



PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	2021-06-0017
Date	02 July 2021

REQUEST FOR QUOTATION Alternative-Small Value Procurement

Name of Company: _____

Address: _____

The Philippine Economic Zone Authority (PEZA), through its Bids and Awards Committee (BAC) will undertake **Alternative/Small Value Procurement** in accordance with Sec. 53.9 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project	Bidding for Preventive Maintenance of Air-Conditioning Units
Description/Specifications	Attached Annex "A"
Approved Budget for the Contract (ABC)	PhP266,000.00
Deadline of Submission of Bid	09 July 2021

Interested bidders may submit their duly accomplished Price Quotation Form (Annex A) on or before the deadline of submission of bids to the BAC Secretariat at the PEZA Head Office, 10th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City.

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

- 1) PhilGEPS Registration Number;
- 2) Valid and Current Mayor's/Business Permit 2021; and
- 3) Omnibus Sworn Statement (OSS)

Award of contract shall be given to the lowest calculated bidder which complies with the terms of reference and list of ACU Location (Annex A) and terms and conditions (Annex B).

For any clarification, you may email bacsec@peza.gov.ph.


ALEEM SIDDIQUI M. GUIAPAL
BAC, Chair

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Annex "A"
PRICE QUOTATION FORM
(Financial Bid)

ALEEM SIDDIQUI M. GUIAPAL
Chairperson, Bids and Awards Committee
10th Floor Double Dragon Center
West Building, Macapagal Blvd.
Pasay City

Thru: BAC Secretariat

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 for the items as follows:

Quantity	Specification	Bid Price (PHP)
1 Lot	Preventive Maintenance of Air-conditioning Units	(Inclusive of VAT)

Signature over Printed Name

Office Telephone No. / Mobile Telephone No.

Email address/es

INSTRUCTIONS:

- (1) Accomplish this RFQ 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.

PHILIPPINE ECONOMIC ZONE AUTHORITY
Preventive Maintenance of Air-Conditioning Units
2021

Terms of Reference

1. Preventive Maintenance covers ACUs located at the PEZA Field Offices with the following types and quantity:
 - a. Window-Type - 38
 - b. Split Type - 19

2. 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

3. 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.

4. Other Requirements
 - 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 services done

5. 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 system, recharging the unit with the required Freon Gas.

PEZA List of ACU Location

Special Economic Zone	Location	Window Type	Split Type
CIP1	Canlubang Laguna	1	1
CIP2	Calamba Laguna	2	2
CPIP	Calamba, Laguna	3	
GMBP	Carmona, Cavite	1	1
JPCO Clark	Clark Pampanga	1	1
JPCO MICT	MICT North Manila		1
JPCO NAIA	BOC, Parañaque City	1	2
LIIP	Biñan Laguna	2	3
LISP1	Cabuyao Laguna	4	1
LISP2	Calamba, Laguna	3	
LISP3	Tanauan, Batangas		2
LTI	Sta Rosa Laguna	1	
OBO Philtown	Tanauan Batangas	2	1
OBO LTI	Sta Rosa Laguna	1	
PEZ	Pampanga Economic Zone	1	
PTC	Carmona Cavite	6	
TAP	Sta Rosa Laguna	2	
FCIE	Dasmariñas, Cavite	3	
TECO	Mabalacat Pampanga		2
Victoria Wave	Malaria North Caloocan	1	
FIT	Sto. Tomas Batangas		1
GAP	Sta. Rosa Laguna		1
GBP	Gen Trias Cavite	3	

(Annex B)

TERMS AND CONDITIONS

- Bidder shall type or write in "Ink" the following on the **sealed envelope**:
 - his/her name or business name;
 - address; and
 - identification of the item/s being quoted.
- Delivery period: 30 calendar days upon receipt of NTP/Contract.
- Terms of payment: Through Cheque/15 working days upon receipt of original invoice.
- Winning bidder must deliver the item/s to the following address:
9th Floor Double Dragon Center, West Building, DD MeridianPark
Macapagal Avenue, Pasay City