

## REQUEST FOR QUOTATION

Date: May 06, 2025  
Solicitation No.: PMO-25-21

Company/Business Name: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_

The **Privatization and Management Office (PMO)**, through its **Administrative Division**, intends to procure **Repairs and Maintenance of Airconditioning units (General Cleaning of Airconditioning units FY 2025)** with an Approved Budget for the Contract (ABC) in the amount of **Eighty Thousand Eight Hundred Fifty Pesos (Php80,850.00)** in accordance with **Section 53.9 Negotiated Procurement - Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Please quote your best offer for the item/s described herein using the **Technical Specifications Form** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative addressed to the PMO - Bids and Awards Committee (BAC), through the PMO-BAC Secretariat, not later than **5:00 P.M.** of May 12, 2025 :

### **BAC Secretariat**

*Bids and Awards Committee*

Privatization and Management Office

104 Gamboa Street, Legaspi Village, Makati City

Email Address: [BAC@pmo.gov.ph](mailto:BAC@pmo.gov.ph)

Telephone Number: 8817-6331


Interested supplier shall also submit the following documents together with the quotation on or before the above specified deadline of submission:

1. Valid Mayor's or Business Permit;
2. PhilGEPS Registration Number; and
3. Original Notarized Omnibus Sworn Statement (for ABCs above Php50,000.00).

In lieu of items 1 and 2, a valid Certificate of PhilGEPS Registration (*Platinum Membership*) with updated class "A" eligibility documents may be submitted.

The Head of the Procuring Entity (HoPE) of the PMO reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected supplier or suppliers.

For any clarification, you may contact us at (02) 8894 - 2205 or send an email at [Imperez@pmo.gov.ph](mailto:Imperez@pmo.gov.ph).

  
Lizelle M. Perez  
END-USER

### INSTRUCTIONS TO SUPPLIERS

- (1) Do not alter the contents of this form in any way. Suppliers must provide the correct and accurate information required in this form.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, the provisions in the RFQ shall prevail.

- (3) **All technical specifications are mandatory.** Failure to comply with any of the mandatory requirements will disqualify your quotation
- (4) Quotations, including documentary requirements, received after the deadline shall not be accepted. **Submission of quotation and documentary requirements by email is not allowed.**

### TERMS AND CONDITIONS

- (1) Price quotations shall be valid for a period stated in the Technical Specifications Form.
- (2) Price quotations shall be denominated in Philippine peso and shall include all taxes, duties, and/or levies payable.
- (3) Quotations exceeding the ABC shall be rejected.
- (4) In case two or more suppliers were determined to have submitted the Lowest Calculated and Responsive Quotation, the PMO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with the GPPB Circular No. 06-2005.
- (5) Award of contract shall be made to the lowest quotation which complies with the technical specifications, documentary requirements, and other terms and conditions stated herein.
- (6) The items shall be delivered in accordance with the accepted offer of the supplier.
- (7) Items delivered shall be inspected on the scheduled date and time of the PMO. The delivery of the items shall be acknowledged upon the delivery to verify compliance with the technical specifications.
- (8) Payment shall be made upon full compliance with all the deliverables required by the PMO and submission of all necessary documents subject to the usual government accounting and auditing rules and regulations.
- (9) Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed on per day of delay. The PMO may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- (10) The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
- (11) The RFQ, Purchase Order (PO), and other related documents for the above-stated Project shall form part of the Contract.

# TECHNICAL SPECIFICATIONS FORM

Date: \_\_\_\_\_

Company/Business Name: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

- Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
- Suppliers must state "Comply" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each specification.

<b>Project Title: Repairs and Maintenance of Airconditioning units (General cleaning)</b>								
<b>Mode of Procurement: Alternative Method - Small Value Procurement</b>								
PMO Requirements			Supplier's Offer				Statement of Compliance ("Comply" or "Not Comply")	
Item No:	Technical Specifications	Quantity	Item No:	Technical Specifications	Quantity	Unit Cost		Total Cost
1	Supply of labor and materials for the general cleaning of 42 air-conditioning units for FY 2025.  Floor mounted aircon – 5 units Split type aircon – 14 units Window type aircon – 23 units (See attached Terms of reference)	1	1					
ABC: Eighty Thousand Eight Hundred Fifty Pesos (Php80,850.00)			Additional VAT and other Government Taxes: <b>GRAND TOTAL (must not be above the ABC):</b> (amount in figures and in words)					
<b>Other Requirements:</b>								
<b>Price Validity:</b> Thirty (30) calendar days from the date of submission of quotation								
<b>Delivery Requirements:</b> Within fifteen (15) calendar days upon receipt of Purchase Order								
<b>Terms of Payment:</b> Within 15-30 calendar days upon receipt of billing and complete supporting documents.								

Attached in this quotation are the following documentary requirements:

1. Copy of valid Mayor's or Business Permit;
2. PhilGEPS Registration Number;
3. Original Notarized Omnibus Sworn Statement (for ABCs above PhP50,000.00)

In lieu of items 1 and 2, a valid Certificate of PhilGEPS Registration (*Platinum Membership*) with updated class "A" eligibility documents is herein attached. (If PhilGEPS Platinum is submitted)

Prepared by: \_\_\_\_\_  
Authorized Representative  
(signature over printed name)

## TERMS OF REFERENCE

### Procurement of Preventive Maintenance and General Cleaning of Airconditioning Units For CY 2025

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#### 1. Coverage

The contractor/supplier undertakes to supply labor, materials, tools, equipment, and supervision for the preventive maintenance and general cleaning of forty-two (42) air-conditioning units with various brands and capacity (Hp) of PMO building. The following air-conditioning units included are as follows:

- a. Floor mounted - 5 units
- b. Split type - 14 units
- c. Window type - 23 units

#### 2. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract (ABC) is Eighty Thousand Eight Hundred Fifty Pesos (P80,850.00), inclusive of all applicable government taxes and charges.

#### 3. Performance Period

The contractor/supplier undertakes to perform the general cleaning within April, July, and October 2025 or anytime as scheduled within the 2nd, 3<sup>rd</sup>, and 4<sup>th</sup> quarter of 2025.

#### 4. Qualifications of the Contractor/Supplier

The Contractor/Supplier must have the necessary eligibility, experience, and expertise in providing the preventive maintenance and general cleaning of air-conditioning units subject of the Request for Quotation (RFQ).

The Contractor/Supplier must be a registered Philippine Government Electronic Procurement System (PhilGEPS) member at the time of contract for preventive maintenance and general cleaning of air-conditioning units.

#### 5. Documentary Requirements

Prospective contractors must submit the following:

- i. Latest Mayor's Business Permit;
- ii. PhilGEPS Registration Certificate Number; and  
(Certificate of Platinum Membership may be submitted in lieu of documents i and ii)
- iii. Original Notarized Omnibus Sworn Statement

#### 6. Scope of Works

- Conduct quarterly scheduled general cleaning services which includes general cleaning with pressure washer, cleaning of air filters and water pressure evaporators, condenser coils, fan, and blower;
- Checking of electrical control, operation, and thermostat, inspection of all aircon components, and implementation of adjustments, as necessary;
- Clean drip and check drain lines for possible clogging; De-clogging of drain line system;
- Submit report and recommendation regarding the condition of the units; and
- Attend to calls requiring emergency check-up.

#### 7. Exclusions

Excluded in the scope of works are the following:

- Cost of labor and supervision for major repairs, recharging, system re-process, overhauling, re-painting and rehabilitation jobs;
- Replacement of spare parts, evaporator, condenser, etc.;
- Any additional work not mentioned in the scope of works shall be billed separately.

**8. Additional Responsibilities**

- During the implementation of the contract, the contractor/supplier shall provide protective covering (if necessary) on the affected equipment/area;
- Abide by the rules, regulations, and requirements of PMO;
- Provide safety works programs to include wearing of company uniforms and or ID for all workers;
- Provide protective items, such as face mask, face shields, gloves and the like.

**9. Payment**

The PMO shall pay the Contractor/Supplier upon completion of services rendered in each quarter within fifteen (15) to thirty (30) calendar days upon submission of the service billing/invoice and/or supporting documents. Payment shall be based on the actual cleaned air-conditioning units.

**10. Non-compliance**

The PMO shall have the right to cancel or terminate the contract in the event that there will be a report of misconduct, wrongdoing, poor performance, or fails to perform any other obligation under the contract, pursuant to Annex "I" (III)(A)(c) of the 2016 Implementing Rules and Regulations (IRR) of Republic Act No. 9184 otherwise known as the "Government Procurement Reform Act".

Authorized Signature  
Name & Title of Authorized Signatory  
Name of Supplier – Agency  
Supplier's Address