



**REQUEST FOR QUOTATION**  
**RFQ # 0700-2025-01-004**  
**16 JANUARY 2025**

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 Air Conditioning Preventive Maintenance of PSA-RSSO 7 for the Year 2025.

Name of Project	Air Conditioning Preventive Maintenance of PSA-RSSO 7 for the Year 2025
Solicitation (If posted at the PhilGEPS)	0700-2025-01-002
Purchase Request No.	PR # 0700-2025-01-005
Location	PSA-RSSO 7, Gaisano Capital South Bldg., Colon St., Cebu City
Brief Description	Procurement of Air Conditioning Preventive Maintenance of PSA-RSSO 7 for the Year 2025 (monthly and quarterly cleaning) for twelve (12) units located at the 2nd and 3rd floor
Quantity	Please see page 3 & 4 of the RFQ for the detailed quantity
Approved Budget for the Contract (ABC)	Php65,316.00
Contract Duration	FEBRUARY 2025 TO DECEMBER 2025
Date of Delivery	

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 **22 JANUARY 2025 @ 10:00AM** Kindly label your sealed quotation with the following:

RFQ NO.(Indicate the RFQ#)

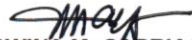
TO: The RSSO 7 BAC

From: (Indicate the Name of Company)

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

For any clarification, you may contact us at telephone no. (032) 412-6794 or email address at [psa07.rbac@gmail.com](mailto:psa07.rbac@gmail.com).

**Contact persons: Ms. Erah Mhay Quiñones / Ms. Marie Cris L. Lerio / Ms. Mary Clare C. Coronado / Ms. Manilyn L. Lunday**  
**R07 BAC Secretariat**

  
**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. **Bidders may quote for any or all the items. 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 submission of the Bid Quotation/ Request for Quotation**

- *Mayor's/Business Permit*
- *PhilGEPS Registration Number/Certificate*
- *Income/Business Tax Return (for ABCs above 500K)*
- *Omnibus Sworn Statement (for ABCs above 50K)*

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	<b>Air Conditioning Preventive Maintenance of PSA-RSSO 7 for the Year 2025</b>	1	LOT	65,316.00			( )	( )
1.1	<b>Air Conditioning Preventive Maintenance of PSA-RSSO 7 for the Year 2025 (monthly and quarterly cleaning) for twelve (12) units located at the 2nd and 3rd floor</b>						( )	( )
	Window Type, 2.0 HP - <b>(1 unit)</b>						( )	( )
	Split type, wall mounted, 2.5 HP - <b>(1 unit)</b>						( )	( )
	Split type, Floor mounted, 3T - <b>(10 units)</b>						( )	( )
	<b>Technical Requirements:</b>						( )	( )
	1. Semi-Annually inspection of air ducts						( )	( )
	2. Quarterly Maintenance Activities:						( )	( )
	<b>a.</b> General cleaning of all aircon units including all internal components inside the unit						( )	( )
	<b>b.</b> Shutting off the unit						( )	( )
	<b>c.</b> Removal of air filters for cleaning						( )	( )
	<b>d.</b> Cleaning of the following parts:						( )	( )
	• Coiling coils (using power spray)						( )	( )
	• Filter Cleaning						( )	( )
	• Fan Blades						( )	( )
	• All other internal components inside the unit						( )	( )
	<b>e.</b> Greasing of motor bearing and other moving parts that requires lubrication						( )	( )
	<b>f.</b> Technical audit of equipment condition including freon charging and actual electrical reading operation of the units						( )	( )
	<b>g.</b> Drying of internal components using compressed air						( )	( )
	<b>h.</b> General service and inspection of all the components of air conditioning system						( )	( )
	<b>i.</b> Assembly and start-up						( )	( )
	<b>j.</b> Cleaning of working area and cleaning of site						( )	( )
	<b>k.</b> Check and repair of undesirable noise and vibration of the unit						( )	( )
	<b>l.</b> Observation of operation of the compressor performance and recommend repair/replacement, if necessary						( )	( )
	<b>m.</b> Check-up all moving parts such as fan motor bearing and evaporator blowers and blade, recommend repair/replacement of parts as may be necessary						( )	( )
	<b>n.</b> Inspection of all components of the system including electrical control and make necessary adjustment, recommend repair/replacement of parts as may be necessary						( )	( )
	<b>o.</b> Inspection/check-up of all refrigerant line in the air conditioning system, replenishment as may be necessary.						( )	( )

p. Inspection/check-up and repair of equipment corrosion, de-rust, prepare with primer and repaint affected parts						( )	( )
q. Recommend repair and replacement of unit and parts that should be undertaken and provide price quotation.						( )	( )
3. Monthly Maintenance						( )	( )
a. Removal of air filters for cleaning and recommendation for replacement if possible.						( )	( )
b. Technician will inspect the following:						( )	( )
• Base pan for restricted drain opening-remove obstruction as necessary;						( )	( )
• Inspect coil and cabinet as needed, and						( )	( )
• Inspect fan motor and fan blades for wear and damage – on older models lubricate as needed						( )	( )
c. Inspect control box voltage and high voltage contractors, relays switches, starter switch.						( )	( )
4. Other services						( )	( )
a. Provision of at least two (2) on call Resident Technician or more as may be necessary and with immediate response time of <b>not later than the following morning at 11:00 am</b>						( )	( )
b. Repair and installation of additional ACU and replacement of old ACUs, if necessary.						( )	( )
c. Such others as may be necessary to maintain the optimum performance of the units.						( )	( )
<b>TERMS AND CONDITIONS:</b>						( )	( )
1. Cleaning Schedule:						( )	( )
• February 2025– 2nd week (Monthly)						( )	( )
• <b>March 2025 – 2nd week (Quarterly)</b>						( )	( )
• April 2025– 2nd week (Monthly)						( )	( )
• May 2025 – 2nd week (Monthly)						( )	( )
• <b>June 2025 – 2nd week (Quarterly &amp; Semi-Annual)</b>						( )	( )
• July 2025 – 2nd week (Monthly)						( )	( )
• August 2025 – 2nd week (Monthly)						( )	( )
• <b>September 2025 – 2nd week (Quarterly)</b>						( )	( )
• October 2025 – 2nd week (Monthly)						( )	( )
• November 2025 – 2nd week (Monthly)						( )	( )
• <b>December 2025 – 2nd week (Quarterly &amp; Semi-Annual)</b>						( )	( )
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 air conditioning 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 must be submitted immediately every after actual services rendered.						( )	( )
7. The Service Provider shall conduct all necessary tests to ensure that the air conditioning units are functioning correctly.						( )	( )
<b>8. Billing statement must be submitted every after the conduct of quarterly maintenance.</b>						( )	( )
9. Separate billing must be submitted for services rendered other than the monthly and quarterly maintenance.						( )	( )
10. Billing must be based on the actual number of ACU/s cleaned, checked, and repaired.						( )	( )
11. Payment will be collected thirty (30) days after receipt of the billing statement.						( )	( )
12. Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.						( )	( )

DOCUMENTARY REQUIREMENTS:							
1. Philgeps Registration	Please attach documents upon submission of the RFQ (Request for Quotation)	( )	( )				
2. Mayor's Business or Business Permit		( )	( )				
Other Requirements:							
TOTAL AMOUNT IN WORDS :							

Other Requirements:

<p><b>Terms of Payment:</b>  <i>Payment shall be made either through check or Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) working 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><b><u>Payment Details:</u></b>  Banking Institution: _____  Account Number: _____  Account Name: _____  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.

Signature over printed name of authorized representative \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company \_\_\_\_\_

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

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fax No. \_\_\_\_\_, Tel No.: \_\_\_\_\_ Cellphone No. \_\_\_\_\_

Date: \_\_\_\_\_