



REQUEST FOR QUOTATION

Date: 12 July 2023

RFQ No.: 100-23-05-1311

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 Supply, Delivery and Installation of Three (3) Air-Conditioning Units – Pasig City Museum with an Approved Budget for the Contract (ABC) of **Php 920,430.00**, 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	CEILING SUSPENDED AIRCON UNITS, - : Power consumption- at least 1.58Kw - : Type- Ceiling Suspended - : Cooling Capacity- at least 2.5Hp - : Inventory Technology - Inverter - : With remote control		3	units	306,810.00	920,430.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.					Total	920,430.00		
DELIVERY TERM: Please refer to the Terms of Reference.								

**Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, 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.


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
Officer in Charge, Procurement Management Office

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



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 pasigcity.gov.ph

TERMS OF REFERENCE
SUPPLY, DELIVERY AND INSTALLATION OF THREE (3)
AIR-CONDITIONING UNITS INCLUDING REMOVAL OF OLD AND DEFECTIVE
UNITS FOR THE PASIG CITY MUSEUM

I. OBJECTIVE

The Pasig City Museum intends to engage the services of a Supplier/Contractor who is duly authorized and has the necessary expertise, experience, and capacity to supply, deliver and install three (3) air-conditioning units including the removal of old and defective units.

II. PROJECT COVERAGE

The scope of services covers supply of all labor, materials, tools, equipment, and supervision for all three (3) air-conditioning units of the Pasig City Museum.

III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract shall be a total of *NINE HUNDRED TWENTY THOUSAND FOUR HUNDRED THIRTY PESOS (Php 920,430.00)*, inclusive of VAT and all other applicable government taxes

IV. INSTALLATION/SCOPE OF WORK

1. The Supplier/Contractor shall supply, deliver and install (3) air-conditioning at Pasig City Museum, Plaza Rizal, San Jose, Pasig City.
2. The Supplier/Contractor shall supply the following accessories:
 - All Wireless Remote Control
 - Piping lines (for Gas and Liquid)
 - Pipe Drains (PVC Blue Pipe)
 - Electrical wiring and metal conduits with safety breaker (ECB)
 - Angular Bar Supporting (Flat form/Base & Brackets)
3. The Supplier/Contractor shall conduct all necessary on-site inspections before and during the installation period.

V. DELIVERY PERIOD

The Supplier/Contractor shall supply, deliver and install the abovementioned air-conditioning units within forty-five (45) calendar days or earlier from the date the Supplier/Contractor receives the NOTICE TO PROCEED (NTP).

VI. WARRANTY

1. The Supplier/Contractor must provide a workmanship warranty of at least forty-five (45) days after service inspection and acceptance.

2. The Supplier/Contractor must provide warranty for the following:

	PARTS	WARRANTY PERIOD
1	Compressor	5 Years
2	PCB Out-Door	5 Years
3	Fan Motor	1 Year
4	Other Internal Parts	1 Year

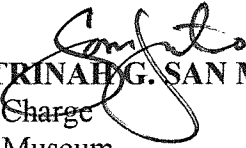
VII. PAYMENT TERM

Payment will be made based on the actual units delivered and completion of the services rendered.

VIII. TERMINATION

Pasig City Museum reserves the right to terminate the Agreement to the prospective contractor for any violation of this TOR.

Prepared by:


ANA KATRINA G. SAN MATEO
Officer-in-Charge
Pasig City Museum