



**REQUEST FOR QUOTATION  
 NP- SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2022- 0866  
 Date : May 18, 2022

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_

**Sir/Madam:**

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

Interested supplier/s are required to submit true copies of their valid **Mayor's Permit, Philgeps Registration Number, and Latest Income Tax Return** upon submission of quotation/s. An Omnibus Sworn Statement is required prior to award.


Please accomplish and submit this form together with **Annex A and Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 233-8785; 233-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **May 23, 2022 at 5:00 pm.**

Very truly yours,

  
**ROSARIO P. BACONG**  
 AO V/Head, Procurement Management Section

**Terms and Conditions:**

- Award shall be made on per:  item basis  total quoted price  lot basis
- Quotation validity shall be not less than **60 calendar days.**
- Good/s or Services shall be delivered within **May to December 2022.**
- Place of Delivery: **DSWD Field Office VII, Cebu City**
- Terms of Payment: **within 30 calendar days from the receipt of Billing Statement / Sales Invoice.**
- Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
- In case of discrepancy between total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail.
- Warranty Period, if applicable: \_\_\_\_\_

  
**BONAPARTE D. CASENAS II**  
 Canvasser

I am interested to quote and agree to the terms and conditions.

\_\_\_\_\_  
 (Signature over Printed Name of Service  
 Provider/ Authorized Representative)



**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
**Field Office VII, Cebu City**

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

RFQ No.: DSWD7-2022- 0866

Company Address: \_\_\_\_\_

Date: May 18, 2022

Contact Person: \_\_\_\_\_

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

PhilGEPS Registration No.: \_\_\_\_\_

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<b>PROVISION OF REPAIR AND PREVENTIVE MAINTENANCE SERVICES FOR THE AIRCONDITIONING UNITS OF FIELD OFFICE - VII FOR CY 2002</b>				
<b>1</b>	<b>1</b>	<b>lot</b>	<b>A. PREVENTIVE MAINTENANCE SERVICES</b> Approved budget for the contract (ABC) <b>(487,400.00)</b>				
			1) SPLIT-TYPE (0.5HP to 1HP) (11 units)				
			2) SPLIT-TYPE, (1HP to 2HP) (9) units				
			3) WINDOW TYPE (1HP to 2.5HP) (40 units)				
			4) FLOOR MOUNTED (3TR) (44 units)				
			5) WALL MOUNTED (3TR) (43 units)				
			6) CEILING MOUNTED (2HP) 9 units				
<b>2</b>	<b>1</b>	<b>lot</b>	<b>B. REPAIR SERVICES including materials</b> Approved budget for the contract (ABC) <b>(262,600.00)</b>				
			1) Chemical cleaning of indoor and outdoor units				
			2) Leak testing, soldering, reprocess/reflusing , and freon charging				
			3) Relocation of units including power supply, pipings and steel frames (if necessary)				
			4) Rewinding of fan motor				
			5) Replacement of compressor units including power and control wirings				
			6) Repair/replacement of control switch and/or thermostat				
			7) Replacement of capacitor				
			8) Replacement of fan blade				
			9) Replacement of rubber mounting for fan motor				
			10) Repair/replacement of rubber insulations				
			11) Repair/replacement of damage physical parts and accessories				
			12) Repair/replacement of motherboards & other electronic parts & accessories				

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			<p><b>TERMS OF REFERENCE</b></p> <p><b>I. PROJECT INFORMATION</b></p> <p><b>PROJECT TITLE:</b>  <b>PROVISION OF LABOR AND MATERIALS/ SUBSTANCES FOR THE REPAIR AND PREVENTIVE MAINTENANCE OF AIR-CONDITIONING UNITS OF DSWD FIELD OFFICE VII FOR CY 2022</b></p> <p><b>Location: Region VII</b></p> <p><b>II. RATIONALE/BACKGROUND</b>  As part of the efforts to effectivity and efficiently manage the maintenance and repair services of air-conditioning units of the Department through the General Services Management Section to ensure continuous and conducive cooling system of the office</p> <p>With the limited skilled manpower resources on this field of expertise, the Department will be procuring service provider to ensure that every activity will be smoothly delivered to meet the expected performance of each equipment.</p> <p><b>III. OBJECTIVES</b>  The Department of Social Welfare and Development - Field Office VII intends to engage the services of a Contractor or Service Provider duly authorized and with the necessary expertise, experience, and capacity to repair and / or replacement of parts / accessories and conduct preventive maintenance ofvarious Air-conditioning Units.</p> <p><b>IV. REQUIRED SERVICES AND SCOPE OF WORKS</b></p> <p><b>I. PREVENTIVE MAINTENANCE SERVICES</b></p> <p><b>i. General Scope of Works</b></p> <p>Supply of labor, materials, tools &amp; equipment, and technical supervision for the preventive maintenance of air-conditioning units.</p> <p><b>ii. Detailed Scope of Works for the Preventive Maintenance Services</b></p> <p>a. General and Comprehensive Maintenance</p> <ul style="list-style-type: none"> <li>➤ Removal of air filters for cleaning and recommendation for replacement when necessary;</li> <li>➤ Wiping of the housing with stain remover;</li> <li>➤ Cleaning of blower assembly;</li> <li>➤ Application of predictive maintenance by gathering operating parameters such as suction and discharge pressure, temperatures, system voltage and current;</li> <li>➤ Inspection of the following: <ol style="list-style-type: none"> <li>1. Base pan (remove obstruction, if necessary);</li> <li>2. Coil and cabinet as needed;</li> <li>3. Fan motor and blades for wear and damage;</li> <li>4. Source of abnormal noise and vibration, if applicable;</li> </ol> </li> </ul>				

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			<p>5. Control box voltage and high voltage contactors, relays, switches, and starter switch;</p> <p>6. Electrical controls and drain line, retightening of electrical controls as necessary.</p> <ul style="list-style-type: none"> <li>➤ General cleaning of all serviceable Air-conditioning Units (ACUs) including the external and internal components, such as but not limited to:               <ol style="list-style-type: none"> <li>1. Panel;</li> <li>2. Coiling coils (using power spray);</li> <li>3. Filter/foam screen;</li> <li>4. Fan blades;</li> <li>5. Condenser coil with pressure washer;</li> <li>6. Flushing of drain lines.</li> </ol> </li> <li>➤ Greasing of motor bearing and other moving parts which require lubrication;</li> <li>➤ Technical audit of equipment condition including freon charging and actual electrical reading operation of the units;</li> <li>➤ Drying of internal components using compressed air;</li> <li>➤ Check for undesirable noise/vibration and repair the same, if necessary;</li> <li>➤ Check compressor motor performance and recommend repair/replacement as necessary;</li> <li>➤ Check up all moving parts such as fan motor bearing/bushing and shafting evaporator blowers and blades, recommend repair/replacement of parts as may be necessary;</li> <li>➤ Inspection of all components of the system including electrical control and make necessary adjustments, recommend repair/replacement of parts as maybe necessary;</li> <li>➤ Inspection/check-up of all refrigerant line, recharge freon as may be necessary;</li> <li>➤ Inspection/check-up of components/parts for occurrence of corrosion and apply preventive measures, such as re-rusting/application of primer/re-painting, as maybe necessary.</li> <li>➤ Maintain preventive maintenance log book and update Service Record of each unit.</li> </ul> <p>b. Inclusion to Schedule of Services (Minor works without charges except major materials/parts)</p> <ul style="list-style-type: none"> <li>➤ All works under maintenance schedule of services;</li> <li>➤ Free attendance to all trouble calls that need check-up and inspection;</li> <li>➤ Minor leak testing for maintenance purposes only;</li> <li>➤ Minor brazing, soldering, welding, painting and fabrication works;</li> <li>➤ Labor charges for refrigerant charging services and for replacement of capacitor.</li> </ul>				

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			<p><b>II. SCHEDULE OF SERVICES</b></p> <p><b>GENERAL &amp; COMPREHENSIVE MAINTENANCE</b></p> <ul style="list-style-type: none"> <li>• May</li> <li>• July</li> <li>• September</li> <li>• December</li> </ul> <p><b>III. REPAIR SERVICES</b></p> <p>i. To provide labor, materials, and tools/equipment for the following repair services as the need arises, but not limited to the following services and identified to be necessary and desirable but cannot be accurately pre-determined.</p> <p><b>SCOPE OF WORKS:</b></p> <ol style="list-style-type: none"> <li>1) Chemical cleaning of indoor and outdoor units</li> <li>2) Leak testing, soldering, reprocess/reflusing , and freon charging</li> <li>3) Relocation of units including power supply, pipings and steel frames (if necessary)</li> <li>4) Rewinding of fan motor</li> <li>5) Replacement of compressor units including power and control wirings</li> <li>6) Repair/replacement of control switch and/or thermostat</li> <li>7) Replacement of capacitor</li> <li>8) Replacement of fan blade</li> <li>9) Replacement of rubber mounting for fan motor</li> <li>10) Repair/replacement of rubber insulations</li> <li>11) Repair/replacement of damage physical parts and accessories</li> <li>12) Repair/replacement of motherboards &amp; other electronic parts &amp; accessories</li> </ol> <ul style="list-style-type: none"> <li>➤ The contract shall not state or imply any agreement to place future contracts or make order/services with the service provider.</li> <li>➤ Upon receipt of the Detailed Quotation from the service provider for the proposed Repair Services needed, the Procuring Entity will evaluate/validate the scope of works and costs. Once the quotation is found to be in order, most practical, economical, and advantageous for the procuring entity, approval of quotation will follow and commence work execution.</li> <li>➤ There is no limit on the number of Approved Quotation that may be executed or issued. Provided, however, that the aggregated amount of all executed or Approved Quotation shall not exceed the total cost for the Repair Services.</li> <li>➤ For purpose of evaluation of this service, average unit cost for the Repair Services will be considered. Approved Budget for the Contract (ABC) will be the Contract Cost for this service.</li> <li>➤ Without prejudice to the provisions of applicable laws, rules, and guidelines, the Repair Services shall be automatically terminated when the amount specified for this service has been exhausted.</li> </ul>				

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			<p><b>IV. SPECIAL CONDITIONS</b></p> <p>i. Service Provider must have employed at least two (2) skilled air-condition technician/s with TESDA Refrigeration and Air-conditioning (RAC) National Certificate (NC) II that will be assigned for this contract;</p> <p>ii. Has complete and appropriate equipment, tools and necessary materials or substances to undertake</p> <p>iii. Must be an authorized installer or service center of any three (3) of the following brand/make: LG, KOPPEL, CARRIER, DAIKIN, EVEREST, PANASONIC, CONDURA, SHARP, KOLIN, GENERAL ROYAL</p> <p><b>iv. Responsibilities of the Service Provider:</b></p> <p>a. Provide estimates of the cost of labor, parts and materials/substances for all repair services within two (2) days after the check-up/diagnostic or determination of defects;</p> <p>b. Under no circumstances shall the Service Provider proceed to commence any repair services/works without an approved or conformity of the proposal/quotation;</p> <p>c. Checking and cleaning of the units shall be done under the supervision of the duly designated representative of the Procuring Entity. The ACU Service History ("Annex C") must be updated for every service undertaken;</p> <p>d. Submit to General Services Management Section (GSMS) the duly accomplished ACU Repair and Maintenance Service Report ("Annex D");</p> <p>e. Provide all necessary and appropriate equipment and tools such as pressurized water compressor, push-cart, scaffolds, safety harness, ladders, and among others;</p> <p>f. Provide basic cleaning materials and chemicals;</p> <p>g. Ensure all safety precautionary measures are applied for all the workers, employees/guests, and properties to avoid accidents and/or damages;</p> <p>h. Attend to all call for service within 24 hours from receipt of request;</p> <p>i. Ensure that the Preventive Maintenance Program is performed/conducted as scheduled.</p> <p><b>v. Responsibilities of DSWD (the Procuring Entity):</b></p> <p>a. Designate a representative who shall oversee all the works to be performed by the Service Provider;</p> <p>b. At the option of the Procuring Entity, may request for the replacement of designated technician if the former is not satisfied with the performance of the latter;</p> <p>c. Validate the accuracy of the report of completed works submitted by the Service Provider;</p>				

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			<p>d. Account for all waste materials of all replaced parts by accomplishing the COA prescribed Report of Waste Materials form;</p> <p>e. Ensure that the Service Provider adheres to all the conditions set forth in the contract;</p>				
			<p>f. Should the Procuring Entity (PE) finds the services to be ineffective, the PE reserves the right to pre-terminate this Service Contract upon issuance of notice to the Service Provider. In such case, PE shall not be obligated to pay for the particular services rendered by the Service Provider.</p> <p>vi. Warranties:</p> <p>For the duration of the contract, the Service Provider warrants that:</p> <p>a. The technician assigned to perform the maintenance/repair services are all highly-skilled and possess the qualifications specified in item no. iv.i of the Terms and Conditions;</p> <p>b. In the performance of the services, extraordinary diligence will be exercised to ensure that no accident and/or damage to properties of PE and any its employees/ guests will take place.</p> <p>c. The Service Provider hereby assumes full responsibilities for any damages that may arise on account of or by reason of any or all acts, omission, negligence or fault of the Service Provider and its agents.</p> <p><b>V. PAYMENT</b></p> <p>The Service Provider shall be paid on the following basis:</p> <p>1. Preventive Maintenance Services - Every Three (3) months, upon submission of the Statement of Account/Billing Statement.</p> <p>2. Repair Services - Every after completion of services/works, upon submission of the Statement of Account/Billing Statement.</p>				

**TOTAL:**

Approved Budget for the Contract: **Php 750,000.00**

End User: **General Services Management Section**

Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.

Purpose : Preventive maintenance of Air-conditioning Units in the Field Office VII Main Building, ACSWD Building, FO-Expansion Building, FO-Annex Building, CIS/SWAD Building, Centers, VDRC and Regional Warehouse for CY 2022

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.

*Bonaparte D. Caseñas II*  
**BONAPARTE D. CASEÑAS II**  
 Canvasser

\_\_\_\_\_  
 Signature of Service Provider / Authorized Representative  
 Over Printed Name