Republic of the Philippines
# Philippine Economic Zone Authority

| | |
|---|---|
| RFQ No. | RFQ No. GSD 2024-50 |
| Date | May 09, 2024 |

## REQUEST FOR QUOTATION
## Alternative-Small Value Procurement

The Philippine Economic Zone Authority (PEZA) intends to undertake **Small Value Procurement** in accordance with **Sec. 53.9** of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

| Item No. | Quantity | Procurement for the Preventive Maintenance of Air-conditioning Units located at the PEZA Field Offices (One Year Contract) | Approved Budget for the Contract (ABC) (PhP) |
|---|---|---|---|
| 1 | 1 Lot | **Preventive Maintenance of Air-Conditioning Units located at the PEZA Field Offices (One Year Contract)** | **280,645.28** |
| **Deadline of Submission of Bid: May 14, 2024 05:00PM** | | | |

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **General Administrative Services Department, 9th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City**.

Bidders must submit sealed quotation/s manually in the address given together with the following documentary requirements:

| | |
|---|---|
| ✓ | Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate |
| ✓ | Omnibus Sworn Statement (Notarized) for ABCs above 50K under small value only<br>*Note: For sole proprietorship, please attach notarized Special Power of Attorney (SPA) for authorized representative; For partnership, corporation, cooperative, or joint venture, please attach notarized Secretary's Certificate, Board/Partnership Resolution, or SPA, whichever is applicable.* |
| ✓ | PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)* |

Award of contract shall be given to the lowest calculated and responsive bidder which complies with the Price Quotation (Annex A), Technical Specifications (Annex B), and Terms and Conditions (Annex C).

For any clarification, you may contact **General Administrative Services Department (GASD) at 8551-3451 loc. 336 or email us at gasd@peza.gov.ph**

**NILDA T. LUMAPAK**
Officer-in-Charge
General Services Division (GSD)

| RFQ No. | GSD 2024-50 |
|---|---|

Annex "A"

**PRICE QUOTATION FORM**

(Financial Bid)

**NILDA T. LUMAPAK**
Officer-in-Charge
General Services Division (GSD)
9th Floor Double Dragon Center, West Building, Macapagal Blvd. Pasay City

Dear Ma'am,

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s (inclusive of VAT) for the following items:

| Item No. | Description | *(A)* Quantity | *(B)* Unit Price (PhP) | *(A x B)* Total Bid Price (PhP) |
|---|---|---|---|---|
| 1 | **Preventive Maintenance of Air-conditioning Units located at the PEZA Field Offices (One Year Contract)**<br><br>**Please refer to Annex B for the complete specifications/reference and Annex C for the ACU Location and cost breakdown**<br><br>Bid Price must be inclusive of VAT and other charges | 1 Lot | | |

**NAME OF STORE** : _____

**ADDRESS** : _____

_____

**PHILGEPS REG. NO.** : _____

_____

**TIN** : _____

**AUTHORIZED SIGNATORY:** _____

*Signature Over Printed Name*

**DATE** : _____

**CONTACT NO.** : _____

**EMAIL ADDRESS:** _____

**INSTRUCTIONS:**

(1) Accomplish this Form (Annex A) correctly and accurately.
(2) Do not alter the contents of this form in any way.
(3) Failure to comply with any of the mandatory requirements will disqualify your quotation.
(4) Failure to follow these instructions will disqualify your entire quotation.
(5) Bids exceeding the ABC shall be automatically disqualified.

Annex "B"

# Terms of Reference

**Procurement for the Preventive Maintenance of Air-conditioning Units located at the PEZA Field Offices**

| Item No. | Specifications | Statement of Compliance (State whether "Comply" or "Not Comply") |
|---|---|---|
| I | **PREVENTIVE MAINTENANCE COVERS ACUS LOCATED AT THE PEZA FIELD OFFICES WITH THE FOLLOWING TYPES AND QUANTITY:** | |
| | a. Window Type – 24 units | |
| | b. Split Type – 9 units | |
| | c. Ceiling Mounted – 1 unit | |
| | d. Floor Mounted – 4 units | |
| | e. Wall Mounted – 3 units | |
| II | **QUARTERLY SERVICES** | |
| | a. Dismantling and cleaning of ACU blowers | |
| | b. General cleaning of evaporators and condensing coils using pressure washer | |
| | c. Dismantling and cleaning of panels, surface covers, grills, and air filters with soap and water | |
| | d. Flushing of drain lines | |
| | e. Re-assembly, re- alignment of ACU blowers, air filters, grills and panels' surface covers | |
| | f. Turn on circuit breaker for test run and commissioning | |
| | g. Check fan motor supply line voltage and current draws | |
| | h. Check compressor supply line voltage and current draws | |
| | i. Check and record operating pressure (suctions and discharge) and temperature | |
| | j. Check for loose bolts, nuts, anchor and fastening of all electrical and electronic parts | |
| | k. Check for elimination of unnecessary noise and vibration | |
| | l. Check possible refrigerated leaks | |
| III | **SERVICE REPORTS** | |
| | Spot Service Report shall be submitted right after the scheduled service, countersigned by a PEZA representative. The general findings/evaluation report shall be submitted not later than three (3) working days after the quarterly services. | |
| IV | **OTHER REQUIREMENT** | |
| | a. Provision of at least two (2) on call resident technicians as may be necessary to do check-up and/or troubleshooting with free labor and with immediate response time of not later than 9:00 AM the following day | |
| | b. One (1) month warranty for service done | |
| | | |
| | | |

| | | |
|---|---|---|
| V | **DURATION** | |
| | One (1) Year or as specified in the Contract/Service Agreement | |
| VI | **EXCLUSION** | |
| | a. Labor and materials for system reprocessing and reconditioning works | |
| | b. Cost of materials, spare parts for replacement such as compressor, fan motors filters, driers, expansion valves, thermostat switches, safety devices and other related components. | |
| | c. Repair in the leak systems, recharging the unit with the required Freon Gas. | |
| VII | **PENALTY CLAUSES** | |
| | a. In case the Service Provider fails to render the Preventive Maintenance as scheduled for any reason whatsoever, the Service Provider shall be liable for damages pursuant to Section 68 of the 2016 revised IRR of RA 9184 and associated issuances. | |
| | b. The Service Provider shall not assign or sub-contract the services or any portion thereof without the prior written approval of PEZA. Violation of this condition may be a ground for the cancellation of the contract by PEZA. | |

**AUTHORIZED SIGNATORY:** _____

(Signature Over Printed Name)

**DATE** : _____

**Annex "C"**
**List of ACU Location**
**(Cost Breakdown)**

| Special Economic Zone | Location | Split Type | Ceiling Mounted | Floor Mounted | Window Type | Wall Mounted | Amount (PhP) |
|---|---|---|---|---|---|---|---|
| CIP 1 | Bo. Canlubang, Calamba, Laguna | | | | | 2 | |
| CIP 2 | Brgy. Tulo, Calamba, Laguna | 1 | 1 | | | | |
| GMBP | Brgy. Maduya, Carmona, Cavite | 1 | | | 1 | | |
| JPCO MICT | Port Isla Puting Bato, Delpan, Tondo, Manila | | | 1 | | | |
| LIIP | Brgy. Mamplasan, Biñan, Laguna | | | | 2 | 1 | |
| LISP 1 | Brgy. Diezmo, Cabuyao, Laguna | | | 1 | 4 | | |
| LISP 2 | Real & La Mesa, Calamba, Laguna | | | | 3 | | |
| LISP 3 | Brgy. San Rafael, & Sta. Anastacia, Sto. Tomas, Batangas | 4 | | | | | |
| OBO LTI | Sta. Rosa, Biñan, Laguna | | | 2 | 1 | | |
| PTC | Brgy. Maduya, Carmona, Cavite | | | | 3 | | |
| FCIE | Brgy. Langkaan, Dasmariñas, Cavite | 1 | | | 3 | | |
| GBP | Gen Trias Cavite | | | | 3 | | |
| JPCO Clark | CIA, Clark Civil Aviation Complex | 2 | | | 1 | | |
| TSR | Pulong Sta. Cruz, Sta Rosa Laguna | | | | 1 | | |
| Victoria Wave | Bo. Malaria, Tala, Caloocan City | | | | 1 | | |
| PEZ | Bgry. Pulong Cacutud, Angeles, Pampanga | | | | 1 | | |
| **TOTAL** | | **9** | **1** | **4** | **24** | **3** | |

Annex "D"

# Terms and Conditions

## TERMS AND CONDITIONS

- Bidder shall type or write in "Ink" the following on the Price Quotation Form:
  - Name of Store
  - Address
  - PhilGEPS Registration No. / Organization No.
  - TIN
  - Authorized Signatory
  - Date
  - Contact Nos.
  - Email Address

- Submit the filled-up Forms (Annexes A and B) manually or thru email at the following address;

  **Manually** : GSD Office, 9th floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City

- Delivery Period: 15 calendar days upon receipt of NOA/ Contract/ PO/ WO or on the scheduled services.
- Terms of Payment: Through Cheque / 15 working days upon receipt of Original Sales Invoice / Billing Statement.
- Winning Bidder must deliver the items/services to the following address:
  - Please refer to Annex C for the Various Locations of PEZA Field Offices