



## REQUEST FOR QUOTATION

Date: 29 August 2023

RFQ No.: 100-23-06-1382

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 **Repair and Replacement of Two-Door Chiller and Preventive Maintenance of Different Gas Ranges and Top Burners – Pasig City General Hospital** with an Approved Budget for the Contract (ABC) of **Php 52,950.00**, 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	<b>Repair and Replacement of parts of 2-Glass Door Upright Chiller,</b> <ul style="list-style-type: none"><li>- Scope of work</li><li>- replacement of Condenser Fan Motor with Blade</li><li>- replacement of compressor</li><li>- recharging of freon R134a</li><li>- replacement of Filter Drier with Capillary Tube</li><li>- cleaning of Condenser</li><li>- Leak Test -vacuum &amp; dehydration of System</li><li>- Testing of Unit</li></ul>		1	unit	40,200.00	40,200.00		
2	<b>Preventive Maintenance of 4-Open Top Burner with Oven,</b> <ul style="list-style-type: none"><li>- Scope of Works</li><li>- cleaning of Burner &amp; Top Grates</li><li>- cleaning &amp; Calibration of Oven</li><li>- Adjustment of flame</li><li>- Testing of Unit</li></ul>		1	unit	4,500.00	4,500.00		
3	<b>Preventive Maintenance of 3-Open Top High-Pressure Burner,</b> <ul style="list-style-type: none"><li>- Scope of Works</li><li>- cleaning of Burner &amp; Top Grates</li><li>- adjustment of flame</li><li>- testing of unit</li></ul>		1	unit	2,750.00	2,750.00		

4	<b>Preventive Maintenance of 3-Open Top Low-Pressure Burner,</b> - Scope of Works - cleaning of Burner & Top Grates - adjustment of flame - testing of unit		1	unit	2,750.00	2,750.00		
5	<b>Preventive Maintenance of Combi- Griller &amp; Griddle,</b> - Scope of Works - cleaning of Burner & Top Grates - adjustment of flame - testing of unit		1	unit	2,750.00	2,750.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.					<b>Total</b>	<b>52,950.00</b>		
<b>DELIVERY TERM:</b> 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

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



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

 pasigcity.gov.ph

- 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), 4<sup>th</sup> 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, 4<sup>th</sup> 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](mailto:bidsandawards@pasigcity.gov.ph)

**SGD**

**ATTY. PONCE MIGUEL D. LOPEZ**

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)**





**TERMS OF REFERENCE FOR REPAIR AND REPLACEMENT OF 2-DOOR CHILLER AND PREVENTIVE MAINTENANCE OF DIFFERENT GAS RANGES AND TOP BURNERS AT THE NUTRITION AND DIETETICS SERVICES, PASIG CITY GENERAL HOSPITAL**

**I. RATIONALE**

The services of a competent and a dependable supplier is required for a good and quality service for the repair and replacement of parts of a 2-door chiller and preventive maintenance of different gas ranges and top burners at the PCGH-Nutrition and Dietetics Services. Must deliver services based on Purchase Order and this Term of Reference.

**II. SCOPE OF WORKS**

**1. Repair and Replacement of parts of 2-Glass Door Upright Chiller**

**Scope of works includes;**

- replacement of Condenser Fan Motor with Blade
- replacement of compressor
- recharging of freon R134a
- replacement of Filter Drier with Capillary Tube
- cleaning of Condenser
- Leak Test -vacuum & dehydration of System
- Testing of Unit

**2. Preventive Maintenance of the following:**

**4-Open Top Burner with Oven**

**3-Open Top High Pressure Burner**

**3-Open Top Low Pressure Burner**

**Combi- Griller & Griddle**

**Scope of works includes;**

- cleaning of Burner & Top Grates
- cleaning & Calibration of Oven (For oven only)
- Adjustment of flame
- Testing of Unit

**III. DELIVERY TERMS**

1. Delivery Term – 7 working days after the receipt of Notice to Proceed.

**IV. TERMS OF PAYMENT**

1. Cost of repair, replacement at preventive maintenance must be reflected on the Delivery Receipts and Sales Invoices and must be submitted to the end-user on the day the work is completed.
2. Must attach all necessary documents required by the Accounting Department for immediate processing of payment.

**V. MINIMUM QUALIFICATIONS FOR CONTRACTOR/SUPPLIER**

1. The contractor/company must be at least a year in the same line of business for repair and replacement of parts of kitchen equipment, particularly freezers and chillers and preventive maintenance of gas ranges, oven and top burners. Must present the business permit during the submission of bid
2. Must provide at least 6 months warranty of the replaced items or parts and installation.

**VI. REQUIRED UNIFORM and HEALTH PROTOCOLS**

1. Supplier must provide a STANDARD COMPANY/AGENCY UNIFORM with IDENTIFICATION (e.g., polo shirt, jeans, closed shoes, hairnet, apron, no nail polish and jewelries with health and company IDs for proper identification)
2. Proper hygiene of delivery staff must be observed at all times.
3. Must follow strategic measures and health protocols implemented at PCGH.

- VII. DAMAGE to GOVERNMENT PROPERTY** – All damages that may occur on the PROPERTY of the PCGH which was caused by the supplier during the time of delivery within the period of this contract shall be paid by the SUPPLIER or should be replaced with a new one or of the same quality of the damaged property depending upon the approval of PCGH or PASIG CITY Officers.

*Prepared by:*

  
**ELAINE MARIE V. MARCELO, RND**  
*OIC-Nutrition and Dietetics Services*