



## REQUEST FOR QUOTATION

Date: 23 November 2023

RFQ No.: R2 100-23-08-1906

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 Floor Mounted Air Conditioner – Ugnayan sa Pasig** with an Approved Budget for the Contract (ABC) of **Php 108,000.00**, 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 (PLEASE DO NOT LEAVE BLANK)	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
	<b>Floor Mounted Type – Inverter, 3 TR(\$HP), 230V, 3PH, 60HZ</b>							
1	<b>Floor Mounted 4.0 HP 3 Tonner Aircon Inverter with Installation,</b> - Unit must have its maintenance breaker Must have support bracket for safe mounting of outdoor and indoor unit Provide base pad vibration isolator Provision of cable wires from maintenance breaker going to electrical service panel for power supply Included electrical wires and breaker for each fcu/accu Include NEMA rubber insulation copper pipe polythelane tape Drain line pipe size should be 25mm pvc blue Provide sleeve on wall penetration Drain pump per unit system Loading of freon for the start up of equipment Anticipate heights, provide scaffolding for installation Drain line pipe size should be 25mm		1	unit	108,000.00	108,000.00		

	pvc blue Good quality of workmanship - Testing and commissioning - Note: Need to assess the area/ocular inspection is required - Unit Features: 1. With filter technology 2. Rids the air of free radicals & other irritants					
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.			<b>Total</b>	<b>108,000.00</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.*



UGNAYAN SA PASIG - FOI OFFICE

### TERMS OF REFERENCE

- A. **PROCUREMENT TITLE:**  
FLOOR MOUNTED 4.0 HP AIRCON - INVERTER
- B. **PROPOSER AND IMPLEMENTING AGENCY**  
Pasig City Government – Ugnayan Sa Pasig
- C. **REQUIREMENTS/SPECIFICATIONS**

Procurement of 1 UNIT of FLOOR MOUNTED 4.0HP AIRCON - INVERTER	Minimum Requirements
I. Continuing Appropriation	PHP 108,000.00
II. Scope	<p><b>SUPPLY, DELIVERY &amp; INSTALLATION OF FLOOR MOUNTED 4.0HP AIRCON - INVERTER</b></p> <ul style="list-style-type: none"> <li>➤ <b>Inclusion of Unit</b> <ul style="list-style-type: none"> <li>- Must have it's maintenance breaker</li> <li>- Must have support bracket for safe mounting of outdoor and indoor unit</li> <li>- Must provide base pad vibration isolation</li> <li>- Must provide of cable wires from maintenance service panel for power supply</li> <li>- Must include electrical wiring's and breaker for each fcu/accu</li> <li>- Must provide a electrical works, feedmain line, to complete the functionality of the unit in particular to the:               <ul style="list-style-type: none"> <li>A. The provision of control wiring of outdoor unit going to the maintenance breaker</li> <li>B. The provision of wires from maintenance breaker going to the power supply panel or service panel.</li> </ul> </li> <li>- Must include NEMA rubber insulation copper pipe polythelane tape,</li> <li>- Must have drain line pipe size should be 25mm pvc blue</li> <li>- Must provide drain lines, refrigerant pipings to complete the functionality of the unit</li> <li>- Must provide sleeve on wall penetration, drain pump per unit system</li> <li>- Must have Rectification of wall penetrations</li> <li>- Anticipate heights, can provide scaffolding for installation</li> <li>- With Loading of freon for the start up of equipment</li> <li>- With Quality of work</li> <li>- With Testing and Commissioning</li> </ul> </li> <li>➤ <b>Dimensions of Unit</b> <ul style="list-style-type: none"> <li>* INDOOR</li> <li>- Must have approximate Width of 540mm x Dimension 410mm x Height 1825 mm</li> <li>- Must have approximate Unit Weight (Net/Gross) of 50/67 Kg</li> </ul> </li> </ul>

Caruncho Avenue, Barangay San Nicolas, Pasig City 1600 Metro Manila  
 Email: [ugnayan@pasigcity.gov.ph](mailto:ugnayan@pasigcity.gov.ph) | Fb: [www.facebook.com/OfficialUgnayanSaPasig](https://www.facebook.com/OfficialUgnayanSaPasig)  
 Tel. No. 8 643-1111 Local 1211, 1212, 1213 | Twitter: @UgnayanSaPasig



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

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[pasigcity.gov.ph](http://pasigcity.gov.ph)



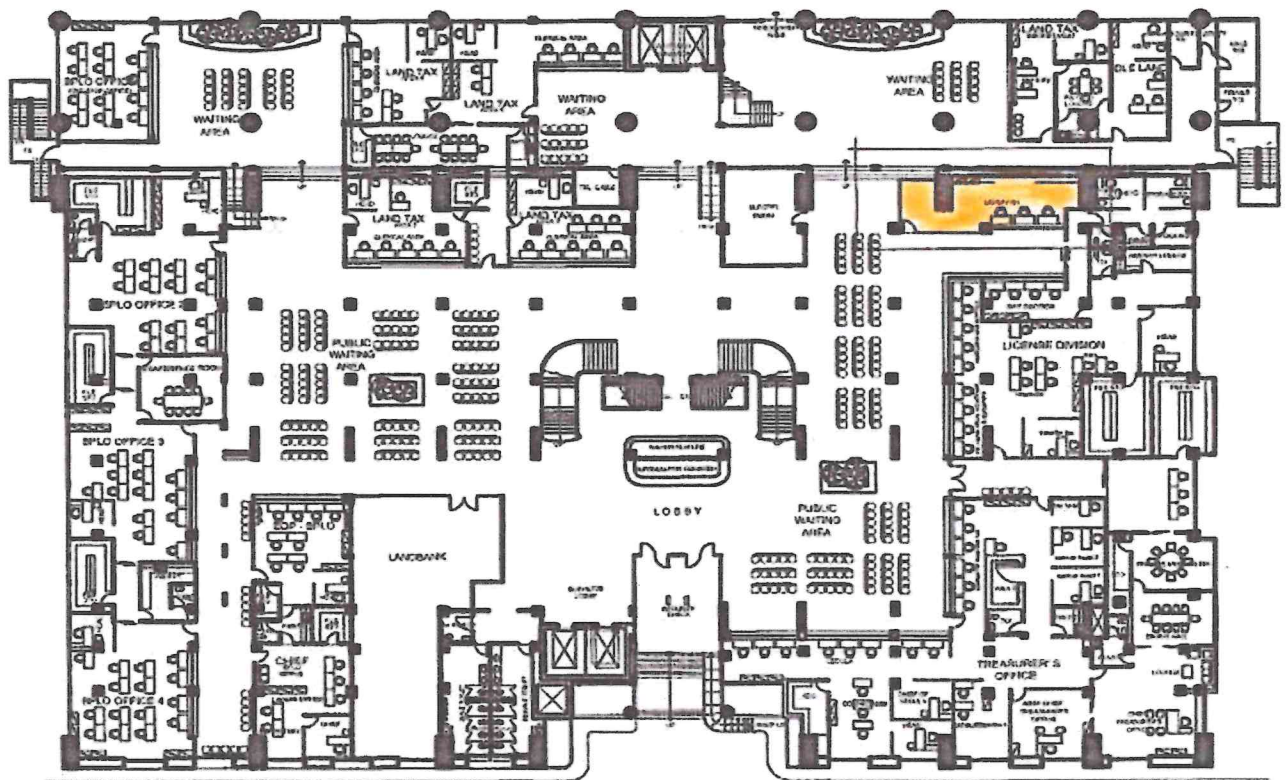
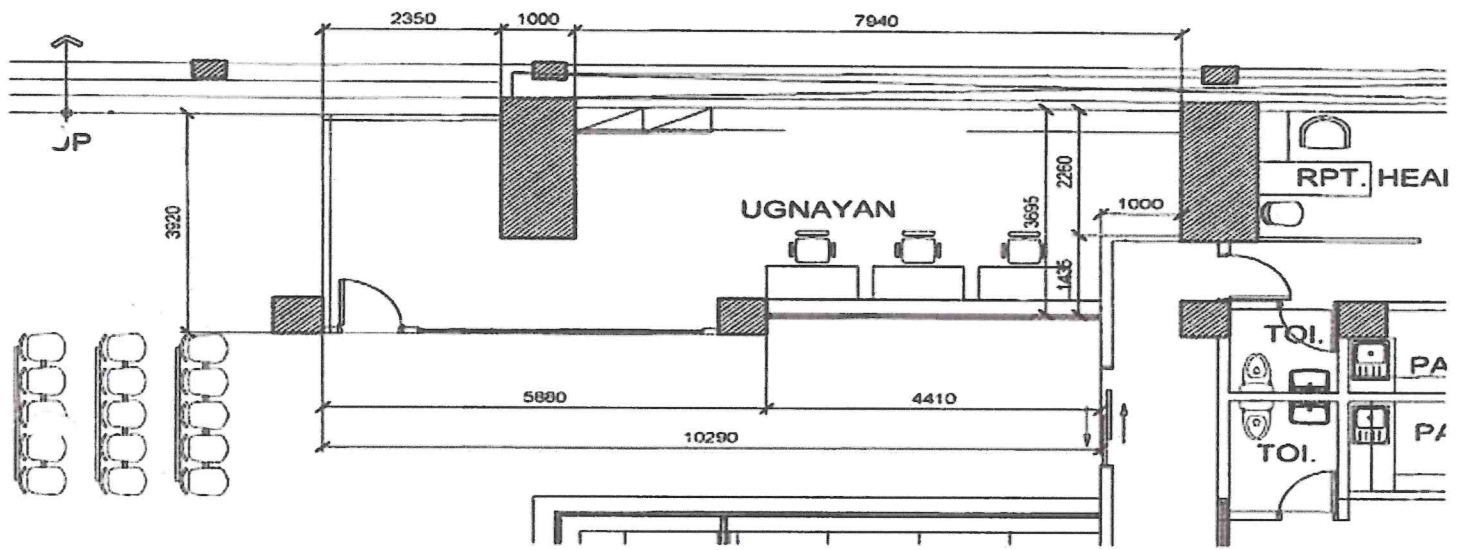
	<p><b>OTHERS:</b></p> <ul style="list-style-type: none"> <li>■ Unit Features must have filter technology &amp; Rids the air of free radicals and other irritants</li> <li>■ Need to assess the area/ocular inspection is required</li> </ul>
III. <i>Warranty</i>	Must provide warranty for compressor and spare parts
IV. <i>Delivery</i>	Delivery of the FLOOR MOUNTED 4.0HP AIRCON-INVERTER units shall be within 30 days from the date of Notice to proceed
V. <i>Payment</i>	Payment shall be process upon the issuance by the Ugnayan sa Pasig, of the Certificate of Acceptance of the FLOOR MOUNTED 4.0 HP AIRCON-INVERTER

Prepared by:

  
**MARY JOY C. LUNA**  
Admin Aide III


Noted by:


  
**MA. ROWENA R. DIMANLIG**  
City Assistant Head II  
Ugnayan sa Pasig/FOI



EXISTING  
2ND FLOOR PLAN

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

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 pasigcity.gov.ph

**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 (Form can be downloaded thru <https://www.gppb.gov.ph/downloadable-forms/#tab-61412> )
  - **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), 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.


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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)



**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)**

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