

19 September 2022

### REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2022.09.302**

PR No. **9.036**

Requirements : Corrective Maintenance Services of Air-conditioning at MARCOM, and Finance Department

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
1 lot	<p>Corrective Maintenance Services for the following air-conditioning units:</p> <ul style="list-style-type: none"> <li>- 1 unit “Samsun” Ceiling Cassette Inverter Type Air-con 4.0HP capacity at the <b>MARCOM Department</b> <b>Scope of Works:</b> <ol style="list-style-type: none"> <li>1. Reprocess of the system, Leak testing &amp; commissioning flushing w/ nitro, vacuuming, and recharging of Freon</li> <li>2. Supply and Installation of Coil Sensor</li> <li>3. Start and Observation</li> </ol> <b>ABC- 12,500.00</b> </li> <li>- 1 unit “Carrier” Ceiling Cassette non-inverter Type Air-con 3TR capacity at Finance Department <b>Scope of Works:</b> <ol style="list-style-type: none"> <li>1. Reprocess of the system, Leak testing &amp; commissioning flushing w/ nitro, vacuuming, and recharging of Freon</li> <li>2. Start and Observation</li> </ol> <b>ABC- 7,500.00</b> </li> </ul> <p>Warrant: 30 days on workmanship</p> <p><b>LEGAL REQUIREMENT:</b></p> <ol style="list-style-type: none"> <li>a. PhilGEPS Certificate</li> <li>b. Mayor’s Business Permit</li> <li>c. SEC/DTI Registration Certificate</li> <li>d. BIR Registration /TIN</li> <li>e. Statement of Compliance to the Technical Specification (<b>Annex “A”</b>)</li> </ol>	Php20,000.00	Php20,000.00

	<p><b>ATTACHMENTS:</b></p> <p>a. Statement of Compliance to the Technical Specification (Annex “A”)</p> <p><b>NOTE:</b></p> <p>1. All entries must be typewritten on your company letterhead.</p> <p>2. Price Validity shall be for a period of thirty (30) calendar days.</p>		
Terms	30 days from receipt of Invoice		
Delivery	7 days from receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		<b>Php20,000.00</b>

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [bhong\\_ducusin@tpb.gov.ph](mailto:bhong_ducusin@tpb.gov.ph) not later than **23 September 2022 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%)

Thank you very much.

  
**ROSELLE D. ROMERO**

Acting Head, Procurement and General Services Division

Contact person: Jose T. Ducusin, Jr  
Contact number: 02 8525 -7312 / 8525 – 9318 to 27

<b><u>TECHNICAL SPECIFICATION</u></b>			
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification			
Item	Description	Total Quantity	Bidder's Statement of Compliance
A.	<b>Corrective Maintenance Services of Air-conditioning at MARCOM, and Finance Department</b>	1 lot	
	"Samsun" Ceiling Cassette Inverter Type Air-con 4.0HP capacity at the <b>MARCOM Department</b> <b>Scope of Works:</b> <ol style="list-style-type: none"> <li>1. Reprocess of the system, Leak testing &amp; commissioning flushing w/ nitro, vacuuming, and recharging of Freon</li> <li>2. Supply and Installation of Coil Sensor</li> <li>3. Start and Observation</li> </ol> <b>ABC- 12,500.00</b>	1 unit	
	"Carrier" Ceiling Cassette non-inverter Type Air-con 3TR capacity <b>at Finance Department</b> <b>Scope of Works:</b> <ol style="list-style-type: none"> <li>1. Reprocess of the system, Leak testing &amp; commissioning flushing w/ nitro, vacuuming, and recharging of Freon</li> <li>2. Start and Observation</li> </ol> <b>ABC- 7,500.00</b>	1 unit	
	<b>Warrant:</b> 30 days on workmanship		
	<b>DELIVERY DATE:</b> Must be delivered within Seven (7) calendar days upon receipt of Notice to Proceed (NTP) after which liquidated damages shall be imposed.		
<b><u>SCHEDULE OF REQUIREMENTS</u></b>			

	<p><b>PAYMENT SCHEDULE</b></p> <p>Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of the billing statement.</p> <p>Payments will be made through a Landbank of the Philippines (LPB) deposit. In case the supplier does not have an LBP account, bank charges will be shouldered by the supplier</p>	
	<p><b><u>TERMS OF PAYMENT</u></b></p>	
	<ol style="list-style-type: none"> <li>1. Please send the billing statement to the <b>TOURISM PROMOTIONS BOARD PHILIPPINES</b> after the completion of services.</li> <li>2. The supplier must have a Land bank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Land bank account, bank charges will be shouldered by the supplier.</li> </ol>	

**I hereby certify to Comply with all the above Technical Specifications.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Representative

\_\_\_\_\_  
Date