



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII

Department of Social Welfare and Development Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

REQUEST FOR QUOTATION
Negotiated Procurement - Small Value Procurement

RFQ No. : DSWD7-2020-0717B

Date : May 27, 2020

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, Latest Income Tax Return (ITR) and Omnibus Sworn Statement (OSS)** upon submission of quotation/s.

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; 232-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **June 1, 2020, 5:00 PM.**

Very truly yours,


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

Terms and Conditions:

1. Award shall be made on per: item basis total quoted price lot basis
2. Quotation validity shall be not less than **60 calendar days.**
3. Good/s or Services shall be delivered within **7 calendar days** upon receipt of approved Purchase Order.
4. Place of Delivery: **DSWD Field Office VII, Cebu City**
5. Terms of Payment: **within 30 calendar days from the receipt of Billing Statement / Sales Invoice.**
6. Liquidated Damages/Penalty: **One-tenth of one percent for every day of delay shall be imposed.**
7. 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.
8. Warranty Period, if applicable: _____


IAN B. MAESTRADO
 Canvasser

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

 (Signature over Printed Name of Supplier /
 Authorized Representative)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Department of Social Welfare and Development
 Field Office VII, Cebu City

Company Name

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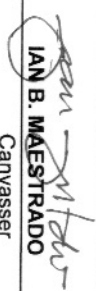
Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1	lot	<p>PROVISION OF REPAIR AND PREVENTIVE MAINTENANCE SERVICES FOR THE AIR-CONDITIONED UNITS OF DSWD FIELD OFFICE VII FOR CY 2020</p> <p>A. PREVENTIVE MAINTENANCE SERVICES (Approved Budget for the Contract: P374,800.00)</p> <ul style="list-style-type: none"> • SPLIT-TYPE (10-5HP to 1HP) (8 units) • SPLIT-TYPE (1HP to 2 HP) (7 units) • WINDOW-TYPE (1HP to 2.5HP) (34 units) • FLOOR MOUNTED (3TR) (39 units) • WALL MOUNTED (3TR) (31 units) • CEILING MOUNTED (2HP) (10 units) <p>B. REPAIR SERVICES INCLUDING MATERIALS (Approved Budget for the Contract: P125,200.00) NOTE: Please indicate unit cost for each item</p> <ul style="list-style-type: none"> • Chemical cleaning of indoor and outdoor units • Leak testing, soldering, reprocess/reflusing, and freon charging • Relocation of units including power supply, pipings and steel frames (if necessary) • Rewinding of fan motor • Replacement of compressor units including power and control wirings • Repair/replacement of control switch and/or thermostat • Replacement of capacitor • Replacement of fan blade • Replacement of rubber mounting for fan motor • Repair/replacement of rubber insulations • Repair/replicement of damage physical parts and accessories • Repair/replacement of motherboards & other electronics parts & accessories 				
2	1	lot					

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p>1. PREVENTIVE MAINTENANCE SERVICES</p> <p>i. General Scope of Works</p> <p>Supply of labor, materials, tools & equipment, and technical supervision for the preventive maintenance of airconditioned units.</p> <p>ii. Detailed Scope of Works for the Preventive Maintenance Services</p> <p>ii.a. General and comprehensive maintenance</p> <ul style="list-style-type: none"> > Removal of air filters for cleaning and recommendation for replacement when necessary. > Wiping of the housing with stain remover. > Cleaning of blower assembly. > Application of predictive maintenance by gathering operating parameters such as suction and discharge pressure, temperature, system voltage and current; <p>> Inspection of the following:</p> <ol style="list-style-type: none"> 1. Base pan(remove obstruction of necessary) 2. Coil and cabinet as needed; 3. Fan motors and blades for wear and damage; 4. source of abnormal noise and vibration, if applicable; 5. control box voltage and high contractors, relays, switches and starter switch; 6. Electrical control and brain line, retightening of electrical controls as necessary. <p>such as but not limited to:</p> <ol style="list-style-type: none"> 1. Panel; 2. Coiling coils (using power spray); 3. Filter/foam screen 4. Fan blades 5. Condenser coil with pressure washer 6. Flushing of drain lines 				
			<ul style="list-style-type: none"> > Greasing of motor bearing and other parts which require lubrication; > Technical audit of equipment condition including freon charging and actual electrical reading operation of the units; > Drying of internal components using compressed air; > Check for undesirable noise/vibration and repair the same if necessary; > Check compressor motor performance and recommend repair/replacement as necessary; > Check up all moving parts such as fan motor bearing/bushing and shafting evaporator blower and blades, recommend repair/replacement of parts as maybe necessary; > Inspection of all components of the system including electrical control and make necessary adjustments, recommend repair/replacement of parts as maybe necessary; > Inspection/ check up of all refrigerant line, recharge freon as may be necessary; > Inspection/check-up of components/parts for occurrence of corrosion and apply preventive measures, such as rusting/application of primer/re-painting, as may be necessary; > Maintain preventive maintenance log book and update Service Record of each unit. <p>ii.b. Inclusion to Schedule of Services (Minor works without charges except major materials / parts)</p> <ul style="list-style-type: none"> > All works under maintenance schedule of services; > Free attendance to all trouble calls that need check-up and inspection > Minor leak testing for maintenance purposes only; > Minor brazing, soldering, welding, painting and fabrication works; > Labor charges for refrigerator charging services and for replacement of capacitor. 				

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			II. Schedule of Services (GENERAL & COMPREHENSIVE MAINTENANCE)				
			> June > September > December				
			III. Repair Services Including Materials				
			1. 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				
			SCOPE OF WORKS:				
			<ul style="list-style-type: none"> • Chemical cleaning of indoor and outdoor units • Leak testing, soldering, reprocess / refilling and freon charging • Relocation of units including power suppl, pipings and steel frames (if necessary) • Rewinding of fan motor • Replacement of compressor unit including power and control wirings • Repair / replacement of control switch and/or thermostat • Replacement of capacitor • Replacement of fan blade • Replacement of rubber mounting for fan motor • Repair / replacement of rubber insulations • Repair / replacement of damage physical parts and accessories • Repair / replacement of motherboards & other electronic parts & accessories 				
			<ul style="list-style-type: none"> > This contract shall not state or imply any agreement to place future contracts or make order/services with the service provider. > 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, an approved Purchase Order will be issued. > Purchase Order for this specific service shall include the following: (a) Scope of works of the services to be provided; (b) fixed price; (c) delivery/service terms and conditions; (d) terms of payment; and shall perform the items/scope within the specified period. > There is no limit on the number of Purchase Order that may be executed or issued. Provided, however, that the aggregate amount of all executed or issued Purchase Order shall not exceed the total cost for the Repair Services. > For the purpose of evaluation, average unit cost for Repair Services will be considered. Approved Budget for the Contract (ABC) will be the Contract Cost of this service. > 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 or when the specified duration has expired. 				
			IV. SPECIAL CONDITIONS:				
			<ul style="list-style-type: none"> i. Service provider must have skilled aircon technician with TESDA Refrigeration and Air-Conditioning (RAC) National Certificate II; ii. Has complete equipment, tools and necessary materials to undertake the maintenance / repair services; iii. Must be an authorized installer or service center of any two (2) of the following: LG, KOPPEL, CARRIER, DAIKIN, EVEREST, PANASONIC, CONDURA, SHARP, KOLIN and GENERAL ROYAL; 				

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			V. Responsibilities of the Service Provider:				
			<ul style="list-style-type: none"> a. Provide estimates of the cost of labor, parts, and materials for all repair services within two (2) days after the check-up or determination of defects; b. Under no circumstances shall be the Service Provider proceed to commence any repair services/works without an approved Purchase Order issued by the Procuring Entity; 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; d. Submit to General Services Management Section (GSMS) the duly accomplished ACU Repair and Maintenance Service Report ("Annex D"); e. Provide all necessary equipment and tools such as pressurized water compressor, push-cart, scaffolds, safety harness, ladders, among others; f. Provide basic cleaning materials and chemicals; g. Ensure all safety precautionary measures are applied for all the workers, employees/guests, and properties to avoid accidents and/or damages; h. Attend to all call for service within 24 hours from receipt of request; i. Ensure that the Preventive Maintenance Program is performed/conducted as scheduled. 				
			VI. Responsibilities of DSWD (the Procuring Entity)				
			<ul style="list-style-type: none"> a. Designate a representative who shall oversee all the works to be performed by the Service Provider; b. At the option of the Procuring Entity, may request for the replacement of the designated technician if the former is not satisfied with the performance of the latter; c. Validate the accuracy of the report of completed works submitted by the Service Provider; d. Account for all waste materials of all replaced parts by accomplishing the COA prescribed Report of Waste Materials form; e. Ensure that the Service provider adheres to all the conditions set forth in the contract; 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 the notice to the Service Provider. In such case, PE shall not be obligated to pay for the particular services rendered by the Service Provider. 				
			VII. Warranties				
			<p>For the duration of the contract, the Service Provider warrants that:</p> <ul style="list-style-type: none"> a. The technician assigned to perform the maintenance / repair services are all highly-skilled and possess the qualifications specified in paragraph IV; 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. 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. 				
			VIII. Payment				
			<p>The Service Provider shall be paid on the following basis :</p> <ul style="list-style-type: none"> 1. Preventive Maintenance Services - Every three (3) months, upon submission of Statement of Account / Billing Statement. 2. Repair Services - Every after completion of services / works; upon submission of Statement of Account / Billing Statement. 				
			Approved Budget for the Contract: Php 500,000.00				
			Charge to:				
			End User: GSMS				
			PURPOSE : Preventive Maintenance of Air-conditioning Units in the Field Office VII Main Building, ACSWD Building, FO-Expansion Building, FO-Annex Building, CIU Building, Centers & VDRG / Regional Warehouse for CY 2020				
			Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.				
			Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.				

(Signature over Printed Name of Supplier / Authorized Representative)


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 Canvasser