



REQUEST FOR QUOTATION

DATE: 09 MAY 2024

Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

Dear Sir/Madam:

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided in the table below, and at the dorsal portion of this form. We would appreciate receiving your offer in this form duly accomplished and signed by you or your authorized representative:

Submission of Quotation	Delivery Terms	Payment Terms
<p>Closing Date &amp; Time: 13 MAY 2024 AT 12:00NN</p> <p>Via E-mail or Fax to:</p> <p><a href="mailto:ranjev.garcia@ro.mwss.gov.ph">ranjev.garcia@ro.mwss.gov.ph</a></p> <p>Submit Eligibility Documents/ Info:</p> <p>PhilGEPS Registration; TIN; Business Permit.</p>	<p>1. <u>Delivery of goods and services in accordance with the Schedule of Requirements in the Terms of Reference (TOR).</u></p> <p>2. Delivery within ____ days from the receipt of check payment.</p> <p>3. Place of delivery: <u>MWSS Regulatory Office</u> <u>Katipunan Ave., cor. H.</u> <u>Ventura Street, Brgy. Pansol</u> <u>Quezon City, Manila</u></p>	<p>1. <u>In accordance with the Terms of Payment in the TOR.</u></p> <p>2. ____ days preparation of check upon the acceptance of P.O.</p> <p>3. <input checked="" type="checkbox"/> Check or ____ Cash</p> <p>4. <input checked="" type="checkbox"/> Full or ____ Partial ____% Bal. _____</p>

Thank you very much.

Very truly yours,  
  
RAMON A. JAVIER  
Department Manager

Date: \_\_\_\_\_

The Manager:

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation for the items as follows: (please indicate number of pages/sheets including this page (1 of \_))

Particulars/ Descriptions / Specifications	Estd. Cost / Approved Budget	OFFER		
		Qty./Units	Unit Price	Total
PR No. 24-080 Comprehensive Preventive Maintenance, Repair, and Replacement of Accessories of the Air-Condition Units in the MWSS RO Building	P319,000.00	1 lot		
<u>*See attached TOR for reference</u>		If any, <u>Delivery/Pick-up Terms:</u> _____  <u>Payment Terms:</u> _____		
Amount in Words:		TOTAL:		
Our Legal Documents/Eligibility Information:		Signature Over Printed Name Contact No.: _____ Email Address: _____		
PhilGEPS Reg. No.: _____				
TIN: _____				
Business Permit No.: _____				
Issued at: _____				
Expiry Date: _____				







TERMS AND CONDITIONS:

1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN **THIRTY (30)** CALENDAR DAYS FROM DATE OF QUOTATION.
2. The following requirements must be submitted PRIOR to: ☒ submission of offer/s; ☐ evaluation of offer/s; or ☐ issuance of Notice of Award (please check one)

(Please check one)	Mayor's Permit	Curriculum Vitae (Consulting)	PhilGEPS No.	Income, Business Tax Returns	Omnibus Sword Statement
<input type="checkbox"/> Direct Contracting	✓		✓	✓ For ABC above P500K	
<input type="checkbox"/> Shopping	✓		✓		
<input checked="" type="checkbox"/> NP-Small Value Procurement	✓	✓	✓	✓ For ABC above P500K	✓ For ABC above P50K
<input type="checkbox"/> Lease of Venue	✓ Except for gov't agency		✓ Except for gov't agency	✓ Except for gov't agency	

\*For individuals engaged under Small Value Procurement, only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.

3. AWARDEE shall be responsible for the source(s) of his supplies/materials/equipment shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDEE and for awarding to the next lowest complying quotation.
4. AWARDEE shall pick up purchase order(s) issued in his favor within **three (3)** days after receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the AWARDEE. Thereafter, if the purchase order(s) remain unclaimed, the said purchase order(s) shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the delivery of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
5. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but fails to deliver the required product(s) within the time called for in the same order, he shall be extended a minimum fifteen (15) calendar days under liquidated damages to make good his delivery. Thereafter if AWARDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE. The procurement service shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA-9184 and its IRR-A.
6. All deliveries by suppliers shall be subject to inspection and acceptance by the MWSS Regulatory Office. All necessary laboratory tests undertaken by the MWSS Regulatory Office on the item(s) shall be for the account of the supplier.
7. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages, subject to the terms and conditions prescribed under paragraph 4 hereof.
8. Supplier shall guarantee his deliveries to be free from defects. Any defective item(s) / product(s), therefore that may be discovered by the MWSS Regulatory Office, within three (3) months after acceptance of the same, shall be replaced by the supplier within seven (7) calendar days upon receipt of a written notice to that effect.
9. A penalty of one-tenth of one percent (0.001) of the total value of the product(s)/good(s) purchased shall be deducted for each day of delay in the delivery of the product(s)/good(s) ordered.
10. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
11. As a pre-condition to payment, IMPORTATION DOCUMENTS specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the supplier to the MWSS Regulatory Office.
12. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.



# TERMS OF REFERENCE FOR THE PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICES FOR THE AIR- CONDITIONING UNITS OF THE MWSS RO BUILDING

## I. PURPOSE

The MWSS RO intends to engage the services of a duly accredited Air-conditioning and Refrigeration Service and Repair Contractor (Contractor) with the Department of Trade and Industry (DTI) for the preventive maintenance, repair and replacement of parts and accessories of the Air-conditioning units of the MWSS RO Building. A Contractor with the necessary expertise, experience, and capacity to render such services at the MWSS RO Building located at Katipunan Avenue Corner H. Ventura St., Bgy. Pansol, Balara, Quezon City.

## II. SCOPE OF WORK

The scope of work shall cover the supply of all labor, materials, tools, equipment, supervision and all operations necessary for the comprehensive maintenance of the air conditioning units installed at the MWSS RO Building, as follows:

	Variable Refrigerant Volume (VRV) Air-conditioning System	Capacity	Quantity
1	Wall Mounted - LG	0.5 TR	6
		1.0 TR	3
		2.0 TR	3
2	Ceiling Cassette - LG	1.5 TR	7
		2.0 TR	14
		2.5 TR	8
		3.0 TR	10
		4.0 TR	5
3	ACCU - LG	2.0 TR	1
		9.55 TR	1
		11.15 TR	2
		14.33 TR	2
		19.11 TR	3
	Split Type Air-conditioning System	Capacity	Quantity
4	Floor Mounted - Koppel	5.0 TR	5
5	ACCU - Koppel	5.0 TR	5
TOTAL			75

The following maintenance work shall be performed by the Contractor and must maintain a record of all preventive maintenance activities accomplished on each AC units, including the results of checks done and parts due for replacement and actually replaced, duly signed by its authorized representative.

1. General cleaning of all air-conditioning units, including internal components
2. Shutting off the unit
3. Removal of air filters for cleaning
4. Cleaning of the following parts:
  - Cooling coils (using power spray)
  - Fan blades
  - Condenser coil (with pressure washer)
  - Drain line (by flushing)
  - Blower assembly
  - All other internal components of the units
5. Greasing of motor bearing and other moving parts requiring lubrication
6. Technical audit of equipment condition, including freon charging and actual electrical reading operation of the units.
7. Drying of internal components using compressed air
8. General service and inspection of all the components of the air-conditioning system.
9. Assembly and start-up
10. Check-up and repair of undesirable noise and vibration of the unit
11. Observation of the compressor performance and recommendation for repair/replacement, if necessary
12. Check-up of all moving parts, such as fan motor bearing/bushing and shaft evaporator blower and blade, and recommendation for repair/replacement of parts, if necessary
13. Inspection of all components of the system, including electrical control, and implementation of required adjustment/s, recommendation for repair/replacement of parts as may be necessary
14. Check-up of all refrigerant lines in the air-conditioning system and replenishment of the same if necessary
15. Check-up and repair of equipment corrosion, de-rust, which include preparation with primer and repainting of affected parts.
16. Recommendation on the repair and replacement of unit and parts that should be undertaken, and submission of complete item specifications and price quotation that may be used as reference (cost of labor and materials) within two (2) days upon the detection of defects for the following:
  - Recharging of refrigerant R-410A
  - Replacement of AC filter
  - Replacement of fan motor
  - Replacement of fan blade
  - Replacement of filter
  - Replacement of thermostat
  - Replacement of capacitor
  - Replacement of relay and timers
  - Replacement of switches
  - Replacement of control wire
  - Replacement of compressor

17. Other Services:



- Emergency “Call-in” Provisions;
- Free check-up, troubleshooting, and minor repair;
- Should respond within 24 hours upon receipt of call;
- Cost of replacement of parts is excluded;
- Prepare and submit clear and detailed service report including the findings and recommendations for evaluation;
- In case of delivery of new air conditioning units, MWSS shall formally notify the supplier of the new units to be included in the preventive maintenance activity in exchange for the replaced units.

### III. SCHEDULE OF REQUIREMENT

All preventive maintenance and repair works shall be performed semi-annually during Saturdays, Sundays or Holidays of the Month, preferably on the dates indicated in the table below:

Location	Schedule		Number of Units
Ground Floor	2 <sup>nd</sup> Quarter Schedule	4 <sup>th</sup> Quarter Schedule	19
Ground Floor			19
Second Floor			19
Third Floor			18

### IV. QUALIFICATIONS OF CONTRACTOR

The Bids and Awards Committee (BAC) shall determine the winning Contractor based on the Lowest, complying, responsive Price Quotation. The evaluation of Price Quotations shall be based on the non-discretionary “pass or fail system criteria, provided, however, that the BAC may require the presentation of the original documents or materials to support the Contractor’s compliance. The Contractor shall submit proof of qualification with the following minimum requirements:

1. Valid **PhilGEPS** registration certificate/number;
2. **DTI Accreditation.** The Contractor must be DTI Accredited under the classification of Air-conditioning and Refrigeration Service and Repair Enterprise;
3. **Minimum of Five (5) years of Experience.** The Contractor must submit proof of its experience engaged as Preventive Maintenance Service Provider for Air-conditioning Units for at least Five (5) years;
4. **TESDA Certification.** The Contractor must deploy technically capable personnel with TESDA Certification and minimum of Three (3) years of work experience.
5. **Omnibus Sworn Statement.** The Contractor shall submit a duly notarized Omnibus Sworn Statement in the prescribed form.

### V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for this Contract (ABC) is *Three Hundred Nineteen Thousand Pesos Only (PhP 319,000.00)* for one (1) year, inclusive of all related taxes. Should the contract be renewed for another year, the ABC must be equivalent to the originally awarded contract. If during the term of the contract, the MWSS RO installed additional air-conditioning units, the price for the preventive maintenance and/or repairs of the new unit shall be equivalent to the awarded price per unit of the existing installed units of the same capacity and/or brand.

## **VI. TERM OF THE CONTRACT**

The Term of the Contract for the Preventive Maintenance, Repair and Replacement of parts and Accessories of the Air-conditioning units of the MWSS RO Building shall be for one (1) year or twelve (12) months, to commence upon the acceptance of the Purchase Order by the Contractor.

## **VII. TERMS OF PAYMENT**

The Terms of Payment for the services rendered by the contractor shall be semi-annual and within thirty (30) days from acceptance by MWSS RO, subject to the submission of billing statement, duly accomplished Service Reports and other documentary requirements.

Each payment shall be supported by a Certificate of Acceptance and Inspection for satisfactory services rendered based on the required schedule of requirements signed by the Inspection and Acceptance Committee and the end-user representative.

## **VIII. DUTIES AND RESPONSIBILITIES OF MWSS RO**

The MWSS RO, through Property and Supply Unit, shall closely monitor the implementation of the preventive maintenance activity in accordance with the specifications and conditions of the contract.

During each scheduled preventive maintenance, an authorized representative of MWSS RO shall be available to supervise the procedures and ensure that office properties, such as computers and other equipment are secured.

## **IX. OTHER TERMS AND CONDITIONS**

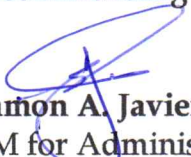
1. Contractor's technical personnel must be available/reachable all throughout the period of contract (24/7) and their official contact numbers i.e. office telephone and mobile phone numbers, to reply to all queries on various issues, requests or inquiries that require urgent over-the-phone support.
2. Technical support must be provided in situations that require the presence of personnel of the contractor at MWSS RO site as urgently needed to perform critical activities such as fixing or solving problems related to the Air-Conditioning Unit (ACU).




3. On-site support shall be provided based on mutual assessment of the criticality of issues being escalated by the MWSS RO.
4. On-site technical support assistance shall be provided within three (3) hours response time support calls received during office hours and four (4) hours if after office hours or during weekends/holidays.
5. Periodically submit a summary of total technical support visits done for review/reference of MWSS RO.
6. The Contractor shall be responsible and be liable for any accidental damages to the air-conditioning units during the actual performance of their job.
7. The Contractor shall primarily take into consideration the safety of its workers by providing the necessary Personal Protective Equipment while conducting the regular preventive maintenance service.
8. The Contractor shall hold MWSS RO free and harmless from and against any and all claims, liabilities, obligations, costs and expenses, arising from or in connection with damages or personal injury to third persons, the Contractor's employees, agents and invitees occasioned by the act, negligence or fault of or omission of the Contractor, its agents, employees or invitees.

**\*\*end\*\***

Recommending Approval:

  
**Ramon A. Javier**  
DM for Administration

Approved:

  
**Claudine B. Orocio-Isorena**  
DA for Administration and Legal Affairs