

PHILIPPINE INFORMATION AGENCY
PIA Bldg, Visayas Avenue, Diliman Quezon City

REQUEST FOR QUOTATION (RFQ)

The Philippine Information Agency (PIA), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers to quote their lowest price on the items listed in the Suppliers Quotation Form (Annex A) subject to the General Conditions stated herein.

NAME OF PROJECT: **GENERAL CLEANING OF TWENTY-FIVE (25) AIR-CONDITIONING UNITS**

APPROVED BUDGET FOR THE CONTRACT: **PHP 70,000.00**

General Conditions:

1. Bidding will be conducted through Small Value Procurement under Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act. No. 9184, otherwise known as the "Government Procurement Reform Act."
2. Suppliers are required to submit the following prior to notification by the BAC of the award:
 - a. Valid & Current Mayor's/Business Permit for 2024;
 - b. Valid & Current PhilGEPS Registration Certificate/Number;
 - c. Income Tax Return (for ABCs above P500K)
 - d. Omnibus Sworn Statement (for ABCs above P50K);
 - e. Bids should be valid for a period of 90 days.
3. DELIVERY PERIOD: 5 days upon receipt of P.O
4. The total price quoted is subject to VAT and other applicable taxes and payable check;
5. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with Paul John Delos Santos at Telephone number 8920-4338. The Quotation may be submitted through e-mail at paul.delossantos@pia.gov.ph or delivered to the address below on or before 25 October 2024 @ 5:00 P.M.

Philippine Information Agency
2nd Floor Procurement Section office
PIA Bldg., Visayas Ave., Diliman, Quezon City

The Philippine Information Agency (PIA) reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the Government.

ATTY. ALLAN VINCENT B. LORENZO
BAC-CHAIRPERSON

SUPPLIER'S QUOTATION

[illegible]

DELIVERY PERIOD: 5 days upon receipt of Purchase Order

PRICE VALIDITY: 90 days

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Printed Name and Signature

Business Name and Address

Telephone/Mobile No. and E-mail address

Date

Technical Specifications

Note: Bidders must state either “**Comply**” or “**Not Comply**” in the column “Statement of Compliance” against each of the individual parameters of each Specification:

Item	Specification	Statement of Compliance
	<p>SCOPE OF WORK</p> <ul style="list-style-type: none">• General cleaning of all air-conditioning units including all internal components• Shutting off the unit• Removal of air filters for cleaning• Cleaning of the following parts;<ul style="list-style-type: none">- Coiling coils (using power spray)- Fan blades- Condenser coil (with pressure washer)- Drain line (by flushing)- Blower assembly- All other internal components of the units• Drying of internal components using compressed air• Assembly and start-up• Cleaning of working area and cleaning of site <p>OTHER SERVICES</p> <ul style="list-style-type: none">• Prepare and submit clear and detailed service report including the findings and recommendations for evaluation <p>OBLIGATIONS OF THE SERVICE PROVIDER</p> <ul style="list-style-type: none">• Provide qualified technicians, supervision, tools, and equipment necessary to conduct the general cleaning• Submit service report to the representative upon completion of work before leaving the site. Detailed incident report may also be requested for further information• The general cleaning activity shall start five (5) days upon receipt of Purchase Order	

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder

Signature Over Printed Name
Of Authorized Representative

Date



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11375735
Procuring Entity PHILIPPINE INFORMATION AGENCY
Title GENERAL CLEANING OF 25 AIR-CONDITIONING UNITS
Area of Delivery Metro Manila

Solicitation Number:	24-10-099	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Airconditioning Maintenance Services		
Approved Budget for the Contract:	PHP 70,000.00	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	18/10/2024
Contact Person:	Paul John Hechanova Delos Santos Administrative Assistant III Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338 paul.delossantos@pia.gov.ph	Last Updated / Time	17/10/2024 15:25 PM
		Closing Date / Time	25/10/2024 17:00 PM

Description

PHILIPPINE INFORMATION AGENCY
PIA Bldg, Visayas Avenue, Diliman Quezon City

REQUEST FOR QUOTATION (RFQ)

The Philippine Information Agency (PIA), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers to quote their lowest price on the items listed in the Suppliers Quotation Form (Annex A) subject to the General Conditions stated herein.

NAME OF PROJECT: GENERAL CLEANING OF TWENTY-FIVE (25) AIR-CONDITIONING UNITS

APPROVED BUDGET FOR THE CONTRACT: PHP 70,000.00

General Conditions:

1. Bidding will be conducted through Small Value Procurement under Section 53.9 of the Revised Implementing Rules

and Regulations (IRR) of Republic Act. No. 9184, otherwise known as the "Government Procurement Reform Act."

2. Suppliers are required to submit the following prior to notification by the BAC of the award:

- a. Valid & Current Mayor's/Business Permit for 2024;
- b. Valid & Current PhilGEPS Registration Certificate/Number;
- c. Income Tax Return (for ABCs above P500K)
- d. Omnibus Sworn Statement (for ABCs above P50K);
- e. Bids should be valid for a period of 90 days.

3. DELIVERY PERIOD: 5 days upon receipt of P.O

4. The total price quoted is subject to VAT and other applicable taxes and payable check;

5. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with Paul John Delos Santos at Telephone number 8920-4338. The Quotation may be submitted through e-mail at paul.delossantos@pia.gov.ph or delivered to the address below on or before 25 October 2024 @ 5:00 P.M.

Philippine Information Agency
2nd Floor Procurement Section office
PIA Bldg., Visayas Ave., Diliman, Quezon City

The Philippine Information Agency (PIA) reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the Government.

ATTY. ALLAN VINCENT B. LORENZO
BAC-CHAIRPERSON

ANNEX A
SUPPLIER'S QUOTATION

ITEM NO.
DESCRIPTION QTY UNIT COST (Php) TOTAL COST (Php)

AIR CONDITIONING UNITS

FLOOR MOUNTED 18 units

WALL MOUNTED 5 units

CEILING MOUNTED 2 units

ABC: PHP 70,000.00

DELIVERY PERIOD: 5 days upon receipt of Purchase Order

PRICE VALIDITY: 90 days

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Printed Name and Signature

Business Name and Address

Telephone/Mobile No. and E-mail address

Date

Technical Specifications

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each Specification:

Item Specification Statement of Compliance

SCOPE OF WORK

- General cleaning of all air-conditioning units including all internal components
- Shutting off the unit
- Removal of air filters for cleaning
- Cleaning of the following parts;
 - Coiling coils (using power spray)
 - Fan blades
 - Condenser coil (with pressure washer)
 - Drain line (by flushing)
 - Blower assembly
 - All other internal components of the units
- Drying of internal components using compressed air
- Assembly and start-up
- Cleaning of working area and cleaning of site

OTHER SERVICES

- Prepare and submit clear and detailed service report including the findings and recommendations for evaluation

OBLIGATIONS OF THE SERVICE PROVIDER

- Provide qualified technicians, supervision, tools, and equipment necessary to conduct the general cleaning
- Submit service report to the representative upon completion of work before leaving the site. Detailed incident report may also be requested for further information
- The general cleaning activity shall start five (5) days upon receipt of Purchase Order

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder Signature Over Printed Name Date
Of Authorized Representative

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Airconditioning Units	General Cleaning of ACUs	25	Unit	70,000.00

Created by Ronelio N Hernandez

Date Created 17/10/2024

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.