



REQUEST FOR QUOTATION

Date: 03 April 2024
RFQ No.: **100-24-03-417**

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 Five (5) Units of Air Conditioners – Pamantasan ng Lungsod ng Pasig** with an Approved Budget for the Contract (ABC) of **Php 868,970.00**, 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	4 HP 3-toner air conditioning units, inverter floor-mounted with R410A refrigerant, and installation		5	unit	173,794.00	868,970.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		868,970.00			
DELIVERY TERM: Within Thirty (30) calendar days upon the receipt of Notice to Proceed.								

**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.*



TERMS OF REFERENCE

**PROJECT NAME : SUPPLY, DELIVERY, AND INSTALLATION OF FIVE (5)
AIRCONDITIONING UNITS –
PAMANTASAN NG LUNGSOD NG PASIG**

TO: All Prospective Bidders
Members of the Bids and Awards Committee
Other Concerned

A. SCOPE OF THE PROJECT

1. Supply, Delivery and Installation

- The work shall include the furnishing of equipment, materials, tools, scaffoldings, transportation, labor, supervision, and other services required to install, complete, test and make the installed air-conditioning units operational as described.
- Supply and install the manufacturer's refrigerant piping system including necessary insulation, hangers and supports. Re-use/rehab condensate drain lines and replace if necessary. To supply and install the electrical wiring connections from the power supply tapping point provided by PLP.
- During the warranty period, the winning bidder shall provide highly technical personnel/aircon technician to service all the Air-conditioning Units; including its compressors, components/peripherals whenever hardware and/or any related problem should occur.

2. Installation Schedule

Monday to Saturday or per coordination with the end user. Notify the City OGS and Central Supplies 3 to 5 days before delivery at Pamantasan ng Lungsod ng Pasig, Alcalde Jose St., Kapasigan, Pasig City.

3. Installation Period

Thirty (30) Calendar days upon receipt of Notice to Proceed (NTP)

4. Warranty period shall be at least one (1) year from the date of delivery and acceptance of the products. The prospective bidder shall warrant that the products are free from defects in materials and workmanship and shall undertake repair or replacement of any part(s) or portion of the equipment without cost to the government.


B. TECHNICAL SPECIFICATIONS

- 5 units Floor Mounted 4.0 HP 3 Toner Air-Conditioning Unit.

Features	Specifications
Power Supply	230V , 60Hz, Single Phase
Fan Coil Application Type	Floor Mounted
Capacity	4HP
Refrigerant	R410A
Inverter Feature	

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



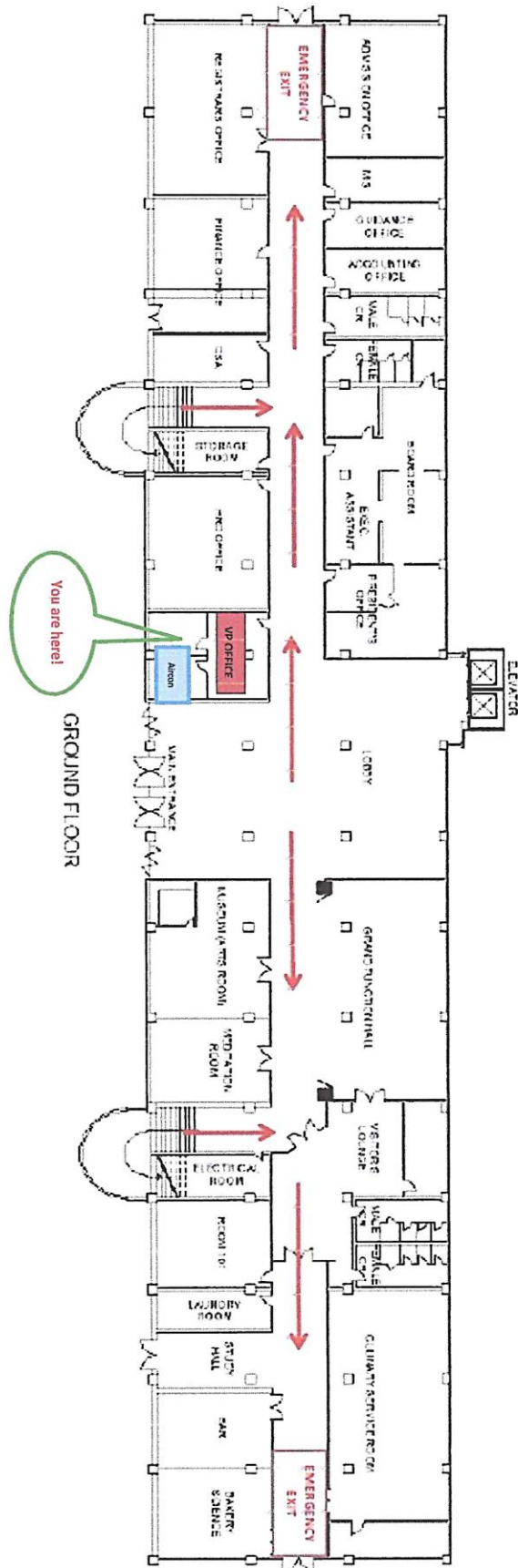
(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

 pasigcity.gov.ph



PAMANTASAN NG LUNGSOD NG PASIG

OFFICE OF THE VICE PRESIDENT



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



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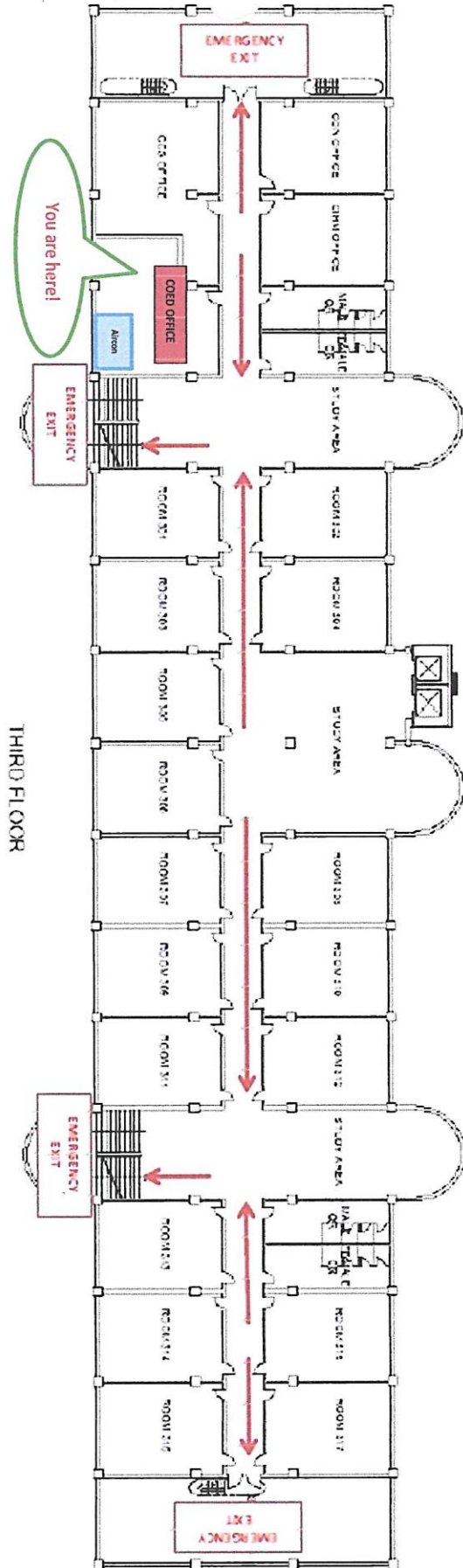
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PAMANTASAN NG LUNGSOD NG PASIG

COLLEGE OF EDUCATION



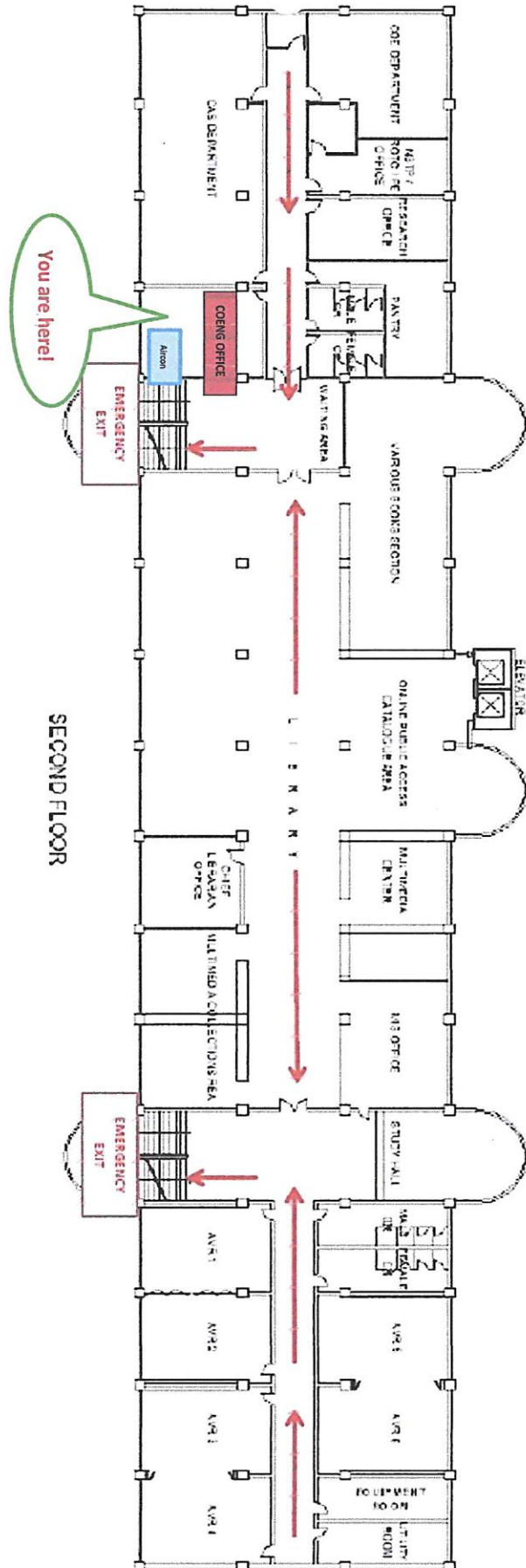
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PAMANTASAN NG LUNGSOD NG PASIG

COLLEGE OF ENGINEERING



SECOND FLOOR

Drawn by: N/A

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

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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), 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.

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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

SGD

ATTY. BEA THERESE P. VILLANUEVA

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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