

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
Regional Office III  
Government Centre, Maimpis, City of San Fernando (P)**REQUEST FOR QUOTATION**RFQ No. 2023-01-010  
PR No. 2023-01-014  
Mode of Proc: NP-SVP

\*Company Name: \_\_\_\_\_  
\*Company Address: \_\_\_\_\_  
\*Contact Person: \_\_\_\_\_  
\*Contact No.: \_\_\_\_\_  
\*Email Address: \_\_\_\_\_  
\*PhilGeps Reg. No.: \_\_\_\_\_

**\*REQUIRED.** To avoid bid disqualification, please  
fill out all the items accordingly. Indicate "N/A"  
if not applicable. Thank you!

**\*Title of the Project: Preventive Maintenance of 14 Units of Split Type and 25 Units of Floor Mounted Aircon-  
Conditioning of Main Building and Building II of DSWD FO III for the 1st Semester of CY 2023.**

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 basis for non – compliance. Also, 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 **Annex A**, please attach in your quotation, a duly notarized certification to this effect.

Interested supplier/s are required to submit copies of their **Mayor's/Business Permit**. The **Certificate of PhilGEPS Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

Please accomplish and submit this from together with Annex A and all the required documents to DSWD FO III - BAC Secretariat at DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga or email to [quotation.fo3@dswd.gov.ph](mailto:quotation.fo3@dswd.gov.ph) not later than **9:00AM January 23, 2023**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ NUMBER] [DEADLINE OF SUBMISSION]**. Bids submitted must be in **pdf format** ONLY clearly scanned in a **SINGLE FILE**. Any supporting documents shall be saved in a separate pdf file.

Very truly yours,

  
**JENNIFER CAMPANG MORALES**  
Procurement Section Chief**Terms and Conditions:**

- Award shall be made on per: ☐ Item Basis ☒ Lot Basis
- No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
- Quotation validity shall be: Thirty (30) Calendar Day
- Good/s/Activity shall be delivered within: See Annex A
- Place of Delivery: DSWD FO III, Maimpis City of San Fernando Pampanga
- Terms of Payment: Within Thirty (30) Calendar Days  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).

Account Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_

\*Note; Non-Land Bank of the Philippines accounts shall be charged a service fee.


7. Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

8. For goods, please indicate brand, model and country or origin.

9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.

10. Please indicate Warranty (If applicable): \_\_\_\_\_

10. NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free.

  
Keilyn Joy Baltazar  
PPMU

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier



## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

NOTE: "Prospective supplier must be registered at the Philippine Government Electornic System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) to

RFQ No. 2023-01-010

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

\*Company Name: \_\_\_\_\_  
 \*Company Address: \_\_\_\_\_  
 \*Contact Person: \_\_\_\_\_  
 \*Contact No.: \_\_\_\_\_  
 \*PhilGEPS Reg. No.: \_\_\_\_\_

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	UNIT COST	TOTAL COST
	1	LOT	PREVENTIVE MAINTENANCE OF AIRCONDITIONING UNIT			
			<b>SPLIT TYPE AIRCONDITIONING UNITS</b>			
			<b>FEBRUARY 11, 2023</b>			
			1. ADMIN - Division Chief - Split Type, Matrix 2HP (2019)			
			2. ADMIN - Property and Asset Section - Split Type, Daikin 1.5HP (2019)			
			3. RD - Admin - Split Type - Koppel 1.5HP (2016)			
			<b>FEBRUARY 18, 2023</b>			
			4. CBSS - Split Type Aux, 2.5HP			
			5. ICTMS Pantawid - Split Type, 2.5HP			
			6. RD's Office - Split Type, Daikin 1.5HP (2012)			
			<b>MARCH 4, 2023</b>			
			7. ARDO's Office - Split Type, Koppel 2.5HP (2019)			
			8. FMD - Cash - Split Type, Daikin 3HP (2018)			
			9. COA - Split Type, Daikin 3HP (2018)			
			<b>MARCH 11, 2023</b>			
			10. CIS - AICS - Split Type, Koppel 2.5HP (2015)			
			11. DRMD - Split Type, Daikin 2.5HP (2012)			
			12. Promotive Services Division - Split Type, Matrix 2HP (2019)			
			<b>MARCH 18, 2022</b>			
			13. Promotive Services Division - Split Type, Carrier 2HP (2018)			
			14. Promotive Services Division (Division Chief) - Split Type, samsung 1.5HP (2016)			
			<b>FLOOR MOUNTED AIR-CONDITIONNG UNIT</b>			
			<b>MARCH 25, 2023</b>			
			1. PPD - PDPS (Planning Section) - Floor Mounted, Koppel 3 Tonner (2010)			
			2. PPD - PDPS (Standards Section) - Floor Mounted Koppel 3 Tonner (2010)			
			3. HRMDD - Floor Mounted, Aux 4HP			
			<b>APRIL 1, 2023</b>			
			4. HRMDD - Floor Mounted, Koppel 3 Tonner (2019)			
			5. Capability Building Section - Floor Mounted, Kolin 4HP			
			6. Internal Audit - Floor Mounted Koppel 4HP (2015)			
			<b>APRIL 15, 2023</b>			
			7. RD's Office - Floor Mounted, Koppel 4HP (2019)			
			8. FMD Accounting Section - Floor Mounted, Daikin 4HP (2019)			
			9. FMD Accounting Section - Floor Mounted, Daikin 4HP (2019)			
			<b>APRIL 29, 2023</b>			
			10. FMD Accounting Section - Floor Mounted, Daikin 4HP (2019)			
			11. COA - Floor Mounted, Daikin 4HP (2018)			
			12. FMD Accounting Section - Floor Mounted, Daikin 4HP (2019)			
			<b>MAY 6, 2023</b>			
			13. Travel Clearance - Floor Mounted, Matrix 3 Tonner (2018)			
			14. Travel Clearance - Floor Mounted, Matrix 3 Tonner (2018)			
			15. RCC- Floor Mounted, Matrix 3 Tonner (2019)			
			<b>MAY 13, 2023</b>			
			16. RCC- Floor Mounted, Matrix 3 Tonner (2019)			
			17. Community Based Services Section - Floor Mounted, Matrix 4 Tonner (2018)			
			18. Center Based Section - Floor Mounted, Koppel 3 Tonner (2019)			

JUNE 10, 2022

19. Adoption Resource Referral Unit - Floor Mounted, Matrix 4 Tonner (2017)

20. Social Marketing Unit - Floor Mounted, Carrier 3 Tonner (2018)

21. ICTMS Server - Floor Mounted, Aux 4HP

JUNE 27, 2023

22. ICTMS Admin- Floor Mounted, Aux 4HP

23. ROC - Floor Mounted, Aux 4HP

24. HRMDD (Welfare Section) - Koppel Floor Mounted 3 Tunner - PPE 4763-1

25. HRMDD (Personnel Section) -Koppel Floor Mounted 3 Tunner - PPE 4763-2

**INCLUSIONS**

> Labor and Materials

> Conduct initial testing of the unit, check and inspect the proper operation

> De-energize the electrical power supply and put Lock Out Tag Out (LOTO)

> Inspect electrical wiring for any damage and discoloration

> Checking of electronic control and signal sensor

> Conduct inspection and clean air filters, replace if necessary

> Dismantling of air handling unit filter

> Dismantling of ACU panel enclosures and accessories

> Cleaning of evaporator fins, coil by using pressurizes washer

> Cleaning of indoor condense drain pan

> Dismantling and cleaning of cover and body frame

> Cleaning of electrical component for dirt accumulation

> Check and re-rightening of motor.

> Labor, materials and consumables.

> Start-up and testing the units.

\* NOTHING FOLLOWS \*

Approved Budget for the Contract: Php 68,500.00

**PURPOSE:** Preventive Maintenance of 14 Units of Split Type and 25 Units of Floor Mounted Aircon-Conditioning of Main Building and Building II of DSWD FO III for the 1st Semester of CY 2023.

**PR No.** 2023-01-014

**IMPORTANT:** The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O) at DSWD-Regional Office III, Procurement Section within 48 hours from its issuance. **FAILURE** to show up and sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings. Please carefully re-check your bid (i.e. price, technical specifications and delivery date.) DSWD Field Office III implements a **"NO MODIFICATION and NO DELIVERY EXTENSION POLICY"**. Thank you very much!

JENNIFER G. MORALES  
Procurement Officer

\_\_\_\_\_  
Supplier