

Goods and Services - PS-1861

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No.	RFQ-2025-03-0135
PR No.	2025-03-056
Mode of Procurement	NP-53.9 Small Value Procurement

*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: **PROCUREMENT OF SERVICE PROVIDER FOR THE PREVENTIVE MAINTENANCE OF SPLIT TYPE OF AIR CONDITIONING UNITS IN REGIONAL OFFICES CY 2025**

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.

Pursuant to Appendix "A" of Annex "H" of the 2016 Revised IRR of Republic Act No. 9184, interested bidders **MUST** submit the following requirements along with their bid.

NP-Small Value Procurement

Legal and Technical Requirements

- Philgeps Registration Number (Red Membership) or Philgeps Platinum Certificate;
- Valid Mayor's Permit;
For methods of procurement requiring Mayor's Permit and Philgeps Registration Number, Philgeps Platinum Membership with the current and updated Annex 'A' may be submitted in lieu of the said documents.
- Notarized Special Power of Attorney (SPA) / Secretary Certificate for Authorized Representative;
- Latest Income/Business Tax Return (for ABCs 500k and above);
- Unnotarized Omnibus Sworn Statement (for ABCs above 50k);

If awarded, kindly submit the notarized Omnibus Sworn Statement within 1 day upon receipt of the Notice of Award.

Additional Requirements

- If applicable, evidence supporting the specifications and compliance of the offered item/s must be submitted as part of your bid. Acceptable forms of evidence include, but are not limited to:
 - ✓ Manufacturer's sales literature or brochures;
 - ✓ Clear photos showing the brand, model, and specifications;
 - ✓ Website links with readable brand and detailed specifications;

- ✓ Unconditional statements of specification and compliance issued by the manufacturer; and/or
 - ✓ Samples or independent test data, as appropriate
- For Advocacy Materials, bidders must submit **EVIDENCE** such as but not limited to the following, in order to support its quotation:
 - a. Clear and actual copies of sample photo(s) of items being offered with measurements and dimensions;
 - b. Clear and actual copies of sample photo(s) of similar items from previous transactions, contracts or sales;
 - c. Whenever applicable, sample digital copy of design with required layout, kind of material and such other relevant specifications being offered.
- If such evidence has not yet been submitted, you are hereby granted one (1) calendar day from the date of receipt of the BAC's notice to submit the required documentation via email to quotation.fo3@dswd.gov.ph. Please note that failure to comply with this requirement within the prescribed period will result in the disqualification of your bid.
- If awarded, kindly submit the **BIR Registration Certificate** within 1 day upon receipt of the Notice of Award.
 - If applicable, Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Pursuant to Item III of Annex "H" of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184, Documentary Requirements for Alternative Methods of Procurement, *Procuring Entities maintaining an updated file of any of the bidder's above-mentioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer required its re-submission.*

Service providers who have already uploaded their current and updated Legal and Technical Eligibility documents to the procurement portal via <https://tinyurl.com/fo3bacsit> (**Service Providers' Registration Page**) are encouraged to ensure the continued validity and accuracy of their submissions. As long as the uploaded documents remain valid and updated, there will be no need for resubmission for every procurement project you wish to participate in, ensuring a seamless and convenient process.

For service providers who have not yet uploaded their eligibility documents, you are hereby encouraged to upload your current and valid eligibility requirements through the same portal for your convenience in future procurement projects.

Failure to attach the required documents will result in the DISQUALIFICATION of your bid.


Please accomplish and submit this form together with Annex A and all the required documents to DSWD FO III - BAC Secretariat either in person or electronically under the following conditions:

SERVICE PROVIDERS' REGISTRATION	https://tinyurl.com/fo3bacsit Select the Menu – “ SERVICE PROVIDER REGISTRATION FORM ”
ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsit <u>in case of difficulty accessing the above link, you may access the alternate link:</u> https://bit.ly/fo3bacsit Select the Menu – “ BID SUBMISSION ”
IN PERSON SUBMISSION	BAC Office (in front of Cash Releasing), DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga

INSTRUCTIONS TO BIDDERS

1. Accomplish this RFQ and Annex A correct and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with the given instructions for eligibility requirements will disqualify your quotation.
4. Do not submit to any official email addresses of the Procurement Section and Bids Awards Committee.
5. Bids must be in a **SINGLE FILE** and in **PDF FORMAT ONLY**

Very truly yours,


ADRIAN D. MORALES
Procurement Section Chief

Terms and Conditions:

1. Award shall be made on per: ☐ Item Basis ☒ Lot Basis
2. No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
3. Quotation validity shall be: Sixty (60) Calendar Days
4. Goods/Activity shall be delivered/conducted within/on: Please see attached Terms of Reference
5. Place of Delivery/Activity: DSWD Field Office III Regional Office and DSWD FO III Extension Office San Isidro, City of San Fernando, Pampanga
6. Terms of Payment: Please see attached Terms of Reference
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 to be shouldered by the Service Provider.
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): _____
11. Alterations: Any interlineations, erasures or overwriting shall be valid only if they are signed by the supplier or any of its duly authorized representative(s).
12. 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 and register for free.


BIANCA C. SOLITA

RPMU Head

(Signature over Printed Name)
Supplier

/Jal

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 to register."

RFQ NO. 2025-03-0135

Date: _____

* Company Name: _____

* Company Address: _____

* Contact Person: _____

* PhilGEPS Reg. No.: _____

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications (Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)	UNIT COST	TOTAL COST
	1	LOT	PREVENTIVE MAINTENANCE OF SPLIT TYPE AIR CONDITIONING UNITS IN REGIONAL OFFICES			
			Services must be completed within CY 2025 at DSWD Field Office III, Government Center, Maimpis, and San Isidro DSWD Extension Office, City of San Fernando, Pampanga, 2000 Philippines			
			(please see attached terms of reference)			
			nothing follows			
			Approved Budget for the Contract: PHP 199,759.44			

Please do not leave any blank items.

TOTAL OFFERED QUOTATION / BID

TOTAL OFFERED QUOTATION / BID	
In WORDS:	In FIGURES:
_____	PHP _____

PURPOSE: PROCUREMENT OF SERVICE PROVIDER FOR THE PREVENTIVE MAINTENANCE OF SPLIT TYPE OF AIR CONDITIONING UNITS IN REGIONAL OFFICES CY 2025

PR No. : 2025-03-056

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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.

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD-Regional Office III, P. O. Extension 3000, Alabang, Muntinlupa City. 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"

ADRIAN D. MORALES
PROCUREMENT SECTION CHIEF

SUPPLIER

DRN: III-FO-AD-BGMS-SS-PROP-25-01-03204-H

TERMS OF REFERENCE

I. Project Information

- a. **Title:** DSWD FO III: Preventive Maintenance of Split Type Air Conditioning Units in Regional Offices
- b. **Duration:** The project commence upon receipt of the Job Order up to the completion of the schedule provided in this Terms of Reference
- c. **Project Location:** DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga and DSWD Field Office III Extension Office, San Isidro, City of San Fernando, Pampanga
- d. **Proponent:** Building and Grounds Management Section
- e. **Budgetary Requirement:** One Hundred Ninety-Nine Thousand Seven Hundred Fifty-Nine Pesos and Forty-Four Centavos (₱ 199,759.44)
- f. **Fund Source:**

I. Rationale

The DSWD Field Office III Admin Division provides leadership, staff expertise, and support in managing and administrating resources, facilities, and the physical infrastructure. One of its key priorities is to provide a conducive and comfortable working environment for DSWD FO III employees and stakeholders. This includes maintaining proper ventilation and temperature regulation, which is essential for creating a positive atmosphere for work.

To achieve this, it is recommended to conduct preventive maintenance of air-conditioning units in the offices. These units are vital for regulating the ambient temperature and contributing to a well-maintained workspace, ultimately supporting the staff's well-being, as well as that of visitors and clients. The preventive maintenance of Split Type, Wall, and Floor Mounted Air-Conditioning Units is crucial in ensuring the longevity and optimal performance of these units.

By conducting regular maintenance, it will enhance the quality of the air-conditioning units, prevent breakdowns, and prolong their useful life. This effort ensures that the working conditions remain comfortable and conducive to the efficient operation of the DSWD Field Office III, which ultimately contributes to a productive and positive atmosphere for all individuals within the office.

II. Objectives

1. Prolonging the Lifespan of the Air Conditioning Units;
2. Ensuring Consistent Comfort and Efficiency;
3. Preventing Breakdown;

4. Reducing Energy Consumption;
5. Improving Air Quality;
6. Enhancing the Overall Operational Efficiency of the Office; and
7. Cost Savings in the Long Run.

III. Scope of Works

The scope of works for preventive maintenance of air conditioning units at the DSWD Field Office III should cover comprehensive activities to ensure the units operate efficiently and have an extended lifespan. Below is an outline of key tasks typically included in the scope of works for this type of maintenance:

1. Coordination to DSWD FO III

- a) **Scheduling:** Coordinate with BGMS for the proper implementation schedule of the activities, if there were air conditioning units that are urgently needed for cleaning will be prioritized also, the service provider must be willing to conduct maintenance during weekends if necessary.
- b) **Entry:** Service Provider must ensure coordination with the security guards and fill up Service Provider request for entry.
- c) **Implementation:** the Service Provider must coordinate to the office heads before and after the activity also must inform the status or findings of their air conditioning units.

2. Inspection and Assessment

- a) **Visual Inspection:** Check the physical condition of all air conditioning units, including split-type, wall-mounted, and floor-mounted units.
- b) **Operational Test:** Ensure all units are functioning properly by testing their cooling capacity, temperature settings, and modes of operation.
- c) **Airflow Check:** Measure airflow rates to ensure air circulation is optimal for the designated space.

3. Cleaning

- a) **Cleaning of Filters:** Remove, clean, and/or replace air filters to maintain proper airflow and prevent dust accumulation that could reduce efficiency.
- b) **Cleaning of Coils:** Clean the evaporator and condenser coils to ensure proper heat exchange and prevent inefficiency due to dirt buildup.
- c) **Cleaning of Drain Pans and Lines:** Inspect and clean the condensate drain pans and lines to prevent blockages and the potential for water damage.
- d) **Cleaning of Evaporator and Condenser Fans:** Ensure that the fans are free from dirt and debris to avoid malfunction or poor cooling performance.

3. Lubrication

- a) **Lubrication of Moving Parts:** Lubricate the fan and motor components to prevent wear and tear and ensure smooth operation.

4. Electrical System Checks

- a) **Inspect Wiring and Connections:** Check the electrical wiring and connections for signs of wear or damage that could lead to failures or safety hazards.
- b) **Test Thermostat Calibration:** Ensure that thermostats are calibrated correctly for accurate temperature regulation.
- c) **Check Capacitors, Relays, and Circuit Boards:** Inspect electrical components such as capacitors, relays, and circuit boards for proper operation.

5. Refrigerant Level Check

- a) **Check Refrigerant Charge:** Inspect refrigerant levels to ensure they are within the manufacturer's specified range. If necessary, recharge the system with the correct amount of refrigerant.
- b) **Check for Leaks:** Perform a leak test to identify and seal any refrigerant leaks that could reduce efficiency and cause system failure.

6. Inspection of Insulation

- a) **Inspect Insulation:** Check the insulation around pipes, ducts, and the unit itself to ensure there are no damages, which could reduce cooling efficiency and energy performance.

7. System Performance Testing

- a) **Test Temperature and Humidity Levels:** Ensure the unit is maintaining appropriate temperature levels and providing proper humidity control.
- b) **Check for Unusual Noises or Vibrations:** Listen for any irregular sounds indicating problems such as misalignment or wear.
- c) **Ensure Proper Startup and Shutdown:** Check that the unit starts and stops smoothly without issues.

8. General Maintenance Recommendations

- a) **Identify Potential Issues:** Provide recommendations for any components that may need attention or replacement in the near future to avoid more costly repairs later.
- b) **Safety Check:** Ensure that all safety mechanisms, such as circuit breakers and thermal cutoffs, are functioning correctly.

9. Documentation and Reporting

- a) **Maintenance Logs:** Maintain detailed records of all maintenance activities, including inspections, cleaning, repairs, and any parts replaced.
- b) **Service Report:** Submit a report on the condition of each air conditioning unit, highlighting any issues found and actions taken during the maintenance process. Service reports must submit to the BGMS along with the price quotation if there is needed for repair.

10. After the Activity

- a) **Client Feedback:** Gather feedback on the performance of the air conditioning units post-maintenance to ensure the service was effective.
- b) **Coordination:** in case of problems occurs to the air conditioning units within the service duration or warranty, the Service Provider must immediately check the unit and repair if possible. In case of replacement of parts is required, the service provider must submit a quotation within the day to the BGMS.
- c) **Checking:** the service provider shall be required to be readily available in case a problem arises with the units' operation and occurs within its service warranty. Immediate response or response time for service must be within the day. The service provider should also arrive with the complete tools and materials needed for the service to be delivered.

- d) **Repair Quotation:** Repair quotation based on the ACU findings/ analysis by the service provider during the scheduled inspection and PMS must be submitted automatically to the Building and Grounds Management Section with the project duration for appropriate action.

This scope of works is designed to ensure that all air conditioning units at the DSWD Field Office III are maintained to operate efficiently, remain reliable, and provide a comfortable working environment for staff and visitors. Regular preventive maintenance also helps in extending the lifespan of the units and reducing the likelihood of unexpected breakdowns.

IV. Detailed Estimate

The following are the air conditioning units of DSWD FO III located at Main Building, Annex Building, Administration Building, Government Center, Maimpis and DSWD Field Office III Extension Office, San Isidro, City of San Fernando, Pampanga to wit;

Stock/ Property No.	Unit	Location	Item Description	PPE	UNIT PRICE	PM Frequency (Semi- Annually)	Total Price
Wall Mounted Air-conditioning Units :							
1	unit	IAU – Main Building Ground Floor	Matrix 2HP	FO3-AC7-19-001	₱1,356.66	2	₱2,713.32
2	unit	Personnel Section – Main Building Ground Floor	Daikin 1.5HP	600-1	₱1,356.66	2	₱2,713.32
3	unit	Personnel Section – Main Building Ground Floor	Samsung 2HP	6042	₱1,356.66	2	₱2,713.32
4	unit	BAC – Main Building Ground Floor	Daikin 2HP	FO3-SPHV-AC2- 2022-11-0020	₱1,356.66	2	₱2,713.32
5	unit	HR LDS – Main Building Ground Floor	Daikin 2HP	FO3-SPHV-AC2- 2022-11-0018	₱1,356.66	2	₱2,713.32
6	unit	HRPPMS and Welfare – Main Building Ground Floor	Daikin 2HP	FO3-SPHV-AC2- 2022-11-0016	₱1,356.66	2	₱2,713.32
7	unit	COA – Main Building Ground Floor	Daikin 3HP	6036-2	₱1,356.66	2	₱2,713.32
8	unit	ORD – Main Building Second Floor	Koppel 1.5HP	5912-1	₱1,356.66	2	₱2,713.32
9	unit	ORD – Main Building Second Floor	AUX 2.5HP	FO3-AC2-24-0001	₱1,356.66	2	₱2,713.32
10	unit	ORD – Main Building	Daikin 2HP	FO3-SPHV-AC2-	₱1,356.66	2	₱2,713.32

		Second Floor		2022-11-0017			
11	unit	RD – Main Building Second Floor	Aux 2HP	FO3-SPHV-AC2-2023-10-0001	₱1,356.66	2	₱2,713.32
12	unit	RD – Main Building Second Floor	Aux 2.5HP	FO3-AC2-2024-05-02-0001-ORDR3	₱1,356.66	2	₱2,713.32
13	unit	ARDO – Main Building Second Floor	Koppel 2.5HP	5799-2	₱1,356.66	2	₱2,713.32
14	unit	ARDO – Main Building Second Floor	Samsung 2HP	FO3-SPHV-AC2-2022-11-0015	₱1,356.66	2	₱2,713.32
15	unit	FMD DC – Main Building Second Floor	Matrix 2HP	6024	₱1,356.66	2	₱2,713.32
16	unit	FMD DC – Main Building Second Floor	Aux 1HP	FO3-SPHV-AC2-2024-09-0001	₱1,356.66	2	₱2,713.32
17	unit	Cash Section – Main Building Second Floor	Daikin 3HP	6036-1	₱1,356.66	2	₱2,713.32
18	unit	Cash Section – Main Building Second Floor	AUX 2.5HP	FO3-AC2-2024-05-02-0001-CS	₱1,356.66	2	₱2,713.32
19	unit	Accounting Section – Main Building Second Floor	Samsung 2HP	FO3-SPHV-AC2-2021-11-0013	₱1,356.66	2	₱2,713.32
20	unit	DRCC - Main Building Second Floor	Aux 2HP	FO3-AC2-2024-05-02-0001-1CTFO	₱1,356.66	2	₱2,713.32
21	unit	Budget Reviewer – Main Building Second Floor	Daikin 1.5HP	FO3-SPHV-AC2-2022-11-0019	₱1,356.66	2	₱2,713.32
22	unit	Budget Reviewer – Main Building Second Floor	AUX 2.5HP	FO3-AC2-2024-05-02-0001-BS	₱1,356.66	2	₱2,713.32
23	unit	CIS – Annex Building Ground Floor	Samsung 2HP	FO3-SPHV-AC2-2022-11-0001	₱1,356.66	2	₱2,713.32
24	unit	CIS – Annex Building Ground Floor	Samsung 2HP	FO3-SPHV-AC2-2022-11-0002	₱1,356.66	2	₱2,713.32
25	unit	CIS – Annex Building Ground Floor	Samsung 2HP	FO3-SPHV-AC2-2022-11-0003	₱1,356.66	2	₱2,713.32
26	unit	DRSS – Annex Building Ground Floor	Daikin 2HP	FO3-ICS-NI-2022-11-01619	₱1,356.66	2	₱2,713.32
27	unit	DRSS – Annex	Daikin 2HP	5226	₱1,356.66	2	₱2,713.32

		Building Ground Floor					
28	unit	DRSS – Annex Building Ground Floor	Daikin 2HP	FO3-ICS-NI-2022- 11-01618	₱1,356.66	2	₱2,713.32
29	unit	DRMD DC – Annex Building Ground Floor	AUX 2HP	FO3-SPHV-AC2- 2023-10-0002	₱1,356.66	2	₱2,713.32
30	unit	DRMD – Annex Building Ground Floor	AUX 2HP	FO3-SPHV-AC2- 2023-10-0003	₱1,356.66	2	₱2,713.32
31	unit	DRMD – Annex Building Ground Floor	AUX 1.5HP	FO3-SPHV-AC2- 2024-04-0004	₱1,356.66	2	₱2,713.32
32	unit	PSD DC – Annex Building Second Floor	Matrix 2HP	6098	₱1,356.66	2	₱2,713.32
33	unit	PSD DC – Annex Building Second Floor	Samsung 2HP	FO3-SPHV-AC2- 2022-11-0012	₱1,356.66	2	₱2,713.32
34	unit	PSD (RCC, Combased and SFP) – Annex Building Second Floor	Daikin 2HP	FO3-ICS-NI-2022- 11-01618	₱1,356.66	2	₱2,713.32
35	unit	PSD (RCC, Combased and SFP) - Annex Building Second Floor	Daikin 2HP	FO3-SPHV-AC2- 2022-11-2021	₱1,356.66	2	₱2,713.32
36	unit	SMU Studio – Annex Building Second Floor	Samsung 1.5HP	5246	₱1,356.66	2	₱2,713.32
37	unit	SMU - Annex Building Second floor	Samsung 2HP	FO3-SPHV-AC2- 2022-11-0014	₱1,356.66	2	₱2,713.32
38	unit	Innovation - Annex Building Third Floor	Samsung 2HP	FO3-SPHV-AC2- 2022-11-0011	₱1,356.66	2	₱2,713.32
39	unit	Innovation DC - Annex Building Third Floor	AUX 2.5HP	FO3-AC2-2024- 05-02-0001-CIS	₱1,356.66	2	₱2,713.32
40	unit	Admin DC – Administration Building Second Floor	Aux 1.5HP	FO3-AC7-23-0003	₱1,356.66	2	₱2,713.32
41	unit	BGMS – Administration Building Second Floor	Aux 2HP	FO3-AC7-23-0004	₱1,356.66	2	₱2,713.32
42	unit	Drivers Lounge – Administration Building Second Floor	Aux 1HP	FO3-AC7-23-0002	₱1,356.66	2	₱2,713.32

Floor Mounted Air-conditioning Units :

1	unit						
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		Library – Main Building Ground Floor	Kolin 4HP	FO3-AC5-19-0001	₱1,650.00	2	₱3,300.00
2	unit	Personel Section – Main Building Ground Floor	Koppel 3TR	4763-1	₱1,650.00	2	₱3,300.00
3	unit	COA – Main Building Ground Floor	Daikin 4HP	6037-2	₱1,650.00	2	₱3,300.00
4	unit	Temporary DRMD Office – Main Building Second Floor	Koppel 4HP	5800-1	₱1,650.00	2	₱3,300.00
5	unit	Annex Lobby – Main Building Second Floor	Aux 4HP	FO3-AC5-2024-05-02-0001-ICTFO	₱1,650.00	2	₱3,300.00
6	unit	ICTMS Server Room – Main Building Second Floor	Aux 4HP	FO3-AC5-2024-05-02-0002-ICTFO	₱1,650.00	2	₱3,300.00
7	unit	ICTMS Server Room – Main Building Second Floor	Aux 4HP	FO3-AC5-2024-05-02-0003-ICTFO	₱1,650.00	2	₱3,300.00
8	unit	ROC – Main Building Second Floor	Aux 4HP	FO3-AC5-2024-05-02-0004-ICTFO	₱1,650.00	2	₱3,300.00
9	unit	ROC – Main Building Second Floor	Aux 4HP	FO3-AC5-2024-05-02-0005-ICTFO	₱1,650.00	2	₱3,300.00
10	unit	Accounting Section – Main Building Second Floor	Daikin 4HP	6000-4	₱1,650.00	2	₱3,300.00
11	unit	Accounting Section – Main Building Second Floor	Daikin 4HP	6000-3	₱1,650.00	2	₱3,300.00
12	unit	Accounting Section – Main Building Second Floor	Daikin 4HP	6000-2	₱1,650.00	2	₱3,300.00
13	unit	Hallway – Annex Building Ground Floor	Matrix 4HP	6099-1	₱1,650.00	2	₱3,300.00
14	unit	Travel Clearance – Annex Building Ground Floor	Matrix 3TR	6052	₱1,650.00	2	₱3,300.00
15	unit	PSD (RCC, Combased/SFP) – Annex Building	Matrix 3TR	6099-2	₱1,650.00	2	₱3,300.00

		Second Floor					
16	unit	Innovation – Annex Building Third Floor	Matrix 4TR	6050-1	₱1,650.00	2	₱3,300.00
17	unit	SocTech, EPAHP, TAORRS and Pag Abot – Annex Building Third Floor	Matrix 3TR	FO3-AC5-19-0003	₱1,650.00	2	₱3,300.00
18	unit	SocTech, EPAHP, TAORRS and Pag Abot – Annex Building Third Floor	Matrix 4 TR	6050-2	₱1,650.00	2	₱3,300.00
19	unit	SMU Studio – Annex Building Third Floor	Daikin 4HP	6037-1	₱1,650.00	2	₱3,300.00
20	unit	RAMS Storage – Administration Building Ground Floor	AUX 3HP	FO3-AC5-2024-05-02-0001	₱1,650.00	2	₱3,300.00
21	unit	RAMS Storage – Administration Building Ground Floor	AUX 3HP	FO3-AC5-2024-05-02-0002	₱1,650.00	2	₱3,300.00
22	unit	RAMS Storage – Administration Building Ground Floor	AUX 3HP	FO3-AC5-2024-05-02-0003	₱1,650.00	2	₱3,300.00
23	unit	Procurement Section – Administration Building Second Floor	HK 5TR	FO3-AC5-23-0001	₱1,650.00	2	₱3,300.00
24	unit	GSS – Administration Building Second Floor	HK 4TR	FO3-AC5-23-0002	₱1,650.00	2	₱3,300.00
25	unit	Pantawid - San Isidro	Koppel 3TR	5800-2	₱1,650.00	2	₱3,300.00
26	unit	Pantawid - San Isidro	AUX 3TR	FO3-AC5-2024-05-02-0004-4PSF3	₱1,650.00	2	₱3,300.00
TOTAL ABC							₱199,759.44

V. Project Description

The Preventive Maintenance of Air Conditioning Units aims to ensure the optimal performance and longevity of the units installed in the DSWD FO III regional office and extension offices which will be service twice (Semi-Annually).

VI. Contract Duration and Schedule

The project will commence upon the confirmation of the Job Order and will be implemented semi-annually for all air conditioning units listed in this Terms of Reference must be completed as follows:

ACTIVITY / SCOPE OF WORKS	START		FINISH	DURATION
First Preventive Maintenance	Upon Conformance of the Job Order	Day 1	Day 70	70 days
Second Preventive Maintenance	After 70 Calendar days of the Job Order	Day 71	Day 140	70 days

Failure to meet these deadlines will result in the service provider being subject to liquidated damages.

VII. Terms of Payment

1. The Payment for this project shall be made upon completion of the following activities/ scope of works:

Payment Tranches	Outputs/ Deliverables
First Tranche Payment: 50% of the total cost	Must complete the first preventive maintenance of all air conditioning units provided in this Terms of Reference and provide the accomplishment report and billing statement for 50% completion
Second Tranche Payment: 100% of the total cost	Must complete the second preventive maintenance of all air conditioning units provided in this Terms of Reference and provide the accomplishment report and billing statement for 100% completion

2. Payments shall be made within Thirty (30) calendar days upon receipt of all the required documents of the Building and Grounds Management Section. However, the service provider must expect delays in some cases of the government process

3. Payment shall be subject to applicable taxes, auditing, and accounting rules and regulations of DSWD relative to payment of procurement contracts.

VIII. Accountabilities

1. The Service provider shall ensure that the scope of work is precisely rendered within the duration.
2. The Service Provider shall ensure the quality of work with a minimum of six (6) months service warranty.

3. The Service Provider shall exercise diligence in performing its services to ensure that no illness, accident, or damage will happen to any DSWD FO III employees, clients, or properties. The service provider shall assume full responsibility for any claims or liabilities arising from illness, accident, and/or damage due to its acts of omission and negligence.

IX. Budgetary Requirement and Fund Source

Based on the stated presentation, it is highly recommended that this proposal be approved in the amount of ₱ 199,759.44 chargeable against _____ funds.

Submitted By:

CLEENTON P. CORONEL

OIC Chief, Building and
Grounds Management Section

Recommended as to purpose and necessity:

ALLAIN R. MALIT

OIC Chief, Administrative Division

Approved / Disapproved:

VENUS F. REBULDELA

Regional Director