

## REQUEST FOR QUOTATION

04 January 2022

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

**RFP No.** TPB-PR.2022.01.004

**PR No.** 1.009

### REQUIREMENTS: GENERAL PREVENTIVE MAINTENANCE FOR ALL TPB AIRCONDITIONING UNITS

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>GENERAL PREVENTIVE MAINTENANCE FOR ALL TPB AIRCONDITIONING UNITS</b></p> <p><b>SCOPE OF WORK</b></p> <ul style="list-style-type: none"> <li>-General cleaning of the external surface of the evaporator coil and condensing units using a pressure washer.</li> <li>-General cleaning of air filter, condensing fan and motor blade, pull down evaporator blower.</li> <li>-Cleaning of the drainage system, drain pan, and de-clogging using a high-pressure washer.</li> <li>-Checking of fan motor bushing, bearing, and shafting</li> <li>-Checking of any refrigerant leak, oil leak, and water leak</li> <li>-Energizes the unit, check parameters and observation</li> <li>-Submit service report and recommendation on findings</li> </ul> <p><i>*This Will Be Charged Based on the Actual Number of Aircon Units Maintained</i></p> <p><i>**Any Unit Not Serviced Will Be Deducted</i></p> <p><b>BREAKDOWN OF UNITS</b></p>		
28	Ceiling Cassette Type Airconditioning Units	P2,100.00	P58,800.00
19	Wall-mounted Type Airconditioning Units	P1,600.00	P30,400.00
4	Floor Standing Type Airconditioning Units	P3,500.00	P14,000.00

1 8	Ceiling Suspended Type Airconditioning Units Window Type Airconditioning Units  <b>Note:</b> To ensure reliable service, Supplier must be an Authorized Service center for at least two (2) of any of the Brands/Makers indicated below: Samsung, Daiken, Panasonic, Carrier and Koppel  <b>Warranty:</b> Seven (7) days free service against water leak and error code display after PMS.	P3,800.00 P800.00	P3,800.00 P6,400.00  <b>Total Amount:</b> PhP113,400.00
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP113,400.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis\_lee@tpb.gov.ph** not later than **10 January 2022 on or before 1700H**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

1. Mayor's Permit/ License 2021
2. Income/Business Tax Return
3. Company Profile/ Reference
4. PhilGEPs Certificate
5. Omnibus Sworn Statement

Thank you very much.

**ELOISA A. ROMERO**

Head, Procurement and General Services Division

Contact Person

**(MISS) GENESIS WEIYN B. LEE**

Note: **All entries must be typewritten on your company letterhead.**

Price Validity shall be for a period of thirty (30) calendar days.