



REQUEST FOR QUOTATION
RFQ # 0700-2024-01-004
17 JANUARY 2024

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.**

Name of Project	Procurement One (1) Year Air Conditioning Preventive Maintenance of PSA RSSO 7
Solicitation (If posted at the PhilGEPS)	0700-2024-01-004
Purchase Request No.	PR # 0700-2024-01-004
Location	PSA-RSSO 7, Gaisano Capital South Bldg., Colon St., Cebu City
Brief Description	One (1) Year Air Conditioning Preventive Maintenance of PSA RSSO 7
Quantity	Please see page 3 of the RFQ for the detailed quantity
Approved Budget for the Contract (ABC)	Php 92,000.00
Contract Duration	JANUARY - DECEMBER 2024
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**

23 JANUARY 2024 12:00 noon through the address **PSA-RSSO 7 (2nd floor), Gaisano Capital South Bldg., Colon St., Cebu City.**

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

For any clarification, you may contact us at telephone nos. (032) 412-6794 / 254-0470 or email address at psa07.rbac@gmail.com.

**Contact persons: Ms. Erah Mhay Qui ñ ones / 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 issuance of Purchase Order/Contract:

- *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.

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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 of PSA RSSO 7						()	()
1.1	<i>One (1) Year Air Conditioning Preventive Maintenance of PSA RSSO 7 (monthly and quarterly cleaning) for thirteen (13) units with the following details:</i>						()	()
	Split type, wall mounted, 2.0 HP - (1 unit)						()	()
	Split type, wall mounted, 2.5 HP - (1 unit)						()	()
	Split type, Floor mounted, 3T - (11 units)						()	()
	Technical Requirements:						()	()
	<i>1. Semi-Annually inspection of air ducts</i>						()	()
	<i>2. Quarterly Maintenance Activities:</i>						()	()
	<i>a. General cleaning of all aircon units including all internal components inside the unit</i>						()	()
	<i>b. Shutting off the unit</i>						()	()
	<i>c. Removal of air filters for cleaning</i>						()	()
	<i>d. Cleaning of the following parts:</i>						()	()

	• Coiling coils (using power spray)					()	()
	• Filter Cleaning					()	()
	• Fan Blades					()	()
	• All other internal components inside the unit					()	()
	e. Greasing of motor bearing and other moving parts that requires lubrication					()	()
	f. Technical audit of equipment condition including freon charging and actual electrical reading operation of the units					()	()
	g. Drying of internal components using compressed air					()	()
	h. General service and inspection of all the components of air conditioning system					()	()
	i. Assembly and start-up					()	()
	j. Cleaning of working area and cleaning of site					()	()
	k. Check and repair of undesirable noise and vibration of the unit					()	()
	l. Observation of operation of the compressor performance and recommend repair/replacement, if necessary					()	()
	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					()	()
	n. Inspection of all components of the system including electrical control and make necessary adjustment, recommend repair/replacement of parts as may be necessary					()	()
	o. 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 not later than the following morning at 11:00 am					()	()
	b. Such others as may be necessary to maintain the optimum performance of the units.					()	()
	c. Repair and installation of additional ACU and replacement of old ACUs, if necessary.					()	()
	TERMS AND CONDITIONS:					()	()
	1. Cleaning Schedule:					()	()
	• January 2024– 4th week (Monthly)					()	()
	• February 2024– 3 rd week (Monthly)					()	()
	• March 2024 – 3rd week (Quarterly)					()	()
	• April 2024– 3rd week (Monthly)					()	()
	• May 2024 – 3rd week (Monthly)					()	()
	• June 2024 – 3rd week (Quarterly & Semi-Annual)					()	()
	• July 2024 – 3rd week (Monthly)					()	()
	• August 2024 – 3rd week (Monthly)					()	()
	• September 2024 – 3rd week (Quarterly)					()	()
	• October 2024 – 3rd week (Monthly)					()	()
	• November 2024 – 3 rd week (Monthly)					()	()
	• December 2024 – 2nd week (Quarterly & Semi-Annual)					()	()
	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. Billing statement must be submitted every after the conduct of quarterly maintenance.						()	()
8. Separate billing must be submitted for services rendered other than the monthly and quarterly maintenance.						()	()
9. Billing must be based on the actual number of ACU/s cleaned, checked, and repaired.						()	()
10. Payment will be collected thirty (30) days after receipt of the billing statement.						()	()
11. 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:

<p>Terms of Payment: <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>Payment Details: Banking Institution: _____ Account Number: _____ Account Name: _____ Branch: _____</p>

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

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: _____