



Philippine Reclamation Authority (PRA)

7th. Floor, Legaspi Towers 200, 107 Paseo de Roxas, Makati City
Tel. No. 459-5000 loc. 7203

INVITATION TO SUBMIT QUOTATION

Quotation Issue Date: **November 05, 2020**

Quotation Closing Date: **December 03, 2020 (Extended from November 19, 2020)**

Approved Budget for the Contract (ABC): **Php 280,000.00**

Description of Goods and Quantity Required: **Air-Conditioning Units Preventive Maintenance Service for One (1) Year**

Documentary Requirements:

1. Quotation Form
2. PhilGEPS Registration Number¹
3. Valid Business/ Mayor's Permit^{1,2}
4. Omnibus Sworn Statement (include Secretary Certificate for Corporation)³

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

Good day!

May we invite you to submit quotation for the above-mentioned requirements of Philippine Reclamation Authority (PRA). Please refer to the attached Quotation Form and Terms of Reference.

Please fill up the attached quotation form and submit the same with the complete requirements indicated in the said form. You can send it to PRA Office or thru email (bac@pea.gov.ph) for the attention of BAC Secretariat. **Online submission is preferred.** Kindly check our website at <http://www.pea.go.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. For questions regarding the goods & services to be procured, you may contact Mr. Sancho Glenn A. Lastimoso, Acting Division Manager of the General Services Division, at Tel. #: 8459-5000, or Ms. Sheila Audrey A. Cureg at 0927-638-8877.

Note: ¹**Valid PhilGEPS Certificate of Platinum Membership** may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.

²Expired Business/ Mayor's Permit with Official Receipt of renewal application may be submitted, subject to submission of current and valid Business/ Mayor's Permit after award of contract but before payment (GPPB Resolution No. 09-2020 dated 07 May 2020).

³**Unnotarized Omnibus Sworn Statement with Secretary Certificate (if applicable) may be submitted**, subject to submission of the notarized OSS after award of contract but before payment.

Thank you.

ANGELA E. RODRIGO
BAC Secretariat Member
Philippine Reclamation Authority



Philippine Reclamation Authority (PRA)

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Tel. No. 459-5000 loc. 7203

QUOTATION FORM

_____ Date

SUPPLIER: _____

PhilGEPS Registry No. _____

ADDRESS: _____

TEL. NO.: _____

TIN NO.: _____

WEBSITE: _____

E-MAIL: _____

INSTRUCTIONS:

1. Fill in all the blanks and place checkmarks on applicable boxes.
2. 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).
3. Indicate the brand name of the offered item/s and delivery charges (if applicable).
4. In case you are the **exclusive manufacturer, distributor or agent** in the Philippines, attach appropriate documents to the said effect.
5. E-mail duly accomplished form to bac@pea.gov.ph or submit said form to PRA Office (BAC Secretariat). **ONLINE SUBMISSION IS PREFERRED.**

NO.	QTY.	UNIT	DESCRIPTION	BRAND NAME (If Applicable)	UNIT PRICE *	TOTAL AMOUNT *
1.	1	lot	Air-Conditioning Units Preventive Maintenance Service for One (1) Year <i>(see attached Terms of Reference)</i> Duration: One (1) Year == NOTHING FOLLOWS ==			

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

Terms and Conditions:

1. Payment shall be in the form of **Company Check** and price validity shall be **30 calendar days**.
2. Availability of item/s: delivery pick-up within ____ calendar days upon receipt of Purchase Order (P.O.).
3. Warranty period: Not Applicable Applicable warranty period shall be _____.
4. Please indicate if quotation is: VAT inclusive Non-VAT.
5. Supplier/s must submit a copy of the following documents per 2016 Revised IRR of R.A. 9184: valid **PhilGEPS Certificate/Registration Number, Mayor's/Business Permit, and Omnibus Sworn Statement with Secretary Certificate (for Corporate and Partnership)**.
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. By submitting this quotation, supplier is authorizing PRA to deduct the following from the total amount as payment for taxes:

	VAT Taxpayer	Non-VAT Taxpayer
Expanded Withholding TAX	2%	2%
Gross Money Payment	5%	3%
TOTAL	7%	5%

QUOTED BY: _____

ature

Printed Name

Position

TERMS OF REFERENCE

Item	Specification
Contract Duration	The contract for the Air-conditioning Preventive Maintenance Service of the units installed at the PRA Main Office at the Legaspi Towers 200 Bldg., shall be for one (1) year duration.
Technical Requirement	Supply of labor, tools and technical supervision for the general cleaning, preventive maintenance and repair of air-conditioning units (cassette-type, ceiling-mounted, floor-mounted, wall-mounted and window-type) installed in the PRA Main Office.
Schedule of Requirement	Quarterly general cleaning, preventive maintenance and repair of sixty-nine (69) units of air-conditioning units (various brands), please see attached list ("Annex A") for the breakdown of items.
Scope of Work	<p>A. Quarterly Maintenance Activities includes, but not limited to:</p> <ol style="list-style-type: none"> 1. General cleaning using power spray; 2. Check & clean air-cooled condenser; 3. Check the operation of the refrigeration systems; 4. Check all electrical wirings and fuse boxes; 5. Check & clean air filters and recommend for replacement; 6. Check supply voltages; 7. Check & clean evaporator coils; 8. Check & clean fan blades, fan motor and motor bearings; 9. Tighten & lubricate mechanical and moving parts; 10. Check compressor contactors; 11. Check start capacitors/relays; 12. Check electrical breakers; 13. Check compressor and current draws; 14. Check operating pressures; 15. Cleaning of working area and installation site; 16. Recharging of Freon, if needed. <p>B. Suggest/recommend any repair and/or replacement of unit(s) and/or part(s) as maybe required/necessary to make the unit(s) operational upon actual ocular inspection and conduct of thorough diagnostic activities.</p>

Prepared by:-

original signed

SANCHO GLENN A. LASTIMOSA
Acting Division Manager – GSD

INVENTORY OF AIR-CONDITIONING UNITS
PREVENTIVE MAINTENANCE SERVICES (PMS) 2020

No.	Description	Model/Serial No.	Identification (Property No.)	Custodian/ Location	Date Acquired	Date of PMS	Inspected by
1	Koppel – Wall Mounted Split Type free blow, 2.0 HP cap. 220V-1pj-60Hz R41QA Refrigerant	Model KSW-18R5CA/KPC-18HH5CA, SN: FCU – LK500654 ACCU – LK541880	18-2214968		11-May-18		
2	Koppel – Wall Mounted Split Type free blow, 2.0 HP cap. 220V-1pj-60Hz R41QA Refrigerant	Model KSW-18R5CA/KPC-18HH5CA, SN: FCU – LK500461 ACCU – LK540464	18-2214970		11-May-18		
3	Koppel – Wall Mounted Split Type free blow, 2.0 HP cap. 220V-1pj-60Hz R41QA Refrigerant	Model KSW-18R5CA/KPC-18HH5CA, SN: FCU – LK500673 ACCU – LK541852	18-2214971		11-May-18		
4	Carrier – Ceiling mounted 3-TR	Sn. 3712M00781	12-2214214		31-Oct-12		
5	Carrier – Ceiling mounted 3-TR	Sn. 3712M00779	12-2214212		31-Oct-12		
6	LG – window type 2HP	902TAAC00168	09-2213510		27-Mar-09		
7	LG – window type 2HP		12-2213518		27-Mar-09		
8	Carrier – Ceiling mounted 3-TR	Sn. 3712M00780	12-2214213		31-Oct-12		
9	Kelvinator – window type		07-2210028		Beyond 2007		
10	Carrier – Ceiling mounted 3-TR	Sn. 3712M00784	12-2214215		31-Oct-12		
11	Condura – window type 2.0 HP	Model WCONX019EA1, Sn. 51QSXRACCON19KEAB15PC-0141257	15-2214483		15-June-15		

No.	Description	Model/Serial No.	Identification (Property No.)	Custodian/ Location	Date Acquired	Date of PMS	Inspected by
12	Ceiling Mounted		12-2213770		Beyond 2007		
13	LG – Window Type 2HP	LA200RC Sn: 703TAWMB5505	18-2214959		13-Apr-18		
14	Fujair – floor mounted split type	JSF-360HS (SN#83600091)	12-2213500		07-Feb-09		
15	Carrier – wall mounted 2HP	S1808V010350	12-2213299		02-Jun-08		
16	Condura – window type 2HP	SW048009572	14-2213430		Beyond 2007		
17	Panasonic – window type	Model: CW-SC185EPH, 2.0 HP Sn: 8N2729743	19-2215071		31-Jan-19		
18	LG – window type 2HP	LA200RC	18-2214958		13-Apr-18		
19	LG – window type 2HP	SN: 902TOEI00020	12-2210039		Beyond 2007		
20	Carrier – window type 1HP		09-2213410		Beyond 2007		
21	Koppel – wall mounted	Model: KSW-24R5B, FCU, Sn. JH500560, ACCU: JH540575	15-2214517		11-Dec-15		
22	Koppel – wall mounted 2.5 HP	SN. MF500927 Model: KSW-24R58; Condenser SN. FF543911, MODEL: KPC-24HH5B	14-2214340		09-Jun-14		
23	Koppel – wall mounted	1KE1009N7F	12-2210116		Beyond 2007		
24	Koppel – ceiling mounted	Model: KMC-36RIA and KPC-361HOA, FCU Sn: MG293086, ACCU: MG323344	15-2214434		18-Dec-14		
25	Koppel – ceiling mounted 3.0 TR (wired controlled)	Model: KCM-36R1A/W SN. EG293130; Condenser Model: KPC-361HOA SN. GF323072	14-2214345		09-Jun-14		
26	Koppel – ceiling mounted	SN No. EF293406	13-2214282		26-Sep-13		
27	Koppel – floor mounted 3.0 TR	Model KFM-36E0A, Sn: FCU-HL248004, ACCU – LL323845	19-2215072		31-Jan-19		

No.	Description	Model/Serial No.	Identification (Property No.)	Custodian/ Location	Date Acquired	Date of PMS	Inspected by
28	Carrier – ceiling mounted 3.0 TR	FCU Model FP-42FLC036308 Sn. 38ASBCDUCAR03TEXJ15PC-0479234, ACCU Model No. 38ASB360BA Sn. D200220120115629160040	15-2214493		14-Sep-15		
29	LG – window type	Sn. 902TAAC00048	12-2213525		27-Mar-09		
30	LG – window type 2HP	Sn. 902TARU00102	12-2213523		27-Mar-09		
31	Koppel – ceiling cassette type 3.0 TR	SN. JF780052 Model: KCA-48R1; Condenser SN. AG790146 Model: KPC-48JH1	14-2214343		09-Jun-14		
32	Koppel – window type with Remote V-1PH-60Hz. R410A	Model: KWR – 18R4A, Sn. D206116040215114130075	16-2214612		18-May-16		
33	Koppel – wall mounted 2.5 HP	SN. AG-502023 Model: KSW-24R5B; Condenser SN. MF-541310 Model: KPC-24HH5B	14-2214342		09-Jun-14		
34	National – wall mounted		13-2210079		Beyond 2007		
35	Condura – window type 2.0HP	Model WCONx019EA1, Sn. 51QSXRACCON19KEAB15PC-0141272	15-2214484		15-Jun-15		
36	Koppel – Cassette Type 3 TR						
37	Koppel – ceiling mounted 3.0 TR	Sn. FE 293217	13-2214281	(19-Sep-13		
38	LG – window type 2HP	902TATG0089	09-2213519		27-Mar-09		
39	LG – window type 2HP	902TACX00011	09-2213517		27-Mar-09		
40	Koppel – ceiling mounted 3 TR	SN. FF293057	13-2214282	-	19-Sep-13		
41	Carrier – ceiling mounted 3.0 TR	FCU Model FP-42FLC036308 Sn. 38ASBCDUCAR03TEXJ15PC – 0479235, ACCU Model No. 38ASB360BA Sn. D200220120115629160062	15-2214494		14-Sep-15		

No.	Description	Model/Serial No.	Identification (Property No.)	Custodian/ Location	Date Acquired	Date of PMS	Inspected by
42	LG – window type 2HP	902TAJD00072	11-2213515		27-Mar-09		
43	LG – window type 2HP	LA200RC, Sn: 703TACXB5563	18-2214960		13-Apr-18		
44	LG – window type 2HP	902TAXT00093	09-2213514		27-Mar-09		
45	LG – window type 2HP	LA200MA			Beyond 2007		
46	Koppel – ceiling cassette type 3.0 TR	SN. FF504049 Model No. KSW-24R5B; Condenser SN. A6542107 Model No. KPC-24HH5B	14-2214344		09-Jun-14		
47	Koppel – wall mounted 2.5 HP	SN. JF780063 Model: KCA-48R1; Condenser SN. AG790166 Model: KPC-48JH1	14-2214341		09-Jun-14		
48	LG – window type 2 HP	902TAEJ00116	09-2213516		27-Mar-09		
49	Carrier – ceiling mounted	FCU Model FP-42FLC036308 Sn. D20230902115108160077, ACCU Model: 38ASB360BA Sn. 38ASBCDUCAR03TEXA15PC-0000267	15-2214482		15-Jun-15		
50	LG – window type 2HP	902TADR00018	09-2213522		27-Mar-09		
51	LG – window type 2HP	902TAAC00018	09-2213510		27-Mar-09		
52	LG – window type 2HP	902TADP00114	09-2213520		27-Mar-09		
53	Koppel – wall mounted	Model: KSW-09R5B, KPC-09HH5B, Sn. FCU: FG500136, ACCU FG 540211	14-2214381		04-Sep-14		
54	Koppel – ceiling mounted 3 TR	(JEV#2014-04-1078) FCU#CF293041, ACCU#HF323197	14-2214314		24-Mar-14		
55	Koppel – ceiling cassette type 3 TR	(JEV#2014-04-1078 w/ labor cost) FCU#JF780166, ACCU#JF790119	14-2214311		24-Mar-14		
56	Koppel – ceiling cassette type 3 TR	(JEV#2014-04-1078 w/ labor cost) FCU#JF780168, ACCU#JF790099	14-2214312		24-Mar-14		

No.	Description	Model/Serial No.	Identification (Property No.)	Custodian/ Location	Date Acquired	Date of PMS	Inspected by
57	Koppel – ceiling cassette type 3 TR	(JEV#2014-04-1078 w/ labor cost) FCU#JF780177, ACCU#JF790104	14-2214313		24-Mar-14		
58	Koppel – floor mounted		11-2213421		Beyond 2007		
59	Carrier – window type 1HP		14-2213409		Beyond 2007		
60	Carrier – window type 1HP		14-2213411		Beyond 2007		
61	Koppel – floor mounted		14-2213420		Beyond 2007		
62	Koppel – floor mounted		11-2213419		Beyond 2007		
63	Panasonic – window type	SN. 1061715178	10-2213841		22-Jul-10		
64	Koppel – wall mounted w/ remote control 2.0 HP		17-2214949		27-Nov-17		
65	Koppel – ceiling mounted w/ remote control 3.0 TR		17-2214950		27-Nov-17		
66	Koppel – window type	SN No. GF663600	13-2214285		19-Sep-13		
67	Koppel – super-inverter wall mounted w/ remote control 3.0 HP		17-2214951		27-Nov-17		
68	Koppel – ceiling mounted 3.0 TR 200V-1PH-60Hz. R22	Model KCM-36RIA/KPC-361HOA SN: FCU-LK293065 ACCU – AL323516	18-2214967		11-May-18		
69	Koppel – wall mounted free blow, 2.0 HP 220V-1ph-60Hz R41QA	Model KSW-18R5CA/KPC-18HH5CA SN: FCU-LK500698 ACCU-LK540482	18-2214969		11-May-18		