Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	GSD 2026-02-09
Date	25 February 2026

REQUEST FOR QUOTATION
(Small Value Procurement)

The Philippine Economic Zone Authority (PEZA) intends to undertake **Small Value Procurement** in accordance with **Section 34** of the Implementing Rules and Regulations of the **Republic Act No. 12009**.

<table>
<tr><td>Name of Procurement Project</td><td>Procurement for the Preventive Maintenance Services for Air-Conditioning Units at the PEZA Field Offices
One (1) Year Contract</td></tr>
<tr><td>Description/Specifications</td><td>(Please refer to the attached Annex B)</td></tr>
<tr><td>Approved Budget for the Contract (ABC)</td><td>
<table>
<tr><th>Lot No.</th><th>Title of the Project</th><th>ABC</th></tr>
<tr><td>1</td><td>PMS for Aircon Units in Region IV-A</td><td>164,266.67</td></tr>
<tr><td>2</td><td>PMS for Aircon Units in NCR</td><td>33,266.67</td></tr>
<tr><td>3</td><td>PMS for Aircon Units in Region III</td><td>49,533.33</td></tr>
<tr><td colspan="2">Total ABC of the Project</td><td>₱ 247,066.67</td></tr>
</table>
</td></tr>
<tr><td>Deadline of Submission of Bid:</td><td>March 04, 2026 at 05:00PM</td></tr>
</table>

Interested bidders may submit their duly accomplished and filled-up Annex "A" and "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

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)*

Business and Annual Income Tax Return for ABC above 500K

Note:
- **Latest Income Tax Return filed via eFPS with proof of payment and filing, as applicable** (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) **and**
- **Latest Business Tax Return filed via eFPS, with proof of payment and filing** (Refers to the Value Added Tax (VAT) or Percentage tax returns covering the previous six (6) months. For those with less than six (6) months operations, this refers to the monthly business tax returns filed to date)

Award of contract shall be given to the lowest calculated and responsive bidder which complies with the Price Quotation (Annex A), Technical Specifications/Terms of Reference (Annex B), Location of Air-conditioning Units (Annex C) and Terms and Conditions (Annex D).

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

RJAY M. BINARAO
Acting Division Chief
General Services Division (GSD)

RFQ No.	GSD 2026-02-09

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

MR. RJAY M. BINARAO
Acting Division Chief
General Services Division (GSD)
9th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City

Dear Sir:

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:

Lot No.	Description	Total Bid Price
1	PMS for Aircon Units in **Region IV-A-** Four (4) Quarters *Window type - 18 units *Split type -13 units *Ceiling mounted -1 unit *Floor mounted - 3 units ***(Bid Price must be inclusive of VAT and other charges)***	
2	PMS for Aircon Units in **NCR**- Four (4) Quarters *Window type - 1 unit *Floor mounted - 2 units *(Bid Price must be inclusive of VAT and other charges)*	
3	PMS for Aircon Units in **Region III**- Four (4) Quarters *Window type - 3 units *Split Type - 3 units *(Bid Price must be inclusive of VAT and other charges)*	
	Total	

(Rate per Unit/Location: Inclusive of VAT and other Charges)

Location	Split Type (PhP)	Ceiling Mounted (PhP)	Floor Mounted (PhP)	Window Type (PhP)
Region IV-A				
NCR				
Region III				

COMPANY/CLINIC NAME : _____

ADDRESS : _____

_____

PHILGEPS REG. NO. : _____

BIR TIN No. : _____

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE : _____

CONTACT NO. : _____

EMAIL ADDRESS : _____

_____

_____

_____

For proper withholding tax and VAT treatment, may we confirm if your company is VAT-registered or non-VAT? _____

_____

INSTRUCTIONS:

(1) Accomplish this Form 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.

Annex "B"

TECHNICAL SPECIFICATION/ TERMS OF REFERENCE
Procurement for the Preventive Maintenance Services for Air-Conditioning Units at the PEZA Field Offices - One (1) Year Contract

Instructions: Bidders shall indicate "Comply" or "Not Comply" for every item listed below and shall state the specific page number(s) of their proposal or technical documents where compliance with the requirement is demonstrated.

[No]	[REQUIREMENT/DESCRIPTION/INFORMATION]	STATEMENT OF COMPLIANCE (State whether "COMPLY" or "NOT COMPLY")
I	PREVENTIVE MAINTENANCE COVERS ACUs AT THE PEZA FIELD OFFICES IN **REGION IV-A, NCR AND REGION III** WITH THE FOLLOWING TYPES AND QUANTITY:	
	1.1 Region IV-A	
	a. Window Type – 18 units	
	b. Split Type – 13 units	
	c. Ceiling Mounted – 1 unit	
	d. Floor Mounted – 3 units	
	1.2 NCR	
	a. Window Type – 1 unit	
	b. Floor Mounted – 2 units	
	1.3. Region III	
	a. Window Type – 3 units	
	b. Split Type – 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**	
	The Spot Service Report shall be submitted immediately after the scheduled service and must be countersigned by a PEZA representative. The general findings and evaluation report shall be submitted no later than three (3) working days after the completion of 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**	
	a. 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. 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.	
VIII	**PAYMENT TERMS**	
	a. Payment shall be based on the actual number of units serviced, supported by the corresponding service reports, and shall be made within fifteen (15) calendar days from receipt of all complete required documents, subject to applicable accounting and auditing rules and regulations.	
	b. In the event of an increase in the number of units during the contract period, the Service Provider shall likewise perform PMS on the additional units and shall bill using the rate per unit/location specified in Annex A.	

**Include copy of proposal/photo of the product if applicable*

We hereby commit to deliver the specified services in full compliance with the technical specifications, preventive maintenance schedule, and quality standards required by the procuring entity. We ensure that all units will be handled with care, free from defects, and in accordance with the agreed terms and conditions.

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name of Authorized Representative

DATE : _____

Annex "C"
Location of Air-conditioning Units

PEZA Special Economic Zone in Region IV-A		Split Type	Ceiling Mounted	Floor Mounted	Window Type
PEOPLE'S TECHNOLOGY COMPLEX (PTC)	Brgy. Maduya, Carmona, Cavite				2
FIRST CAVITE INDUSTRIAL ESTATE (FCIE)	Brgy. Langkaan, Dasmariñas, Cavite				3
GATEWAY BUSINESS PARK (GBP)	Gen Trias Cavite				3
GOLDEN MILE BUSINESS PARK (GMBP)	Brgy. Maduya, Carmona, Cavite	1			1
CARMELRAY INDUSTRIAL PARK I (CIP 1)	Bo. Canlubang, Calamba, Laguna	2			
CARMELRAY INDUSTRIAL PARK II (CIP 2)	Brgy. Tulo, Calamba, Laguna	1	1		
LAGUNA INTERNATIONAL INDUSTRIAL PARK (LIIP)	Brgy. Mamplasan, Biñan, Laguna	1			2
LIGHT INDUSTRY & SCIENCE PARK I (LISP 1)	Brgy. Diezmo, Cabuyao, Laguna			1	1
LIGHT INDUSTRY & SCIENCE PARK II (LISP 2)	Real & La Mesa, Calamba, Laguna				3
LIGHT INDUSTRY & SCIENCE PARK III (LISP 3)	Brgy. San Rafael, & Sta. Anastacia, Sto. Tomas, Batangas	4			
OBO LTI	Sta. Rosa, Biñan, Laguna			2	1
Toyota Sta Rosa (TSR)	Pulong Sta. Cruz, Sta Rosa Laguna				1
CALAMBA PREMIERE INTERNATIONAL PARK (CPIP)	Brgy. Batino, Calamba, Laguna	2			
LAGUNA TECHNOPARK INC. (LTI)	Sta. Rosa, Biñan, Laguna	2			1
Total: Region IV-A		**13**	**1**	**3**	**18**

PEZA Special Economic Zone in NCR		Split Type	Ceiling Mounted	Floor Mounted	Window Type
JPCO-NAIA	BOC Bldg., MIA Road, Pasay City			1	
JPCO MICP	BOC MICP South Access road Brgy Isla Puting bato Delpan Tondo manila			1	
Victoria Wave	Bo. Malaria, Tala, Caloocan City				1
Total: NCR				**2**	**1**
PEZA Special Economic Zone in Region III		**Split Type**	**Ceiling Mounted**	**Floor Mounted**	**Window Type**
PAMPANGA ECONOMIC ZONE (PEZ)	Bgry. Pulong Cacutud, Angeles, Pampanga				1
JPCO Clark	CIA, Clark Civil Aviation Complex	2			1
PDC INFORMATION TECHNOPARK, INC. (PDC-IT)	Brgy. Tambubong, San Rafael, Bulacan	1			
STA. MARIA INDUSTRIAL PARK (SMIP)	Brgy Bulac, Sta. Maria Bulacan				1
TOTAL: Region III		**3**			**3**

ANNEX "D"
Terms and Conditions

I.	**SUBMISSION OF DULY ACCOMPLISHED PRICE QUOTATION FORM** *(Annex A)* **AND TECHNICAL SPECIFICATION FORM** *(Annex B)*	Bidder shall type or write in "Ink" the following on the Price Quotation Form: - Name of Store - Address - PhilGEPS Registration/Org. No. - TIN - Authorized Signatory - Date - Contact Nos. - Email Address - VAT/Non-VAT confirmation - Copy of Proposal/Brochures, if applicable
II.	**TYPE OF SUBMISSION**	Submit the filled-up Forms (Annexes A and B) manually or thru email at the following address; **Manually**: ***Philippine Economic Zone Authority, GSD unit, 9th floor, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City*** **Email address**: ***gasd@peza.gov.ph***
III.	**DELIVERY PERIOD**	Delivery Period: Every quarter upon receipt of NTP/ Contract/ PO/ WO (Please refer to Annex B for the details)
IV.	**TERMS OF PAYMENT**	Terms of Payment: Through Cheque / 15 working days upon receipt of the Original Sales Invoice / Billing Statement and complete attachments/supporting documents
V.	**DELIVERY /LOCATION**	Winning Bidder must deliver the items/services to the following address together with the list of product/services: ****Please refer to Annex C: Location of Air-conditioning Units***