

**PRIVATIZATION AND MANAGEMENT OFFICE**

104 Gamboa St., Legaspi Village, Makati City

www.pmo.gov.ph

**REQUEST FOR QUOTATION (RFQ)**

DATE: April 4, 2023

Gentlemen/Ladies:

Please quote your lowest price(s) on the item(s) procurement of **Repairs and Maintenance of Airconditioning units** with an Approved Budget for the Contract (ABC) of **Seventy Three Thousand Five Hundred Pesos (Php73,500.00)**. Submit your quotation to the authorized canvasser of this office, through fax at **8894-2205** or thru email at **meddeleon@pmo.gov.ph**, on or before April 12, 2023 / 12: NN. Bids received beyond the deadline for submission will not be considered.

The contract/purchase order will be awarded to the qualified bidder/supplier/service provider whose proposal is the lowest and most responsive to the requirements of the Privatization and Management Office (PMO) and has no pending report/deliverables to PMO. Bids in excess of the ABC and with non-compliant or incomplete documentary requirements submitted shall automatically be disqualified.

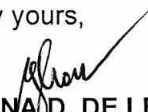
The PMO is in no way bound to accept the lowest price quotation or any proposal which is not advantageous to the government. Further, PMO reserves the right to accept or reject any or all price quotations/proposals at any time prior to contract award/purchase order without thereby incurring any liability to the affected bidder(s)/supplier(s)/service provider(s).

Please submit the following documentary requirements together with your quotation or proposal.

1. Certified photocopy of Mayor's/Business Permit
2. Certified photocopy of PhilGEPS Registration Number  
(Certificate of Platinum Membership may be submitted in lieu of documents 1 and 2 above.)
- Choose an item.
4. Notarized Omnibus Sworn Statement (SVP with ABCs above Php50K)  
(original copy shall be submitted subject to the award of contract)

Thank you.

Very truly yours,

  
**MA. ELENA D. DE LEON**  
Administrative Officer IV

## QUOTATION

DATE: \_\_\_\_\_

Dear Ms. De Leon;

We are pleased to submit our quotation/proposal for the procurement of **Repairs and Maintenance of Airconditioning Units** to PMO with Reference No. PMO-23- 29.

**ABC: Seventy Three Thousand Five Hundred Pesos (Php73,500.00)**

**MODE OF PROCUREMENT: Alternative Method - Small Value Procurement**

ITEM NO.	QTY	UNIT	ARTICLES	UNIT PRICE	TOTAL
1	1	JO	Supply of labor and materials for Preventive Maintenance and General Cleaning of 41 Airconditioning units for three quarters of 2023		
			Floor mounted aircon - 4 units		
			Split type aircon - 14 units		
			Window type aircon - 23 units		
			See attached Terms of Reference		
			<b>TOTAL AMOUNT</b>		

Amount in Words:

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### TERMS AND CONDITIONS:

1. Delivery Period: Within fifteen (15) calendar days from receipt of Purchase Order (P.O.)
2. Validity of Price Quotation: Thirty (30) calendar days from date of submission of quotation
3. Warranty Period: at least 3 months from date of delivery
4. Terms of Payment: Within 15-30 calendar days from receipt of billing and complete supporting documents.

We are also submitting herewith the following documentary requirements:

1. Certified photocopy of Mayor's/Business Permit
2. Certified photocopy of PhilGEPS Registration Number  
(Certificate of Platinum Membership may be submitted in lieu of documents 1 and 2 above.)  
Choose an item.
3. Notarized Omnibus Sworn Statement (SVP with ABCs above Php50K)  
(original copy shall be submitted subject to the award of contract)

Respectfully yours,

Signature : \_\_\_\_\_

Name of Supplier : \_\_\_\_\_

Designation : \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact No. : \_\_\_\_\_

## **TERMS OF REFERENCE**

### **Procurement of Preventive Maintenance and General Cleaning of Airconditioning Units For CY 2023**

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#### **1. Objective**

To engage the services of a Contractor/Supplier with necessary expertise, experience and capacity to maintain and repair and/or replace parts of various brands of airconditioning units.

#### **2. Coverage**

The services covers supply of labor, materials, tools, equipment and supervision for the preventive maintenance and general cleaning of airconditioning units with various brands and capacity (Hp) of PMO building

- a. Floor mounted - 4 units
- b. Split type - 14 units
- c. Window type - 23 units

#### **3. Approved Budget for the Contract (ABC)**

The Approved Budget for the Contract is Seventy Three Thousand Five Hundred Pesos (P73,500.00) or 24,500.00 per quarter inclusive of all applicable government taxes and charges.

#### **4. Contract Period**

The contract period shall be for three quarters from April 1 to December 31, of 2023.

#### **5. Mode of Procurement**

The mode of procurement shall be Negotiated Procurement - Small Value Procurement (SVP).

#### **6. Qualifications of the Contractor/Supplier**

The Contractor/Supplier must be in the business for at least two (2) years prior to the engagement and should have the necessary eligibility, experience and expertise in providing the preventive maintenance and general cleaning of airconditioning units subject of the Request for Quotation (RFQ).

The Contractor/Supplier must be a registered Philippine Government Electronic Procurement System (PhilGEPS) member at the time of contract for preventive maintenance and general cleaning of airconditioning units.

#### **7. Scope of Works**

Conduct quarterly scheduled general cleaning services which includes general cleaning with pressure washer, cleaning of air filters and water pressure evaporators, condenser coils, fan and blower.

Checking of electrical control, inspection of all aircon components, checking the operation, checking the thermostat, and making the necessary adjustments.

Clean drip and check drain lines for possible clogging. De-clogging of drain line system.

Submit report and recommendation regarding on the condition of the units.

Attend to calls requiring emergency check-up.

#### **8. Exclusions**

Excluded in the scope of works are the following:

Cost of labor and supervision for major repairs, recharging, system re-process, overhauling, re-painting and rehabilitation jobs .

Replacement of spare parts, evaporator, condenser, etc.

Any additional work not mentioned in the scope of works shall be billed separately.

#### **9. Additional Responsibilities**

During the implementation of the contract, the contractor/supplier shall provide protective covering (if necessary) for the affected equipment/area.

Abide by the rules, regulations and requirements of PMO.

Provide safety works programs to include wearing of company uniforms and or ID for all workers.

Provide protective items, such as face mask, face shields, gloves and the likes.

#### **10. Payments**

The PMO shall pay the Contractor/Supplier upon completion of each quarterly services rendered upon submission of the service billing/invoice. Payment shall be based on the actual cleaned air-conditioning units.

11. The PMO shall have the right to cancel or terminate the contract in the event that there will be a report of misconduct, wrongdoing, poor performance, or fails to perform any other obligation under the contract, pursuant to Annex I (III)(c) of the 2016 Implementing Rules and Regulations (IRR) of Republic Act No. 9184 otherwise known as the "Government Procurement Reform Act".

Authorized Signature  
Name & Title of Authorized Signatory  
Name of Supplier – Agency  
Supplier's Address