

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

REQUEST FOR QUOTATION

RFQ No.	RFQ-2025-03-0107
PR No.	2025-03-057
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: **SUPPLY, DELIVERY AND INSTALLATION OF INVERTER-TYPE AIR CONDITIONING UNITS FOR ICTMS AND OTHER 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](mailto: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/fo3bacsite> (**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:

<b>SERVICE PROVIDERS' REGISTRATION</b>	<a href="https://tinyurl.com/fo3bacsite">https://tinyurl.com/fo3bacsite</a> Select the Menu – “ <b>SERVICE PROVIDER REGISTRATION FORM</b> ”
<b>ELECTRONIC SUBMISSION</b>	<a href="https://tinyurl.com/fo3bacsite">https://tinyurl.com/fo3bacsite</a>  <a href="#">in case of difficulty accessing the above link, you may access the alternate link:</a>  <a href="https://bit.ly/fo3bacsite">https://bit.ly/fo3bacsite</a> Select the Menu – “ <b>BID SUBMISSION</b> ”
<b>IN PERSON SUBMISSION</b>	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, Government Center, Maimpis, City of San Fernando, Pampanga and Extension Office
6. Terms of Payment: within Thirty (30) Calendar days after the conduct of activity  
 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): **Please see attached Terms of Reference**
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](http://www.philgeps.gov.ph) and register for free.

  
**BIANCA C. SOLITA**

PPMT Head

(Signature over Printed Name)  
 Supplier

/Steph

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) to register."

RFQ NO. 2025-03-0107  
Date: \_\_\_\_\_

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

Stock/Property No.	QTY.	Unit	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications <small>(Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)</small>	UNIT COST	TOTAL COST
1	UNIT	4	<p>DSWD FO III: SUPPLY, DELIVERY, AND INSTALLATION OF INVERTER-TYPE AIR CONDITIONING UNITS FOR ICTMS AND OTHER REGIONAL OFFICES</p> <p>The Project commences upon receipt of the Purchase Order up to the Completion of the schedule provided in the Terms of Reference. Services must be completed at DSWD Field office III, Government Center, Maimpis, City of San fernando, Pampanga and extension office</p> <p>(Please see attached terms of Reference)</p>			
			*Nothing Follows*			
Approved Budget for the Contract: PHP 196,979.20						

**TOTAL OFFERED QUOTATION / BID**

<p><b>In WORDS:</b> _____ _____ _____</p>	<p><b>In FIGURES:</b> PHP _____</p>
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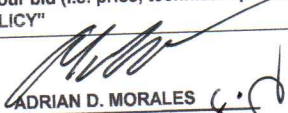
**PURPOSE:** SUPPLY, DELIVERY AND INSTALLATION OF INVERTER-TYPE AIR CONDITIONING UNITS FOR ICTMS AND OTHER REGIONAL OFFICES CY 2025

**PR No. :** 2025-03-157

**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"

  
ADRIAN D. MORALES  
PROCUREMENT SECTION CHIEF

\_\_\_\_\_  
SUPPLIER

DRN: III-FO-AD-BGMS-SS-PROP-25-03-16422-H

## TERMS OF REFERENCE

### I. Project Information

- a. **Title:** DSWD FO III: Supply, Delivery, and Installation of Inverter-Type Air Conditioning Units for ICTMS and Other Regional Offices
- b. **Duration:** Within Sixty(60) Calendar days upon the receipt of the Purchase Order up to the completion of the project
- c. **Project Location:** DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga and Extension Office
- d. **Proponent:** Building and Grounds Management Section
- e. **Budgetary Requirement:** One Hundred Ninety-Six Thousand Nine Hundred Seventy-Nine Pesos and Twenty Centavos (₱ 196,979.20)
- f. **Fund Source:**

### II. Rationale

The DSWD Field Office III Administrative Division provides leadership, staff expertise, and support for efficiently managing and administering resources, facilities, and physical infrastructure. This includes providing conducive and well-ventilated working space for the DSWD FO III employees and ensuring the efficacy and efficiency of each worker is being served to all stakeholders.

A comfortable and well-ventilated workplace is essential for the overall well-being of ICTMS staff, as it supports their ability to perform their duties efficiently. A pleasant environment within their workspaces enhances the atmosphere of respect, promoting a spirit of friendliness and cooperation despite the ongoing program implementation and operational challenges faced by the department. This also applies to the PPD Office at the AMSHCO Building and the Standard Section Office. An additional AC units are needed to foster such an atmosphere.

The Department of Social Welfare and Development Field Office III (DSWD FO III), Building and Grounds Management Section, seeks to procure and install inverter-type air conditioning units to enhance comfort, and promote productivity in the workplace. This proposal is made to fulfill the mandate of ensuring a safe and comfortable workplace for every employee and providing adequate facilities for all stakeholders.

### III. Objectives

1. To supply, deliver, and install inverter-type air conditioning units in the specified locations.
2. To ensure the units meet the operational standards of efficiency, reliability, and performance; and

3. To enhance the working conditions in the identified offices, creating a conducive environment to improve the overall well-being and productivity of personnel through the installation of additional air-conditioning units.

#### IV. Scope of Works

The scope of work for the supply, delivery, and installation of air conditioning units at the Regional Office should cover comprehensive activities to ensure the units operate and are properly installed. Below is an outline of key tasks typically included in the scope of work for the activity:

##### 1. Coordination to DSWD FO III

- a) **Scheduling:** Coordinate with BGMS to ensure the proper implementation schedule of the activities.
- b) **Entry:** The Service Provider must ensure coordination with the security guards and fill out the Service Provider's request for entry.
- c) **Implementation:** The Service Provider must coordinate with the office heads before and after the activity and inform the status of their air conditioning units.

##### 2. Supply and Delivery:

- a) **Supply:** The Service Provider must supply an inverter-type air conditioning unit and comply with all the minimum specifications provided.
- b) **Delivery:** The Service Provider must deliver and install to the designated locations within the region, and extension offices.
- c) **Transportation, Handling, and Delivery:** The Service Provider must transport, handle, and deliver the units at its own expense, ensuring that no damage to the units.

##### 3. Installation:

- a) **Standard:** The Service Provider must install the air conditioning units at the identified offices and rooms, with coordination to the office heads.
- b) **Placement and Connection:** The Service Provider must ensure proper placement of units, electrical connections, and other installation-related work with coordination to the BGMS.
- c) **Others Miscellaneous:** The Service Provider must ensure the insulation around pipes, and the unit itself is in good condition, or anything which could reduce cooling efficiency and energy performance. Ensure the drain pipes are connected, extended if needed, to the drainage and there are no water drippings along the area where the outdoor unit was installed.

##### 7. System Performance Testing and Commissioning

- a) **Testing:** Conduct thorough testing to ensure that all units are functioning correctly.
- b) **Commissioning:** Provide commissioning reports confirming the units' performance and proper installation.

##### 8. Documentation and Reporting

- a) **Service Report:** Submit a report on the condition of each air conditioning unit, highlighting any issues found and actions taken during the installation process.

##### 9. After the Activity

- a) **Client Feedback:** Gather feedback on the performance of the air conditioning units post-installation to ensure the installation was effective.
- b) **Warranty:** Provide a minimum warranty period of one (1) year and five (5) years for the compressor for each unit from the date of installation.

- c) **After-sales Support and Maintenance Services:** Provide after-sales support and maintenance services for the duration of the warranty.
- d) **Coordination:** In case problems occur to the air conditioning units within the service duration or warranty, the Service Provider must immediately check the unit and repair it if possible. In case of correction is required, the service provider must coordinate with BGMS within the day.

This scope of work is designed to ensure that all air conditioning units installed at the DSWD Field Office III operate efficiently.

**V. Detailed Estimate**

The following are the air conditioning units to be installed for DSWD FO III located at the Government Center, Maimpis, and the City of San Fernando, Pampanga to wit;

Item Description	Quantity	Unit Cost	Total
<p><b>Split Type Wall Mounted ACU 2.0 HP Inverter</b></p> <p>Split Type Wall Mounted ACU 2.0 HP Inverter</p> <p>Aircon Category: Wall Mounted Split Type</p> <p>Motor type: Inverter</p> <p>Nominal Capacity: 2.0 HP</p> <p>Power Source: 220V, ~, 60Hz</p> <p>At least Energy Star of 4.0</p> <p>Provision of main power supply line (Circuit Breaker with case and wires) for each air-conditioning unit</p> <p>With a bracket for the condenser</p> <p>Tools, materials, and consumables to be used for the installation of the unit within 1st 10 feet of pipe length, including drain pipes from units to the sewer line</p> <p>Additional 5ft pipes, materials, and consumables to be used for the installation of the unit</p> <p>With free Installation in the designated areas</p> <p>Does not contain "controlled refrigerants" as defined under the Ozone Layer Protection Regulation</p> <p>Repairable Units and Available Replacement Parts (for a minimum of 10 years after the end of production)</p>	4	₱ 49,244.80	<b>₱ 196,979.20</b>

Recyclable packages and shall provide a packaging take-back service			
With a minimum of One (1) Year Warranty including parts Repair and Replacement			
With a minimum of Five (5) five-year warranty for Compressor			

**VI. Project Description**

This project aims to purchase and install Four (4) 2.0HP Air-conditioning units at the Department of Social Welfare and Development (DSWD) Field Office III Regional Offices. It involves the supply, delivery, and installation of inverter-type air conditioning units for the regional offices. The objective is to enhance the working environment by ensuring comfort for staff while reducing energy consumption. The scope includes the installation of the units in designated office spaces, testing, commissioning, and providing after-sales support and maintenance. This initiative aims to improve the overall productivity and comfort of the DSWD FO III workforce.

**VII. Contract Duration and Schedule**

The delivery and installation of all items must be within Sixty (60) calendar days upon the conformity of the Purchase Order and will be at the DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga, 2000, Philippines.

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

**VIII. Terms of Payment**

1. The Payment for this project shall be made upon completion of the following activities/ scope of works.
2. Payments shall be made within Thirty (30) calendar days upon receipt of all the required Building and Grounds Management Section documents.
3. Payment shall be subject to applicable taxes, auditing, and accounting rules and regulations of DSWD relative to payment of procurement contracts.

**IX. 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 one (1) year including parts Repair and Replacement, and five (5) years for the compressor 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.



**X. Budgetary Requirement and Fund Source**

Based on the stated presentation, it is highly recommended that this proposal be approved in the amount of ₱ 196,979.20 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:**

**DIR. VENUS F. REBULDELA**

For the Regional Director:

**DIR. ARMONT C. PECINA**  
Officer-in-Charge, ARD for Operation