



REQUEST FOR QUOTATION

Date: 28 April 2023
RFQ No.: 100-23-03-604

Name of Company: _____
Address: _____
Name of Store/Shop: _____
Address: _____
TIN: _____
PhilGEPS Registration Number: _____

The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure **General Cleaning of 42 Solar Assisted Air-Conditioning Units at Pasig Elementary School for the Division Office** with an Approved Budget for the Contract (ABC) of **Php 212,000.00**, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding each total Cost per Item and/or the total Approved Budget for the Contract shall be rejected.

Item No.	Item Description	Brand Name <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	General Cleaning of 42 Solar Assisted Airconditioning Units installed @ Pasig Elementary School Gym, <ul style="list-style-type: none"> - 1. The Service Provider shall provide the labor, supplies/materials and equipment to complete the project, including scaffolding for cleaning ceiling suspended units. - 2. Services also include diagnostic of the units and recommend possible repairs. - 3. The one-time cleaning diagnostic of the units will be done within 15 Calendar days. 		1	lot/s	212,000.00	212,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.					Total	212,000.00		
DELIVERY TERM: Within Ten (10) calendar days upon the receipt of Notice to Proceed.								

**Indicate the BRAND NAME and its specific MODEL to be offered or attach a BROCHURE for the offered item; items such as equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*

Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPS website along with the following documents:

- **Mayor's/Business Permit** (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
- **PhilGEPS Registration Number**
- **Income Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).
In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:
 1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
 2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- Accomplished and notarized **Omnibus Sworn Statement**
([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
- **Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.

ADDITIONAL REQUIREMENTS:

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):

- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [*to be submitted upon delivery*]; and
- e. Certificate of Analysis (*for anesthesia and antibiotics*) [*to be submitted upon delivery*].

If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4th Floor, Pasig City Hall, San Nicolas, Pasig City.**

All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4th Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600




(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *



pasigcity.gov.ph

For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at bidsandawards@pasigcity.gov.ph



ATTY. PONCE MIGUEL D. LOPEZ JR.

Officer in Charge, Procurement Management Office

I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.

Conforme:


Signature over Printed Name

Position

Duly authorized to sign quotation/offer for and on behalf of _____
(Please indicate Company Name)

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600



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pasigcity.gov.ph

Project : PROCUREMENT OF SERVICE PROVIDER FOR THE GENERAL CLEANING AND DIAGNOSTIC OF (42) SOLAR ASSISTED AIR CONDITIONING UNITS AT PASIG ELEMENTARY SCHOOL

Subject : TERMS OF REFERENCE

Objective : This Project aims to provide a one-time preventive maintenance of the Air Conditioning Units at Pasig Elementary School

Scope of Work – Cleaning and Preventive Maintenance

1. One-time check-up and standard preventive maintenance of the air-conditioning units as prescribed by the equipment manufacturer.
2. Measurement of the air-conditioner supply temperature and room temperature, including reading of equipment working temperature.
3. Greasing and lubrication of bearing or any rotating parts, as needed.
4. General cleaning of aircon filter, evaporator and condenser oil, blower wheel, propeller blade, drain pan and drain pump and cabinet assembly.
5. Check-up of the controls, compressor motors and fan motor including electrical components and tightening of electrical terminals.
6. Testing for leaks on pipe assembly, including coil assembly of the unit.
7. Check-up of the voltage supply, full load/load currents and phase sequence of the electrical power supply and check-up of all electrical terminals and control wiring of the equipment.
8. Check-up of the pressure of the compressor and refrigerant of the system.
9. Inspect the drain line and de-clogging of the drain line, drain pump and rain pan of the equipment.
10. Submit test sheets and inspection report prepared and signed by the aircon technician, indicating his/her, diagnosis and recommendation. Gather data, including voltage, amperes pressure for the gas coolant, temperature, room temperature and necessary data remarks, as needed.
11. On recommendations for spare parts replacement like magnetic contractors, capacitors, temperature sensor, Freon and related spare parts, after every conduct of regular inspections, the service payment shall be on a send-bill basis.
12. Any additional work not mentioned in the foregoing items shall be billed separately.
13. The one-time cleaning and diagnostic of the 42 units will be done for 15 days.

ENGR. EVANGELINE J. LARAYA
Chief, Special Projects Section

[Signature]
for: *MP Delimitate*

TERMS AND CONDITIONS

1. Contractors are strongly advised to inspect the site prior to the engagement of services in the office.
2. The contractor must be DTI accredited under the classification of Air-Conditioning and equivalent Refrigeration Service and Repair Enterprise. Submit proof of DTI Accreditation for this purpose.
3. The Contractor must be engaged as Preventive Maintenance Service Provider for Air-conditioning Units for at least Three(3) Years. Thus , the Contractor must submit proof or equivalent document of its corporate existence.
4. The Contractor shall be responsible for any accidental damages to the air-conditioning units during the actual performance of their job.
5. The Contractor shall provide the necessary tools and equipment to be used in conducting regular preventive maintenance service , such as water compressor , cart ,detergent and other cleaning materials.
6. The Contractor shall provide two certified air-condition technician (1 for west wing and 1 for east wing) on a per call basis for troubleshooting the immediate concerns/problems encountered in the office ,five days a week from 8:00 A.M. to 5:00 P.M.