other terms and conditions as stated herein.
9. The Lowest Calculated and Responsive Bidder shall be informed immediately.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation / Lowest Calculated and Responsive Quotation, the PSA shall adopt and employ “**draw lots**” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
12. . The PSA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
13. The following documentary requirements must be submitted prior to payment:
 - *Mayor’s/Business Permit*
 - *PhilGEPS Registration Number/Certificate*
 - *Omnibus Sworn Statement (for ABC’s above Php50K)*
 - *Income/Business Tax Return (for ABC’s above Php500K)*
14. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.
15. Mode of payment shall be made either through check or Advice to Debit Account (ADA) to the supplier.
16. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSA 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 to it.

BID FORM

IMPORTANT NOTES/INSTRUCTIONS:

1. Make sure to read the Terms and Conditions stated in the Request for Quotation before filling out this form.
2. Use this form for your quotation. Additional bidder’s proposal can also be attached to this form.
3. Ensure to indicate the price for the whole lot and the unit price per unit.
4. Ensure to fill-up the **TOTAL AMOUNT IN WORDS**.
5. Ensure to check the “Compliance with Technical Specifications” Column.
6. Submit your bid in any of the following:
 - a. Sealed in an envelope, or
 - b. Email to psa07.rbac@gmail.com only
7. Failure to follow these instructions will result to the disqualification of your entire quotation/bid.

Item No.	Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget for the Contract (ABC) per unit	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
							YES	NO
1	One (1) Year Air Conditioning Preventive Maintenance of PSA RSSO 7 (monthly and quarterly cleaning) for thirteen (13) units with the following technical specifications:	Lot	1	78,920.00			()	()
	Split type, wall mounted, 2T (3 units with ABC @ PhP1,410/unit per quarter)						()	()
	Split type, Floor mounted, 3T (9 units with ABC @ PhP1,610/unit per quarter)						()	()
	Window type, 2HP (1 unit with ABC @ PhP1,010/unit per quarter)						()	()
	NOTE: For billing/payment purposes, kindly indicate also in the quotation the monthly and quarterly cost for each type of airconditioning units.						()	()
							()	()
	Technical Requirements:						()	()
	1. Semi-Annually inspection of air ducts						()	()
	2. Quarterly Maintenance Activities:						()	()
	a. General cleaning of all aircon units including all internal components inside the unit						()	()
	b. Shutting off the unit						()	()

	<i>c. Removal of air filters for cleaning</i>						()	()
	<i>d. Cleaning of the following parts:</i>						()	()
	• <i>Coiling coils (using power spray)</i>						()	()
	• <i>Filter Cleaning</i>						()	()
	• <i>Fan Blades</i>						()	()
	• <i>All other internal components inside the unit</i>						()	()
	<i>e. Greasing of motor bearing and other moving parts that requires lubrication</i>						()	()
	<i>f. Technical audit of equipment condition including freon charging and actual electrical reading operation of the units</i>						()	()
	<i>g. Drying of internal components using compressed air</i>						()	()
	<i>h. General service and inspection of all the components of air conditioning system</i>						()	()
	<i>i. Assembly and start-up</i>						()	()
	<i>j. Cleaning of working area and cleaning of site</i>						()	()
	<i>k. Check and repair of undesirable noise and vibration of the unit</i>						()	()
	<i>l. Observation of operation of the compressor performance and recommend repair/ replacement, if necessary</i>						()	()
	<i>m. Check-up all moving parts such as fan motor bearing and evaporator blowers and blade, recommend repair/replacement of parts as may be necessary</i>						()	()
	<i>n. Inspection of all components of the system including electrical control and make necessary adjustment, recommend repair/replacement of parts as may be necessary</i>						()	()
	<i>o. Inspection/check-up of all refrigerant line in the air conditioning system, replenishment as may be necessary.</i>						()	()
	<i>p. Inspection/check-up and repair of equipment corrosion, de-rust, prepare with primer and repaint affected parts</i>						()	()
	<i>q. Recommend repair and replacement of unit and parts that should be undertaken and provide price quotation.</i>						()	()
	3. Monthly Maintenance							

2. Within the contract period, all materials, consumables and parts shall be provided by the service provider and will be billed separately.							()	()
3. Labor and materials for the repair and replacement of old ACU, and installation of additional ACU/s will be billed separately.							()	()
4. If the technician recommends for repair and replacement of units or parts, a corresponding price quotation must be submitted to the office. The quoted price will still be subject for review, evaluation, and consideration.							()	()
5. In case of transfer of building, the preventive maintenance and repair of airconditioning units shall be undertaken by the service provider but its quotation is still subject for review and approval depending on the number of units of the new building.							()	()
6. Service report & billing statement must be submitted immediately every after actual services rendered.							()	()
7. Billing must be based on the actual number of ACU/s cleaned, checked, and repaired.							()	()
8. Payment will be collected thirty (30) days after receipt of the billing statement.							()	()
9. Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.							()	()
Other Requirements:								
Mode of Payment: SEND BILL Arrangement or 15-30 working days after delivery of billing statement							()	()
Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.							()	()
TOTAL AMOUNT IN WORDS : _____ _____								

Other Requirements:

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature_____

Position: _____

Name of Company _____

TIN #: _____ (*Please specify if **VAT or NON-VAT***)

Address: _____ Email Address: _____

Fax No. _____ Tel No.: _____ Cellphone No. _____

Date: _____