



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)

PROJECT INFORMATION:		Approved Budget for the Contract (ABC):	₱ 98,400.00 ONLY
Project Name:	PROCUREMENT OF ACU DISMANTLING SERVICES	Quotation Issue Date:	19 July 2023
PhilGEPS Ref. No.:	9957523	Quotation Closing Date:	24 July 2023

SUPPLIER INFORMATION (Fill-out completely):

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

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 AND SIGN ALL PAGES. 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. Indicate compliance of the Technical Specifications. Non-compliant proposals 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 and documentary requirements to bac@pea.gov.ph or submit them in hard copy to PRA Office (BAC Secretariat). 10. Quotations, including documentary requirements, received after the Quotation Closing Date shall not be accepted. 11. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected. 	<p><u>ATTACH THE FOLLOWING DOCUMENTS WITH YOUR QUOTATION</u></p> <ul style="list-style-type: none"> ✓ Valid PhilGEPS Registration Number ✓ Valid Mayor's/Business Permit ✓ <u>Notarized</u> Omnibus Sworn Statement <ul style="list-style-type: none"> ✓ For Partnership or Corporation, include Notarized Secretary Certificate ✓ For Sole Proprietor, include Special Power of Attorney, if applicable ✓ For Partnership or Corporation: <u>Notarized</u> Secretary Certificate <p style="text-align: right;"><i>(Per 2016 Revised IRR of R.A. 9184)</i></p>
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OFFICIAL QUOTATION FROM THE SUPPLIER:

NO.	QTY.	UNIT	DESCRIPTION	BRAND NAME (if applicable)	UNIT PRICE*	TOTAL PRICE (Unit Price x Qty)*
1.	1	lot	Dismantling/Removal of Various ACU			
			See Technical Specifications for other requirements			
			- =nothing follows= -			
GRAND TOTAL IN PHILIPPINE PESO*:						
<i>Proposal exceeding the ABC shall be automatically disqualified and shall not be evaluated.</i>						

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

Authorized Representative:	(Sign ALL Pages)
Signature Over Printed Name	Date
Position	

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. Contract Duration: _____ calendar days **(SEE ATTACHED TOR)**
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
VATABLE	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

Bidder must indicate compliance with the requirements listed in the table below:

MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS																												
<p><u>DISMANTLING/REMOVAL OF VARIOUS ACU</u></p> <p>Estimated Cost for the dismantling of Air-conditioning Units:</p> <table border="1"> <thead> <tr> <th><i>Type/ Form Factor</i></th> <th><i>No. of units</i></th> <th><i>Unit Cost</i></th> <th><i>Total</i></th> </tr> </thead> <tbody> <tr> <td>Window-type</td> <td align="center">28</td> <td align="center">1,000</td> <td align="center">28,000</td> </tr> <tr> <td>Wall-mounted</td> <td align="center">13</td> <td align="center">2,000</td> <td align="center">26,000</td> </tr> <tr> <td>Ceiling-mounted</td> <td align="center">8</td> <td align="center">3,000</td> <td align="center">24,000</td> </tr> <tr> <td>Floor-mounted</td> <td align="center">1</td> <td align="center">4,000</td> <td align="center">4,000</td> </tr> <tr> <td align="center" colspan="3"><i>Contingency (20%)</i></td> <td align="center">16,400</td> </tr> <tr> <td>Total (units)</td> <td align="center">50</td> <td align="center">Estimated (ABC)</td> <td align="center">98,400</td> </tr> </tbody> </table>	<i>Type/ Form Factor</i>	<i>No. of units</i>	<i>Unit Cost</i>	<i>Total</i>	Window-type	28	1,000	28,000	Wall-mounted	13	2,000	26,000	Ceiling-mounted	8	3,000	24,000	Floor-mounted	1	4,000	4,000	<i>Contingency (20%)</i>			16,400	Total (units)	50	Estimated (ABC)	98,400		
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<p><u>Scope of Work:</u></p> <p>1. The SUPPLIER shall dismantle and remove the existing air-conditioning units specified by the PRA.</p>																														

Authorized Representative: _____	(Sign ALL Pages)
Signature Over Printed Name _____	Position _____
	Date _____

MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
<ol style="list-style-type: none"> 2. The SUPPLIER shall disconnect the units from power sources, drain coolant and refrigerants, and ensure compliance with environmental regulations. 3. The SUPPLIER shall exercise due care to avoid damage to the property while performing the dismantling services. 4. The SUPPLIER shall remove and stack the dismantled air-conditioning units and associated debris in compliance with local waste management regulations. 5. The SUPPLIER shall relocate all dismantled air-conditioning units and associated debris to the storage facility to be identified by the PRA within the vicinity of the PNOC Compound. 		
<p><u>Supplier's Responsibility:</u></p> <ol style="list-style-type: none"> 1. Provide trained and/ or certified technicians to handle the air conditioning units dismantling who should possess the necessary knowledge and expertise to safely dismantle the units. 2. Provide proper tools and equipment required for dismantling air conditioners which may include but not limited to the following: screwdrivers, wrenches, refrigerant recovery units, vacuum pumps, and other specialized tools specific to air conditioning systems. 3. Comply with safety standards by adhering to safety guidelines and regulations during the dismantling process which may include wearing personal protective equipment (PPE), following electrical safety protocols, and implementing proper handling procedures for refrigerants and hazardous materials. 4. Disconnect equipment/ ACU's from power sources to ensure safety during the dismantling process that includes shutting off electrical connections and safely handling electrical components. 5. If the air conditioners contain refrigerants, the SUPPLIER should properly drain and recover the refrigerants in accordance with environmental regulations to ensure the safe handling and disposal of refrigerants, preventing harm to the environment. 6. The SUPPLIER should aim to complete the dismantling process efficiently and within the agreed-upon timeframe or schedule and execute the work promptly to minimize disruption to the PRA's operations. 7. The SUPPLIER should maintain clear communication with the PRA throughout the dismantling process by providing updates on the progress, addressing any concerns or questions, and discussing any additional requirements or costs that may arise before proceeding the dismantling process. 8. The SUPPLIER should provide documentation or reports detailing the 		

Authorized Representative:		(Sign ALL Pages)
Signature Over Printed Name	Position	Date

MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
dismantling services performed that include a breakdown of the dismantled units, any replacement parts used, and any additional recommendations or findings from the technicians.		
<u>Fees and Payments:</u> 1. The PRA agrees to pay the SUPPLIER the agreed-upon fee for the dismantling services, as specified in the quotation or work order. 2. Payment shall be made in full upon completion of the dismantling services. 3. Additional costs incurred due to unforeseen circumstances, such as the discovery of additional units or complex dismantling requirements, shall be communicated to the PRA for approval before proceeding.		
<u>Liability and Insurance:</u> 1. The SUPPLIER shall be held liable against any damages or injuries that may occur during the dismantling process. If damage/s occur and it was later proven that the SUPPLIER and its personnel acted without due care and manifest carelessness, the SUPPLIER shall be liable for the payment of such damage/s. 2. The SUPPLIER shall be responsible for any damage caused to the property due to their negligence or failure to comply with their responsibilities outlined in this Agreement. 3. The PRA acknowledges that the SUPPLIER shall not be held liable for any pre- existing damage to the air-conditioning units, or the property caused by factors beyond the SUPPLIER's control. (Scratches, dents, cracks, discoloration, burn marks, mismatched or missing parts, corrosion, damage fins, leaks, etc.)		
<u>Termination:</u> 1. Either party may terminate this Agreement with written notice if the other party fails to fulfill its obligations under this Agreement. 2. In the event of termination, the PRA shall pay for any services rendered up until the termination date.		
<u>Work Duration:</u> 20 Working Days		
<u>Location:</u> <i>Bldg. 3 PNOC Compound Energy Center, Rizal Drive Bonifacio Global City Fort Bonifacio, Taguig City</i>		
- =nothing follows= -		

Authorized Representative:	(Sign ALL Pages)
Signature Over Printed Name	Position Date

TERMS and CONDITIONS

DISMANTLING OF AIR-CONDITIONING UNITS

These Terms and Conditions ("Agreement") are entered into by and between the (WINNING BIDDER), hereinafter referred to as the "SUPPLIER," and the PHILIPPINE RECLAMATION AUTHORITY (PRA), hereinafter referred to as the "PRA."

This Agreement governs the dismantling and removal of existing air-conditioning units by the SUPPLIER at the PRA Temporary Office at PNO Compound, BGC, Taguig City.

Estimated Cost for the dismantling of Air-conditioning Units:

Type/Form Factor	No. of units	Unit Cost	Total
Window-type	28	1,000	28,000
Wall-mounted	13	2,000	26,000
Ceiling-mounted	8	3,000	24,000
Floor-mounted	1	4,000	4,000
		Contingency (20%)	16,400
Total (units)	50	Estimated (ABC)	98,400

Scope of Work:

1. The SUPPLIER shall dismantle and remove the existing air-conditioning units specified by the PRA.
2. The SUPPLIER shall disconnect the units from power sources, drain coolant and refrigerants, and ensure compliance with environmental regulations.
3. The SUPPLIER shall exercise due care to avoid damage to the property while performing the dismantling services.
4. The SUPPLIER shall remove and stack the dismantled air-conditioning units and associated debris in compliance with local waste management regulations.
5. The SUPPLIER shall relocate all dismantled air-conditioning units and associated debris to the storage facility to be identified by the PRA within the vicinity of the PNO Compound.

Supplier's Responsibility:

1. Provide trained and/or certified technicians to handle the air conditioning units dismantling who should possess the necessary knowledge and expertise to safely dismantle the units.
2. Provide proper tools and equipment required for dismantling air conditioners which may include but not limited to the following: screwdrivers, wrenches, refrigerant recovery units, vacuum pumps, and other specialized tools specific to air conditioning systems.
3. Comply with safety standards by adhering to safety guidelines and regulations during the dismantling process which may include wearing personal protective

equipment (PPE), following electrical safety protocols, and implementing proper handling procedures for refrigerants and hazardous materials.

4. Disconnect equipment/ACU's from power sources to ensure safety during the dismantling process that includes shutting off electrical connections and safely handling electrical components.
5. If the air conditioners contain refrigerants, the SUPPLIER should properly drain and recover the refrigerants in accordance with environmental regulations to ensure the safe handling and disposal of refrigerants, preventing harm to the environment.
6. The SUPPLIER should aim to complete the dismantling process efficiently and within the agreed-upon timeframe or schedule and execute the work promptly to minimize disruption to the PRA's operations.
7. The SUPPLIER should maintain clear communication with the PRA throughout the dismantling process by providing updates on the progress, addressing any concerns or questions, and discussing any additional requirements or costs that may arise before proceeding the dismantling process.
8. The SUPPLIER should provide documentation or reports detailing the dismantling services performed that include a breakdown of the dismantled units, any replacement parts used, and any additional recommendations or findings from the technicians.

PRA's Responsibilities:

1. The PRA shall provide accurate information regarding the location, type, and quantity of air-conditioning units to be dismantled.
2. The PRA shall ensure access to the premises and the air-conditioning units during the agreed-upon date and time for the dismantling services.
3. The PRA shall remove any personal belongings or obstacles that may hinder the dismantling process.

Fees and Payments:

1. The PRA agrees to pay the SUPPLIER the agreed-upon fee for the dismantling services, as specified in the quotation or work order.
2. Payment shall be made in full upon completion of the dismantling services.
3. Additional costs incurred due to unforeseen circumstances, such as the discovery of additional units or complex dismantling requirements, shall be communicated to the PRA for approval before proceeding.

Liability and Insurance:

1. The SUPPLIER shall be held liable against any damages or injuries that may occur during the dismantling process. If damage/s occur and it was later proven that the SUPPLIER and its personnel acted without due care and manifest carelessness, the SUPPLIER shall be liable for the payment of such damage/s.

2. The SUPPLIER shall be responsible for any damage caused to the property due to their negligence or failure to comply with their responsibilities outlined in this Agreement.
3. The PRA acknowledges that the SUPPLIER shall not be held liable for any pre-existing damage to the air-conditioning units, or the property caused by factors beyond the SUPPLIER's control. (Scratches, dents, cracks, discoloration, burn marks, mismatched or missing parts, corrosion, damage fins, leaks, etc.)

Termination:

1. Either party may terminate this Agreement with written notice if the other party fails to fulfill its obligations under this Agreement.
2. In the event of termination, the PRA shall pay for any services rendered up until the termination date.

By signing below, the SUPPLIER agrees to the Agreement outlined above.

Authorized Representative : _____

Designation/Position : _____

Company Name : _____

Date : _____

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]