



REQUEST FOR QUOTATION

RFQ # 2022-02-062

10 Feb 2022


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 in PSA Negros Oriental Provincial Office and PhilSys Fixed Registration Center (FRC) and Repair of two (2) 3T Floor Mounted Air Conditioning Unit

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|---|--|
| Name of Project | One (1) Year Air Conditioning Preventive Maintenance in PSA Negros Oriental Provincial Office and PhilSys Fixed Registration Center (FRC) and Repair of two (2) 3T Floor Mounted Air Conditioning Unit |
| Solicitation (If posted at the PhilGEPS) | 0700-2022-02-006 |
| Purchase Request No. | 0746-2022-02-0014 |
| Location | PSA Negros Oriental Provincial Office, Purple Bldg., Bagacay, Dumaguete City, Negros Oriental and PhilSys Fixed Registration Center, Daro, Dumaguete City |
| Brief Description | Quarterly Maintenance of 12 ACU (different types) and Repair of 2 Units 3T Floor Mounted ACU |
| Quantity | Pls refer to Page 3 & 4 of the RFQ |
| Approved Budget for the Contract (ABC) | 54,800.00 |
| Contract Duration | For Lot 1: Please refer on the scheduled date / For Lot 2: 5-10 Working days after receipt of PO |
| Date of Delivery | For Lot 1: Please refer on the scheduled date / For Lot 2: 5-10 Working days after receipt of PO |

Please quote your best price for the item described herein, subject to the Terms and Conditions provided in this RFQ. **Submit your sealed quotation duly signed by you or your duly authorized representative personally not later than 21 February 2022, 5:00 PM.**

Note: Online submission of accomplished bid form/s will not be accepted.

For any clarification, you may contact Ms. Maria Chilo Dimalaluan with tel. no. 035) 422-4372.


EDWINA M. CARRIAGA
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. If the procurement is done by lot, the bidder 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.

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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 "drawlots" 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 issuance of Purchase Order/Contract:

- *Mayor's/Business Permit*
- *PhilGEPS Registration Number/Certificate*
- *Income/Business Tax Return (for ABCs above P500K)*
- *Omnibus Sworn Statement (for ABCs above P50K)*

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. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. documentary requirements mentioned above (item no. 13), billing statement from the supplier. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the supplier's identified bank account not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice.

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. Accomplish this form correctly and accurately.
4. Do not alter the contents of this form in any way.
5. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
6. Ensure to indicate the price for the whole lot and the unit price per unit.
7. Ensure to fill-up the **TOTAL AMOUNT IN WORDS**.
8. Ensure to check the "Compliance with Technical Specifications" Column.
9. **Submit your bid sealed in an envelope.**
10. 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 in PSA Negros Oriental Provincial Office and PhilSys Fixed Registration Center (FRC) and Repair of two (2) 3T Floor Mounted Air Conditioning Unit | Lot | 1 | 36,800.00 | | | () | () |
| | PSA Negros Oriental Provincial Office: | | | | | | () | () |
| | *Window Type AC units (1 unit per quarter with ABC @ PhP400.00/unit) | | | | | | () | () |
| | *Floor Mounted AC units (7 units per quarter with ABC @ PhP800.00/unit) | | | | | | () | () |
| | *Wall Mounted AC units (2 units per quarter with ABC @ PhP800.00/unit) | | | | | | () | () |
| | PhilSys Fixed Registration Center (FRC): | | | | | | () | () |
| | *Floor Mounted AC units (2 units per quarter with ABC @ PhP800.00/unit) | | | | | | () | () |
| | Technical Requirements: | | | | | | | |
| | 1. Quarterly Maintenance Activities: | | | | | | () | () |
| | a. General cleaning of all aircon units including all internal components inside the unit | | | | | | () | () |
| | b. Shutting off the unit | | | | | | () | () |
| | c. Removal of air filters for cleaning | | | | | | () | () |
| | d. Cleaning of the following parts: | | | | | | () | () |

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| | • Coiling coils (using power spray) | | | | | | () | () |
| | • Filter Cleaning | | | | | | () | () |
| | • Fan Blades | | | | | | () | () |
| | • All other internal components inside the unit | | | | | | () | () |
| | e. Drying of internal components using compressed air | | | | | | () | () |
| | f. General service and inspection of all the components of air conditioning system | | | | | | () | () |
| | g. Assembly and start-up | | | | | | () | () |
| | h. Cleaning of working area and cleaning of site | | | | | | () | () |
| | i. Observation of operation of the compressor performance and recommend repair/replacement, if necessary | | | | | | () | () |
| | j. Check-up all moving parts such as fan motor bearing and evaporator blowers and blade, recommend repair/replacement of parts as may be necessary | | | | | | () | () |
| | k. Inspection of all components of the system including electrical control and make necessary adjustment, recommend repair/replacement of parts as may be necessary | | | | | | () | () |
| | l. Inspection/check-up of all refrigerant line in the air conditioning system, replenishment as may be necessary. | | | | | | () | () |
| | m. Recommend repair and replacement of unit and parts that should be undertaken and provide price quotation. | | | | | | () | () |
| | TERMS AND CONDITIONS: | | | | | | | |
| | 1. Cleaning Schedule: | | | | | | | |
| | * 12 and 19 March 2022 | | | | | | () | () |
| | * 11 and 18 June 2022 | | | | | | () | () |
| | * 10 and 17 September 2022 | | | | | | () | () |
| | * 03 and 10 December 2022 | | | | | | () | () |
| | 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. | | | | | | () | () |

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| | 5. Service report & billing statement must be submitted immediately every after actual services rendered. | | | | | | () | () |
| | 6. Billing must be based on the actual number of ACU/s cleaned and checked. | | | | | | () | () |
| | 7. Payment will be collected within 15-30 days after receipt of the billing statement. | | | | | | () | () |
| | | | | | | | | |
| 2 | Repair of two (2) 3T Floor Mounted Air Conditioning Unit | Lot | 2 | 9,000.00 | | | () | () |
| | Brand: (1) Koppel amd (1) Everest | | | | | | () | () |
| | Includes: | | | | | | | |
| | Leak Testing and Repair of leakage | | | | | | () | () |
| | Materials for Vacuuming, flushing, reprocess of system | | | | | | () | () |
| | Supply of refrigerant | | | | | | () | () |
| | Labor | | | | | | () | () |
| | | | | | | | | |
| | Other Requirements: | | | | | | | |
| | Mode of Payment: SEND BILL Arrangement or within thirty (30) working days after receipt of the 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 : | | | | | | | |
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Other Requirements:

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| <p>Terms of Payment:</p> <p><i>Payment shall be made either through check or Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing/Statement of Account and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.</i></p> <p>Payment Details:</p> <p>Banking Institution: _____</p> <p>Account Number: _____</p> <p>Account Name: _____</p> <p>Branch: _____</p> |
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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: _____