

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

REQUEST FOR QUOTATION

RFQ No.	RFQ-2025-03-0098
PR No.	2025-02-181
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 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/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:

SERVICE PROVIDERS' REGISTRATION	https://tinyurl.com/fo3bacsite Select the Menu – “ SERVICE PROVIDER REGISTRATION FORM ”
ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsite <u>in case of difficulty accessing the above link, you may access the alternate link:</u> https://bit.ly/fo3bacsite 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, DMGC, MAIMPIS, CITY OF SAN FERNANDO, PAMPANGA
6. Terms of Payment: 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 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 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 and register for free.


BIANCA C. SOLITA

PPMU Head

 (Signature over Printed Name)
 Supplier

/Jal

DRN: III-FO-AD-BGMS-SS-PROP-24-02-07504-H

TERMS OF REFERENCE

I. Project Information

- a. **Title:** DSWD FO III: Supply, Delivery, and Installation of Inverter-Type Air Conditioning Units for Regional Offices
- b. **Duration:** Within Six (60) calendar days upon receipt of the purchase order
- c. **Project Location:** DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga
- d. **Proponent:** Building and Grounds Management Section
- e. **Budgetary Requirement:** Four Hundred Ninety-Four Thousand Four Hundred Sixty-Four Pesos and Sixty Centavos (₱ 494,464.60)
- f. **Fund Source:** PSIF AICS

II. Rationale

The Department of Social Welfare and Development (DSWD) Field Office III is committed to providing a conducive and comfortable working environment for its employees, stakeholders, and clients. A well-maintained office environment plays a crucial role in ensuring the efficiency of operations and the quality of service provided to the public. One of the key elements of a comfortable workplace is proper temperature regulation, which contributes to overall comfort, health, and productivity.

However, several offices within the DSWD Field Office III, including the Assistance to Individuals in Crisis Situations (AICS) office, are currently experiencing challenges related to inadequate ventilation. These issues cause discomfort, especially during warm weather, and hinder the work experience of both employees and visitors. The lack of sufficient cooling systems in these spaces affects the overall atmosphere and creates a less-than-ideal environment for delivering services.

This proposal aims to address these concerns by recommending the installation of additional air conditioning units in the affected office spaces, particularly the AICS office. Providing the necessary temperature regulation will ensure a more comfortable, productive, and efficient environment, ultimately benefiting both the DSWD employees and the clients they serve.

III. Objectives

1. 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; and
2. Promote energy efficiency by replacing inefficient air conditioning units with inverter technology, reducing power consumption and maintenance requirements;
3. Promote healthy well-being of staff and ability to deliver their best at work.

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 to the designated locations within the region, specifically the DSWD FO III regional offices.
- c) **Transportation, Handling, and Delivery:** The Service Provider must transport, handle and deliver the units at the expense of the contractor.

3. Installation:

- a) **Standard:** The Service Provider must install the air conditioning units at the identified offices and rooms, following the owner and client standards.
- b) **Placement and Connection:** The Service Provider must ensure proper placement of units, electrical connections, and other installation-related work.
- 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.

4. 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.

5. 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.

6. 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 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 City of San Fernando, Pampanga to wit;

Item Description	Quantity	Unit Cost	Total
<p>Split Type Wall Mounted ACU 1.5 HP Inverter</p> <p>Split Type Wall Mounted ACU 1.5 HP Inverter</p> <p>Aircon Category: Wall Mounted Split Type</p> <p>Motor type: Inverter</p> <p>Nominal Capacity: 1.5 HP</p> <p>Power Source: 220V, ~, 60Hz</p> <p>At least Energy Star of 4.0</p>	10	₱ 49,446.46	₱ 494,464.60

<p>Provision of main power supply line (Circuit Breaker with case and wires) for each air-conditioning unit</p> <p>With bracket for 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 sewer line</p> <p>Additional 20ft 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> <p>Recyclable packages and shall provide a packaging take-back service</p> <p>With a minimum of One (1) Year Warranty including parts Repair and Replacement</p> <p>With a minimum of Five (5) five-year warranty for Compressor</p>			
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VI. Project Description

This project aims to purchase and install Ten (10) 1.5HP Air-conditioning units at the Department of Social Welfare and Development (DSWD) Field Office III Regional Offices.

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 from the date of receipt of complete and accurate supporting documents. Incomplete documentation may result in possible processing delays;
3. The service provider must provide a Landbank account registered under their company's name for the disbursement of payments. If the service provider does not have a Landbank account, the crediting of payments to other banks may take longer due to interbank processing time;
4. 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 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.

X. Budgetary Requirement and Fund Source

Based on the stated presentation, it is highly recommended that this proposal be approved in the amount of ₱ 494,464.60 chargeable against DSIF - ATCS funds.