



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8975818
Procuring Entity PHILIPPINE RECLAMATION AUTHORITY
Title AIR-CONDITIONING UNIT (ACU) SERVICES FOR THE RENOVATION OF PNOB BLDG. 4B-GF
Area of Delivery Metro Manila

Solicitation Number:	22-08-0775	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	7
Category:	Airconditioning Maintenance Services	Date Published	05/09/2022
Approved Budget for the Contract:	PHP 270,000.00	Last Updated / Time	05/09/2022 00:00 AM
Delivery Period:	14 Day/s	Closing Date / Time	08/09/2022 17:00 PM
Client Agency:			
Contact Person:	Angela Rodrigo BAC Secretariat Member PNOB Bldg. 3, PNOB Compound Energy Center, Rizal Drive Bonifacio Global City Taguig City Metro Manila Philippines 63-2-84595000 Ext.7202 bac@pea.gov.ph		

Description

-- SEE ATTACHED QUOTATION FORM AND TERMS OF REFERENCE FOR THE PARTICULARS ==

REQUIRED SUPPORTING DOCUMENTS (attachment to your quotation):

1. Accomplished Quotation and Specifications Form
2. PhilGEPS Registration Number
3. Valid Business/ Mayor's Permit for 2022
4. Notarized Omnibus Sworn Statement (with notarized Secretary Certificate for partnership or corporation)

Please use PDF (preferred) or IMAGE file extension for email submission.

Good day!

May we invite you to submit a quotation for the above-mentioned requirements of Philippine Reclamation Authority (PRA).

Please fill up the attached quotation form and submit the same with the required supporting documents. You can send it in hardcopy to PRA Temporary Office Located at:

Bldg. 3 PNO Compound
Energy Center, Rizal Drive
Bonifacio Global City
Fort Bonifacio, Taguig City

You may also email your proposal to bac@pea.gov.ph for the attention of BAC Secretariat. Online submission is preferred. Kindly check our website at <http://www.pea.gov.ph> for announcement of office hours during the community quarantine.

Quotation must be submitted on or before the quotation closing date as shown above. Quotation received with incomplete requirements and those received after the closing date will not be accepted.

You may write your queries and concerns to bac@pea.gov.ph.

Other Information

Email bac@pea.gov.ph for your online submission or queries related to this procurement. The advertisement is also posted at www.pea.gov.ph.

Created by Angela Rodrigo

Date Created 01/09/2022

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.



Republic of the Philippines
OFFICE OF THE PRESIDENT
PHILIPPINE RECLAMATION AUTHORITY

7th floor, Legaspi Towers 200 Bldg., 107 Paseo De Roxas St., Legaspi Village, 1226 City of Makati
 Tel. No.: (02) 459-5000 • Facsimile No.: (02) 815-2662
 Website: www.pea.gov.ph • Email: info@pea.gov.ph

REQUEST FOR QUOTATION (Small Value Procurement)

Date: _____

Project Name:	AIR-CONDITIONING UNIT (ACU) SERVICES FOR THE RENOVATION OF PNOC BLDG. 4B-GF	PhilGEPS Ref. No.:	8975818
		Approved Budget for the Contract (ABC):	₱ 270,000.00
		Closing Date:	08 SEPT 2022

INSTRUCTIONS:

<ol style="list-style-type: none"> 1. Do not alter the contents of this form in any way. 2. Bidder shall provide correct and accurate information required in this form. 3. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative. 4. If another form is used other than this RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions of this RFQ. 5. Quote your lowest net government price(s), taxes included, F. O. B. destination, for the item(s)/service(s) listed hereunder, indicating the shortest time of delivery and furnishing this Office with descriptive brochures, catalogues (if available), and/or samples (if required). 6. Indicate the brand name of the offered item/s (if applicable). 7. The Technical Specifications must be complied with. Failure to do so shall render the quotation ineligible/disqualified. 8. For EXCLUSIVE MANUFACTURER, DISTRIBUTOR OR AGENT IN THE PHILIPPINES, attach appropriate documents to the said effect. 9. E-mail duly accomplished form to bac@pea.gov.ph or submit said form to PRA Office (BAC Secretariat). ONLINE SUBMISSION IS PREFERRED. 10. Quotations, including documentary requirements, received after the Closing Date/Deadline shall not be accepted. 11. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected. 	<p>ATTACH THE FOLLOWING DOCUMENTS WITH YOUR QUOTATION</p> <ul style="list-style-type: none"> ✓ Valid PhilGEPS Registration Number ✓ Mayor's/Business Permit for 2022 ✓ Notarized Omnibus Sworn Statement (With Secretary Certificate for partnership/ corporation) <p><i>(Per 2016 Revised IRR of R.A. 9184)</i></p>
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SUPPLIER INFORMATION (Fill-out completely):

Company Name:		PhilGEPS Reg. No.:	
		TIN:	
Address and Website		Email Address:	
		Contact Number:	

OFFICIAL QUOTATION FROM THE SUPPLIER:

NO.	QTY.	UNIT	DESCRIPTION	BRAND NAME <i>(if applicable)</i>	UNIT PRICE*	TOTAL PRICE <i>(Unit Price x Qty)*</i>
1.	1	lot	AIR-CONDITIONING UNIT SERVICES			
			Including, but not limited to: 1. Dismantling (from Legaspi Towers 200, Makati City) 2. Transport/delivery (to PNOC, Taguig City) 3. Cleaning/re-conditioning 4. Installation (at PNOC, Taguig City) 5. Testing 6. Commissioning			
			Refer to attached Terms of Reference			
GRAND TOTAL IN PHILIPPINE PESO:						

*Note: Amount shall be inclusive of taxes and delivery charges (if applicable).

Quoted by:

Signature Over Printed Name of Authorized Representative :		Position:	
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TERMS AND CONDITIONS (Fill-out completely the required information):

1. Payment shall be in the form of **Company Check** and price validity shall be **45 calendar days**.
2. Availability of item/s: **Service to commence within**
 - Delivery **Within seven (7) calendar days (c.d.) upon**
 - Pick-up **receipt of Purchase Order (P.O.)**
3. For Goods, the item/s shall be inspected on the scheduled date and time of the Procuring Unit.
4. Warranty period:
 - Not Applicable
 - Applicable warranty period shall be _____.
5. Indicate if quotation is:
 - VAT INCLUSIVE
 - NON-VAT (**ATTACH CERTIFICATION**)
6. Suppliers must download the attached document of a bid before the closing date to be included in the Document Request List (DRL). Suppliers must be registered in PhilGEPS.
7. Supplier must be ready to provide proof of compliance (pictures, brochure, certification, etc.) and sample when required by the BAC for evaluation purposes.
8. By submitting this quotation, supplier is authorizing PRA to deduct the following from the total amount as payment for taxes:

	GOODS				SERVICES			
	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE
VARIABLE	1%	BIR Form 2307	5%	BIR Form 2307	2%	BIR Form 2307	5%	BIR Form 2307
NON-VAT	1%	BIR Form 2307	1%	BIR Form 2306	2%	BIR Form 2307	1%	BIR Form 2306

TECHNICAL SPECIFICATIONS

MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
1. As stated in page 1 and the Terms of Reference 2. To commence service within seven (7) calendar days upon receipt of the Purchase Order		

Quoted by:

Signature Over Printed Name of Authorized Representative :		Position:	
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TERMS OF REFERENCE (TOR)

PROCUREMENT OF SERVICES FOR THE DISMANTLING, TRANSFER, CLEANING, INSTALLATION, TESTING AND COMMISSIONING OF NINE (9) AIR-CONDITIONING UNITS (CEILING SUSPENDED & FLOOR MOUNTED NON-INVERTER TYPE) OF THE PHILIPPINE RECLAMATION AUTHORITY

A. BACKGROUND:

The Philippine Reclamation Authority – Bids and Awards Committee (BAC) thru the General Services Division (GSD) will undertake the procurement of services stated-above on the 8-Ceiling-Suspended & 1-Floor-Mounted air-conditioning units (ACU).

The 9-units ACUs are currently located at the PRA Head Office in Legaspi Towers 200, Makati City. These ACUs are to be dismantled, cleaned/re-conditioned, transported and installed in the temporary PRA office at the PNOC Bldg. 4B-GF, Energy Center, Bonifacio Global City, Taguig City.

B. IMPLEMENTATION

The mode of Procurement shall be in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised IRR of RA 9184.

C. ITEM SPECIFICATIONS

<i>Quantity</i>	<i>Unit</i>	<i>Description</i>
8	piece	Ceiling Suspended (4 Koppel / 4 Carrier)
		• 3 Toner
		• 1 Phase
		• 220 Volts
		• Inclusions: installation, feeder line, testing & commissioning
1	piece	Floor Mounted (Koppel)
		• 3 Toner
		• 1 Phase
		• 220 Volts
		• Inclusions: installation, feeder line, testing & commissioning

D. PROJECT SITE

<i>Quantity</i>	<i>To be installed at the PNOC Bldg. 4B Ground Floor</i>
1	Meeting Room No. 1 (ceiling)
1	Meeting Room No. 2 (ceiling)
1	Meeting Room No. 3 (ceiling)
2	Meeting Room No. 4 (ceiling & floor)
1	Hallway (ceiling)
3	RRO – Environment Department (ceiling)

E. APPROVED BUDGET OF THE CONTRACT (ABC)

TWO HUNDRED SEVENTY THOUSAND PESOS (Php 270,000.00) in Philippine Currency inclusive of Twelve Percent (12%) VAT. Quotation submitted higher than the ABC shall be automatically rejected.

F. SCOPE OF WORK

Dismantle, transport/delivery, cleaning/reconditioning, installation, testing, and commissioning of the above-described air conditioning units.

Interested suppliers are required to conduct an ocular inspection and testing in the PRA Head Office in Makati City and PNOC Bldg. 4B-GF in BGC, Taguig City before submitting their proposal/quotations.

G. QUALIFICATION OF BIDDERS

In accordance with Sec. 24.3.1 of the Revised IRR of RA 9184, the prospective bidder must possess the following minimum qualifications to be eligible to participate in this public bidding, to wit:

- a) Duly licensed Filipino citizens/sole proprietorships.
- b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines.
- c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines.
- d) Cooperatives duly organized under the laws of the Philippines; or
- e) Persons/entities forming themselves into a joint venture, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.

H. WARRANTY

From the date of testing/commissioning and acceptance of the units, the interested supplier shall warrant that the units are free from defects in materials and workmanship and shall undertake repair replacement of any part(s) or portion of the unit without cost to the PRA during the warranty period of at least six (6) months from commissioning.

I. AWARD

The award shall be given to the lowest/single calculated and responsive quotation as determined by the Bids and Awards Committee (BAC).

J. DELIVERY DATE

The Supplier shall commence the service within seven (7) calendar days upon receipt of the Purchase Order.

K. PAYMENT SCHEME

Payment shall be made within five (5) working days after completion of the commissioning test and acceptance thereof.

L. RESERVATION CLAUSE

The PRA reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring liability to the affected bidder or bidders.

M. COVID-19 PROTOCOLS

COVID 19 Protocols for installation

For purposes of this project, the following health protocols are required:

1. All installers must be all fully vaccinated with Covid-19 vaccines. They are required to observe the minimum health protocols of wearing face mask, observance of physical distancing and frequent handwashing and/or use of sanitizers or alcohol while inside the PRA Makati and BGC Offices.
2. The contractor shall likewise ensure the health and safety of its installers, as well as the concerned PRA personnel for the duration of the above undertaking.

Prepared by:

Noted:

SANCHO GLENN A. LASTIMOSA
Acting Division Manager - GSD

ATTY. JOHANNA M. GARGANTIEL
AGM - Legal, Admin. & SPJV Depts