DSWD
Department of Social Welfare and Development
BAGONG PILIPINAS
Field Office 3 – Central Luzon

CPM NO. PS-2025-0029
Other Machineries and Equipment

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

REQUEST FOR QUOTATION

RFQ No.	**RFQ-2025-08-0029**
PR No.	**2025-06-039**
Mode of Procurement	**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 AICS, AKAP AND OTHER SUPPORT OFFICES**

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 a basis for non – compliance.

Pursuant to Section 34 of the Republic Act No. 12009,, otherwise known as the "New Government Procurement Act," interested bidders **MUST** submit the following requirements along with their bid.

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 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 200k);**

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

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;

DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga, 2000 Philippines
Website: www.fo3.dswd.gov.ph Tel Nos.: (045) 961-2143

- ✔ 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 awarded, kindly submit the **BIR Registration Certificate** within 1 day upon receipt of the Notice of Award to the BAC Secretariat.
- If applicable, Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

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 electronically under the following condition:

ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsite **in case of difficulty accessing the above link, you may access the alternate link:** https://bit.ly/fo3bacsite Select the Menu – **"BID SUBMISSION"**
DEADLINE OF SUBMISSION	August 18, 2025 | 11:00 AM

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: within thirty (30) Calendar days upon receipt of Purchase Order
5. Place of Delivery/Activity: DSWD Field Office III, DMGC, Maimpis, CSFP

6. Terms of Payment: within thirty (30) Calendar days after the completion of delivery
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 Service Provider.
Payment through inter-bank transactions may take a minimum of two (2) to three (3) weeks to be credited. Service providers are highly encouraged to open a Land Bank account to facilitate faster and more efficient crediting of claims.

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. with a minimum of (5) year warranty for compressor
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): with a minimum of (5) year warranty for compressor, with (1) year warranty including parts repair and replacement
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 suppliers 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

/STEPHANIE

Procurement Form No. 04-A "ANNEX A"

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

NOTE: "Prospective supplier must be registed at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register."

RFQ NO. 2025-08-0029
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 indicate the word "Comply" in this whole columnn as your statement of compliance. For goods, please include the detailed specifications in another sheet of paper or in the proof of evidence)	UNIT COST	TOTAL COST
			DSWD FO III: SUPPLY, DELIVERY AND INSTALLATION OF INVERTER- TYPE AIR CONDITIONING UNITS FOR AICS, AKAP AND OTHER SUPPORT OFFICES			
	26	UNITS	**Split Type Wall Mounted ACU 2.0 HP Inverter**			
			-Aircon Category: Wall Mounted Split Type -Motor type: Inverter -Nominal Capacity: 2.0 HP -Power Source: 220V, ~, 60Hz -At least Energy Star of 4.0 -Provision of main power supply line (Circuit Breaker with case and wires) for each air-conditioning unit -With bracket for condenser -Free 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 or specified by BGMS -Additional 5ft pipes, materials, and consumables to be used for the installation of the unit -With free Dismantling of Existing and Installation in the designated areas Does not contain controlled refrigerants as defined under the Ozone Layer Protection Regulation -Repairable Units and Available Replacement Parts (for a minimum of 10 years after the end of production) -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			
			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 request for entry. c) Implementation: The Service Provider must coordinate with the BGMS before and after the activity and inform them of 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 Regional Offices. c) Transportation, Handling, and Delivery: The Service Provider must transport, handle, and deliver the units at its own expense, ensuring that no damage is caused to the units.			
			3. Dismantling and Installation: a) Standard: The Service Provider must dismantle old units if needed, to install the new air conditioning units at the identified offices and rooms, with coordination with the BGMS. b) Placement and Connection: The Service Provider must ensure proper placement of units, electrical connections, and other installation-related work in coordination with the BGMS. c) Other Miscellaneous: The Service Provider must ensure that the insulation around pipes and the unit itself is in good condition, or anything that 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 and following what is specified by the TOR. b) Commissioning: Confirm the units performance and proper installation.			
			5. After the Activity a) Client Feedback: Monitor 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 with 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.			

			PROJECT DESCRIPTION			
			The scope includes the installation of the units in designated office spaces, testing, commissioning, and providing after-sales support and maintenance.			
			CONTRACT DURATION AND SCHEDULE:			
			The delivery and installation of all items must be within Thirty (30) 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			
			TERMS OF PAYMENT			
			1. The Payment for this project shall be made with the following details, to wit;			
			The completion date will be determined based on the accomplishment date of the activity, which includes the submission of all required documents. Billing Statement or Sales Invoice, Delivery Receipt Payment processing will begin once all necessary documentation has be submitted and is compliance. After the activity, the service provider is given 10 days to submit the required documents. Failure to meet these deadlines will result in the serviceprovider being subject to liquidated damages.			
			2. Payments shall be made within thirty (30) calendar days. The payment process will commence upon receipt of all required documents.			
			3. The service provider must provide the Landbank account under their company name. Failure to do so may result in delays in the processing of payments to accounts other thanthe designated Landbank account.			
			4. Payment shall be subject to applicable taxes, auditing, and accounting rules and regulations of DSWD relative to payment of procurement contracts.			
			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 servicewarranty.			
			3. The Service Provider shall exercise diligence in performing its services to ensure that noillness, accident, or damage will happen to any DSWD FO III employees, clients, orproperties. The service provider shall assume full responsibility for any claims orliabilities arising from illness, accident, and/or damage due to its acts of omission and negligence.			
			Delivery Schedule: within thirty (30) Calendar Days upon receipt of Purchase Order at DSWD Field office III, Government Center, Maimpis, City of San Fernando, Pampanga			
			NOTHING FOLLOWS			
			Approved Budget for the Contract: PHP 1,280,364.80			

Please do not leave any blank items.

TOTAL OFFERED QUOTATION / BID

In WORDS:	In FIGURES:
_____	PHP _____

PURPOSE: SUPPLY, DELIVERY AND INSTALLATION OF INVERTER-TYPE AIR CONDITIONING UNITS FOR AICS, AKAP AND OTHER SUPPORT OFFICES

PR No. : 2025-06-039

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

_____
(Signature over Printed Name)
Supplier