

26 January 2023

REQUEST FOR QUOTATION

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

RFQ No. RFQ 2023.01.107
PR No. PR-2023-01-014

Requirements: Preventive Maintenance Service Check-up and General Cleaning of all air-conditioning units

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 lot	<p>Scope of Works:</p> <ul style="list-style-type: none"> - General cleaning of external surface of evaporator coil and condensing units using pressure washer - General cleaning of air filter, condensing fan and motor blade and pull down evaporator blower of all floor mounted and ceiling suspended Units - Cleaning of drainage system, drain pan and de-clogging using high pressure washer - Checking of fan motor bushing, bearing and shafting - Checking of any refrigerant leak, oil leak and water leak - Energize the unit, check parameters and observation - Submit service report and recommendation on findings <p>Breakdown of Units: These may change based on actual no. of aircon maintained. Any unit not served will be deducted.</p> <ul style="list-style-type: none"> - 26 - ceiling cassette type - 19 - wall-mounted type - 4 - floor-mounted type - 1 - ceiling suspended type - 8 - window type 	Php109,200.00	Php109,200.00

	<p>Note: To ensure reliable service, bidder must be an authorized service center or supplier for at least two (2) of any of the following brand/make: SAMSUNG, DAIKEN, PANASONIC, CARRIER, KOPPEL</p> <p>Warranty: 7 days free service against water leak and error code display after PMS</p> <p>LEGAL REQUIREMENT:</p> <ol style="list-style-type: none"> PhilGEPS Certificate Mayor's Business Permit SEC/DTI Registration Certificate BIR Registration /TIN Company profile (New Supplier) Omnibus Sworn Statement <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> Statement of Compliance to the Technical Specification (Annex "A") Omnibus Sworn Statement (Annex "B") <p>NOTE:</p> <ol style="list-style-type: none"> All entries must be typewritten on your company letterhead. Price Validity shall be for a period of thirty (30) calendar days. 		
Terms	30 days from receipt of Invoice		
Delivery	30 days from receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php109,200.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **31 January 2023 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.


ELOISA A. ROMERO
 Head, Procurement and General Services Division

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

ANNEX “A”

<u>TECHNICAL SPECIFICATION</u>			
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.	Preventive Maintenance Service Check-up and General Cleaning of all air-conditioning units	1 Lot	
	<p>Scope of Works:</p> <ul style="list-style-type: none"> - General cleaning of external surface of evaporator coil and condensing units using pressure washer - General cleaning of air filter, condensing fan and motor blade and pull down evaporator blower of all floor mounted and ceiling suspended Units - Cleaning of drainage system, drain pan and de-clogging using high pressure washer - Checking of fan motor bushing, bearing and shafting - Checking of any refrigerant leak, oil leak and water leak - Energize the unit, check parameters and observation - Submit service report and recommendation on findings 		
	<p>Breakdown of Units: These may change based on actual no. of aircon maintained. Any unit not served will be deducted.</p> <ul style="list-style-type: none"> - 26 - ceiling cassette type - 19 - wall-mounted type - 4 - floor-mounted type - 1 - ceiling suspended type - 8 - window type <p>Note: To ensure reliable service, bidder must be an authorized service center or</p>		

	supplier for at least two (2) of any of the following brand/make: SAMSUNG, DAIKEN, PANASONIC, CARRIER, KOPPEL		
	Warranty: 7 days free service against water leak and error code display after PMS		
SCHEDULE OF REQUIREMENTS			
TERMS OF PAYMENT			
	<ol style="list-style-type: none"> 1. Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of billing of statement. 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. 		

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

Name of Company/Bidder

Signature over Printed Name of
Representative

Date

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]