



## REQUEST FOR QUOTATION

Date: **February 29, 2024**

RFQ No.: **019-24**

**Name of Supplier / Company:** \_\_\_\_\_

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

**TIN:** \_\_\_\_\_

The **Department of Agriculture - Bureau of Agricultural and Fisheries Engineering (BAFE)**, through its **Bids and Awards Committee (BAC)**, intends to procure **Service Maintenance of Various Air-Conditioning Units (ACUS) of the Bureau of Agricultural and Fisheries Engineering (BAFE) CY 2024** which will be undertaken in accordance with Section 53.9 (Small Value Procurement) of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided on the last page of this Request for Quotation (RFQ). Submit your quotation/proposal **duly signed by you or your duly authorized representative** not later than **March 6, 2024, at 12:00 noon**.

To support your eligibility to participate in government procurement, the following **mandatory requirements** shall be submitted along with a signed quotation/proposal:

1. **Valid Mayor's/Business Permit\***;
2. **Proof of PhilGEPS Registration (Screenshot of Organization Profile or Certificate of PhilGEPS Platinum Membership)\*; and**  
*\*Valid PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's/Business Permit and PhilGEPS Registration/Certificate Number.*
3. **Notarized Omnibus Sworn Statement** preferably using the GPPB-prescribed form, for Approved Budget of Contract (ABC) **above P50,000.00**.

Open quotations should be submitted personally at **BAC Secretariat Office, BAFE Office, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City**. Alternatively, an electronic copy of the signed quotation/proposal and other eligibility requirements (Certified True Copy) may be submitted at email address **bafe.procurement@gmail.com**.

For any clarification, you may contact us at telephone no. **(02) 8273-2474 loc. 3351** or at **bafe.procurement@gmail.com**.

  
**RHODORA R. CONCEPCION**  
BAC Secretariat Head



**INSTRUCTIONS**

1. Accomplish this RFQ correctly, completely, and legibly.
2. Do not alter the contents of this form in any way.
3. Failure to comply with any mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

1. Please quote your best offer for the items below. **Please do not leave any blank items. Items with no price indicated shall be considered non-compliant but specifying "0" (zero) or "-" (dash) for the said item would mean that it is being offered for free to the Government;** and
2. The information stated below shall be the basis for evaluating and calculating your quotation.

ITEM DESCRIPTION/ SPECIFICATION	QUANTITY  (A)	UNIT	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	PLEASE FILL IN YOUR OFFERED PRICE PER UNIT  (B)	PLEASE FILL IN YOUR TOTAL OFFERED PRICE  (AxB)	OFFERED BRAND & MODEL  (IF APPLICABLE)
<b>Service Maintenance of Various Air-Conditioning Units (ACUS) of the Bureau of Agricultural and Fisheries Engineering (BAFE) CY 2024</b>							
Window Type (19 units x 1,200 x 4 quarter)	19	unit	4,800.00	91,200.00			
Window Type (1 unit x 1,200 x 2 quarter)	1	unit	2,400.00	2,400.00			
Split Type/Wall Mounted (2 units x 2,200 x 4 quarter)	2	unit	8,800.00	17,600.00			
Split Type/Wall Mounted (1 unit x 2,200 x 2 quarter)	1	unit	4,400.00	4,400.00			
Package Type/Floor Mounted (6 units x 2,600 x 4 quarter)	6	unit	10,400.00	62,400.00			
Package Type/Floor Mounted (1 unit x 2,600 x 2 quarter)	1	unit	5,200.00	5,200.00			
<b>TOTAL</b>			-----	<b>183,200.00</b>			

\*The above-quoted prices are **inclusive** of all costs and applicable taxes.

\*Please see attached Technical Specifications on pages **5 and 8**.





<b>FINANCIAL OFFER</b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>One Hundred Eighty Three Thousand Two Hundred Pesos (PhP183,200.00)</b>	In words: _____ _____

**Terms of Payment:**

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and Under Acceptance of the product. Bank Transfer shall be charged against the creditor's account.

**Payment Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Branch: \_\_\_\_\_

**Sir/Madam:**

After carefully reading and accepting the Terms and Conditions, I/We submit our quotation for the item/s indicated above.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Contact No./ Email Address





### TERMS AND CONDITIONS

1. Bidders shall provide the correct and complete information required in this form.
2. Price quotation/s must be valid for a period of **ONE HUNDRED TWENTY (120) CALENDAR days** from the submission date of quotation.
3. Price quotation/s, to be denominated in Philippine pesos shall include all taxes, duties, and/or levies payable, including delivery charges.
4. Partial bid/s is/are allowed for requirements to be procured by lot.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
7. Awarding shall be done by **LOT**. Award of the contract shall be made to the single/lowest calculated quotation (for goods and infrastructure) or, the single/highest rated offer (for consulting services), which complies with the minimum technical specifications and other terms and conditions stated herein.
8. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by you or any of your duly authorized representative/s.
9. Delivery and/or Installation Period: **The contract duration shall start from March 2024 to December 2024**
10. The DA-BAFE shall have the right to inspect and/or test the goods to validate their conformity to the technical specifications.
11. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DA-BAFE shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
12. Payment shall be made thirty (30) days after delivery and acceptance of the item (s) and upon the submission of the required supporting documents, i.e, delivery receipt and/or billing statement, by the supplier. **Payments shall be based on actual services delivered.**
13. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DA-BAFE shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
14. The Winning Bidder shall submit the **originally-signed** quotation/proposal and other eligibility requirements (Certified True Copy) personally or via courier prior to payment of the completed contract.



### TECHNICAL SPECIFICATION

#### SERVICE MAINTENANCE OF VARIOUS AIR-CONDITIONING UNITS (ACUs) OF THE BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE) FOR CY 2024

##### I. OBJECTIVES

The BAFE intends to engage the services of a Service Provider duly authorized and with necessary expertise, experience and capacity to maintain various air-conditioning units of the office.

To maintain good ventilation and functional air-conditioned units for a conducive office and a good working environment.

##### II. APPROVED BUDGET FOR CONTRACT

The Approved Budget for Contract is **One Hundred Seventy One Thousand Two Hundred Pesos (Php 183,200.00)**

##### III. CONTRACT DURATION

The contract duration shall start from **March 2024 to December 2024.**

##### IV. CONTRACT PRICE

TYPE	BRAND AND CAPACITY	QUANTITY (UNIT)	UNIT COST PER UNIT	QUARTER	UNIT COST FOR THE WHOLE QUARTER	TOTAL COST
<b>Window Type</b> (19 units x 1,200 x 4 quarter)	GREE, 2.0 hp	19	1,200.00	4	4,800.00	91,200.00
<b>Window Type</b> (1 unit x 1,200 x 2 quarter)	Koolin Inverter, 2.0 hp	1	1,200.00	2	2,400.00	2,400.00
<b>Split Type/ Wall Mounted</b> (2 units x 2,200 x 4 quarter)	GREE Inverter, 1.5 hp	1	2,200.00	4	8,800.00	17,600.00
	TCL Inverter, 2.5 hp	1				



<b>Split Type/ Wall Mounted</b> (1 unit x 2,200 x 2 quarter)	Carrier Inverter, 2.0 hp	1	2,200.00	2	4,400.00	4,400.00
<b>Package Type/ Floor Mounted</b> (6 units x 2,600 x 4 quarter)	DAIKIN, 2.5 hp	5	2,600.00	4	10,400.00	62,400.00
	Kolin, 3.0 hp	1				
<b>Package Type/ Floor Mounted</b> (1 unit x 2,600 x 2 quarter)	Carrier Inverter, 4.0 hp	1	2,600.00	2	5,200.00	5,200.00
<b>TOTAL</b>						<b>183,200.00</b>

#### V. SCOPE OF SERVICE

The listed services below shall be done for the duration of the contract:

1. Annual maintenance activities (to be conducted on the 1st quarter of contract effectivity):
  - a. Complete general cleaning for all AC units, including the condenser and evaporator coils using an alkaline-base cleaner.
  - b. Repainting of metal base and bracket (*paint shall shoulder by the supplier*).
  - c. Conduct of inventory and diagnostic of the status of all air-conditioning units.
2. Quarterly Maintenance Activities (*see Section IX: Schedule of Service*):
  - a. Clean air filter/foam screen;
  - b. Clean blower wheels and fan blades;
  - c. Clean AC unit case, body, and face cover;
  - d. Check and clean the evaporator unit, air filter, and front grill assembly;
  - e. Check the operating condition of the compressor and fan motors;
  - f. Check the operating condition of swing vanes;
  - g. Check and analyze the cooling efficiency of the AC unit;
  - h. Check and clean the drain pan/drain line;
  - i. Check AC units for abnormal sound and vibrations;
  - j. Check and level equipment platform;
  - k. Straighten indoor and outdoor aluminum fins, if necessary;
  - l. Grease motor bearing and other moving parts that requires lubrications;
  - m. Conduct a thorough inspection of all electrical wirings/ connections and mechanical controls

#### VI. OBLIGATION OF THE SERVICE PROVIDER

The Service Provider shall:

1. Have at least two (2) years of experience in Air Conditioning Repair and Maintenance Services business (*e.g. proof of similar contract/SEC registration*).

2. Ensure that all AC units will undergo preventive maintenance according to the schedule provided by the end-user;
3. Be liable for any damages which may occur to the AC units during the performance of their service;
4. Inspect and summarize diagnostics of all units before conducting service;
5. Provide the necessary tools and equipment to be used such as, but not limited to, a pressurized water compressor, pushcart, ladders, and basic cleaning equipment;
6. Provide the basic cleaning materials and chemicals to undertake the preventive and regular maintenance;
7. Provide safety tools and equipment such as, but not limited to, personal protective equipment;
8. Assign at least one (1) Certified AC Technician (*provide document/certification company ID*);
9. Maintain a duly signed and authorized checklist/record of all preventive maintenance checks conducted on each Air-Conditioning (AC) unit; and
10. Provide a certificate of manpower, indicating at least six (6) qualified personnel assigned to carry out the maintenance service.

#### VII. RESPONSIBILITIES OF THE SERVICE PROVIDER'S TECHNICIAN

The AC Technician shall diligently perform the tasks listed below:

- a. Conduct quarterly preventive maintenance of AC Units;
- b. Provide a written report of services rendered and an inspection report every after conduct of the services to the General Services Section;
- c. Maintain a record or logbook of the maintenance status per AC unit and submit the same to the authorized personnel of the BAFE-GSS;
- d. Recommend repair and replacement of the units and parts that should be undertaken. The costs for the maintenance parts to be replaced and repair will be shouldered by BAFE; and
- e. Wear the proper uniform and identification while inside the BAFE premises.

#### VIII. REQUIREMENTS

The Service Provider shall include the following documents in the proposal:

1. Copy of NCII Certificate for air conditioning servicing; and
2. Conduct a site inspection and submit a certificate of site survey upon submission of Request for Quotation (RFQ).

#### IX. SCHEDULE OF SERVICE

The Service Provider shall coordinate with authorized personnel of the GSS for the scheduling of maintenance services and the conduct of services shall only be allowed on Saturdays.



QUARTERLY MAINTENANCE	ANNUAL MAINTENANCE
June 22, 2024	March 23, 2024
September 21, 2024	
December 21, 2024	

**X. TERMS OF PAYMENT**

1. Payment, inclusive of Value Added Tax, shall be made on a quarterly basis.
2. The Service Provider shall submit the listed items below not later than five (5) working days of the succeeding month to the General Services Section as a prerequisite for issuance of payment:
  - a. Billing statement based on actual services rendered;
  - b. Preventive Maintenance Certificate with Service Report as the basis for the accomplishment of preventive maintenance activities as supporting documents; and
  - c. Certificate of Acceptance & Service Rendered.
3. Subject to follow existing government, accounting, and auditing rules and regulations.

Prepared by:

  
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Noted by:

  
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