



REPUBLIC OF THE PHILIPPINES  
Department of Budget and Management  
Malacañang, Manila

## **ADMINISTRATIVE SERVICE**

### **REQUEST FOR QUOTATION**

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the project "*Air-Conditioning Preventive Maintenance*", in accordance with Section 53.9 of the Implementing Rules and Regulations Republic Act No. 9184.

- Name of Project : *Air-Conditioning Preventive Maintenance*
- Location : Boncodin Hall, DBM Building II, General Solano Street, San Miguel, Manila
- Specifications : Please refer to Annex "A" for the detailed Technical Specifications and Schedule of Requirements
- Approved Budget for the Contract : Five Hundred Thousand Pesos (Php 500,000.00)
- Delivery Date : Fifteen (15) working days upon Receipt of Notice to Proceed

Interested suppliers are required to submit their valid and current Mayor's Permit and PhilGeps Registration Certificate, and price quotation (Annex "B").

Submission of quotation and eligibility documents is on or before 5:00p.m. of 25 June 2013 at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax nos. 735-4979 / 735-1957.

For inquiry, you may contact us at tel. nos. 735-4979 or 490-1000 locals 3114, 3115 & 3117.

Very truly yours,

**ATTY. SOFIA C. YANTO**  
*Director, Administrative Service*

**Annex "A"**

**TECHNICAL SPECIFICATIONS AND SCHEDULE OF REQUIREMENTS**

Item	Specification	Statement of Compliance																																																																																																																																																																
I. Contract Duration	The contract for the Air-Conditioning Preventive Maintenance installed at the DBM Building II of the Department of Budget and Management shall be from July 2013 to July 2014																																																																																																																																																																	
II. General Requirements	Supply of labor, tools and technical supervision for the general cleaning and preventive maintenance and checking of air-conditioning units (split type, wall mounted and window type; VRF) installed at DBM Building.																																																																																																																																																																	
III. Schedule of Requirements	<p>Building II – General cleaning, preventive maintenance and checking of 157 units Hitachi and 16 units Koppel and 1 unit Samsung (Split Package) as follows:</p> <table border="1" data-bbox="451 863 1289 1969"> <thead> <tr> <th>Item</th> <th>Description</th> <th>Capacity (HP)</th> <th>Quantity</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Split Type Air-Conditioning</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Wall Mounted Type</td> <td>1.0</td> <td>1</td> <td>Unit</td> </tr> <tr> <td></td> <td>Wall Mounted Type</td> <td>1.5</td> <td>12</td> <td>Units</td> </tr> <tr> <td></td> <td>Wall Mounted Type</td> <td>2.0</td> <td>14</td> <td>Units</td> </tr> <tr> <td></td> <td>Wall Mounted Type</td> <td>2.5</td> <td>7</td> <td>Units</td> </tr> <tr> <td></td> <td>Wall Mounted Type</td> <td>3.0</td> <td>2</td> <td>Units</td> </tr> <tr> <td>2</td> <td>Variable Refrigerant Flow Air Con (VRF)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>A.</td> <td>Fan Coil Units</td> <td>2.5</td> <td>10</td> <td>Units</td> </tr> <tr> <td></td> <td>Fan Coil Units</td> <td>3.0</td> <td>14</td> <td>Units</td> </tr> <tr> <td></td> <td>Fan Coil Units</td> <td>4.0</td> <td>81</td> <td>Units</td> </tr> <tr> <td></td> <td>Fan Coil Units</td> <td>1.5</td> <td>1</td> <td>Unit</td> </tr> <tr> <td>B.</td> <td>Outdoor Units</td> <td>24</td> <td>15</td> <td>Units</td> </tr> <tr> <td>3</td> <td>Wall Mounted Type</td> <td>1.0</td> <td>4</td> <td>Units</td> </tr> <tr> <td></td> <td>Window Type</td> <td>3/4</td> <td>12</td> <td>Units</td> </tr> <tr> <td>4</td> <td>Split Type Air-Conditioning</td> <td></td> <td></td> <td></td> </tr> <tr> <td>A.</td> <td>Floor Mounted</td> <td>4.0</td> <td>1</td> <td>Unit</td> </tr> <tr> <td>B.</td> <td>Outdoor Unit</td> <td></td> <td>1</td> <td>Unit</td> </tr> <tr> <td></td> <td align="right"><b>Total</b></td> <td></td> <td><b>175</b></td> <td><b>Units</b></td> </tr> <tr> <td>5</td> <td>Supplies, tools and equipment</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Adjustable wrench</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Pipe wrench</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Open and back wrench</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Socket wrench</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Iron vice</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Screw driver</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Long nose</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Mechanical pliers</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>High pressure washer</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Clamp tester</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Psychrometer (sling type)</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Gauge manifold</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Item	Description	Capacity (HP)	Quantity	Unit	1	Split Type Air-Conditioning					Wall Mounted Type	1.0	1	Unit		Wall Mounted Type	1.5	12	Units		Wall Mounted Type	2.0	14	Units		Wall Mounted Type	2.5	7	Units		Wall Mounted Type	3.0	2	Units	2	Variable Refrigerant Flow Air Con (VRF)				A.	Fan Coil Units	2.5	10	Units		Fan Coil Units	3.0	14	Units		Fan Coil Units	4.0	81	Units		Fan Coil Units	1.5	1	Unit	B.	Outdoor Units	24	15	Units	3	Wall Mounted Type	1.0	4	Units		Window Type	3/4	12	Units	4	Split Type Air-Conditioning				A.	Floor Mounted	4.0	1	Unit	B.	Outdoor Unit		1	Unit		<b>Total</b>		<b>175</b>	<b>Units</b>	5	Supplies, tools and equipment					Adjustable wrench					Pipe wrench					Open and back wrench					Socket wrench					Iron vice					Screw driver					Long nose					Mechanical pliers					High pressure washer					Clamp tester					Psychrometer (sling type)					Gauge manifold				
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		Electrical and teflon tapes				
		Flare nut ¼, 3/8 and 12				
		Terminal clips for control wire				
		Metal screw for panel				
		Cleaning rags				
		Cleaning chemicals				
		Other supplies, tools and equipment, if any				
	6.	Provide a one day training and orientation to the in-house personnel and one DBM employee basic troubleshooting				
IV. Technical Requirements		<ol style="list-style-type: none"> <li>1. Semi Annually: Inspection of air ducts</li> <li>2. Quarterly Maintenance Activities: <ol style="list-style-type: none"> <li>a. General cleaning of all aircon units including all internal components inside of the unit</li> <li>b. Shutting off the unit</li> <li>c. Removal of air filters for cleaning</li> <li>d. Cleaning of the following parts: <ol style="list-style-type: none"> <li>a. Coiling coils (using power spray)</li> <li>b. Filter Cleaning</li> <li>c. Fan Blades</li> <li>d. All other internal components inside the unit</li> </ol> </li> <li>e. Greasing of motor bearing and other moving parts that requires lubrication</li> <li>f. Technical audit of equipment condition including freon charging and actual electrical reading operation of the units</li> <li>g. Drying of internal components using compressed air</li> <li>h. General service and inspection of all the components of air conditioning system</li> <li>i. Assembly and start-up</li> <li>j. Cleaning of working area and cleaning of site</li> <li>k. Check and repair of undesirable noise and vibration of the unit</li> <li>l. Observation of operation of the compressor performance and recommend repair/replacement, if necessary</li> <li>m. Check-up all moving parts such as fan motor bearing/bushing and shafting evaporator blowers and , blade, recommend repair/replacement of parts as may be necessary</li> <li>n. Inspection of all components of the system including electrical control and make necessary adjustment, recommend repair/replacement of parts as may be necessary.</li> <li>o. Inspection/check-up of all refrigerant line in the air-conditioning system, replenishment as may be necessary.</li> <li>p. Inspection/check-up and repair of equipment corrosion, de-rust, prepare with primer and repaint affected parts.</li> <li>q. Maintain preventive maintenance ledger of each aircon unit and submit quarterly report to the GSD-AO.</li> <li>r. Recommend repair and replacement of unit and parts that should be undertaken and provide price quotation for the following: <ul style="list-style-type: none"> <li>• Recharging of owner supplier Freon-22, Freon 410</li> <li>• Replacement of owner supplied filter</li> <li>• Replacement of Fan motor</li> <li>• Replacement of Fan blade</li> <li>• Replacement of filter</li> </ul> </li> </ol> </li> </ol>				

	<ul style="list-style-type: none"> <li>• Replacement of thermostat</li> <li>• Replacement of capacitor</li> <li>• Replacement of relay and timers</li> <li>• Replacement of switches</li> <li>• Replacement of control wire</li> <li>• Replacement of control harness wire</li> <li>• Replacement of compressor for: 1.0HP, 1.5HP,2.0HP,2.5HP, 3.0HP, 3/4HP and 4HP</li> <li>• Leak test and repair of Split type and VRF</li> </ul> <p>Monthly Maintenance</p> <ol style="list-style-type: none"> <li>a. Removal of air filters for cleaning and recommendation for replacement if possible.</li> <li>b. Technician will inspect the following: <ol style="list-style-type: none"> <li>b.1 Base pan for restricted drain opening – remove obstruction as necessary,</li> <li>b.2 Inspect coil and cabinet as needed, and</li> <li>b.3 Inspect fan motor and fan blades for wear and damage – on older models lubricate as needed.</li> </ol> </li> <li>c. Inspect control box voltage and high voltage contractors, relays switches, starter switch.</li> </ol> <p>Other services</p> <ol style="list-style-type: none"> <li>a. Provision of at least two (2) on call Resident Technician or more as may be necessary and with immediate response time of not later than the following morning at 10:00 am</li> <li>b. Such others as may be necessary to maintain the optimum performance of the units.</li> </ol>	
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I hereby certify to comply and deliver all the above requirements.

\_\_\_\_\_  
Name of Company/Bidder  
Contact No/s. \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name  
of Bidder Representative

\_\_\_\_\_  
Date

**PRICE QUOTATION FORM**

\_\_\_\_\_  
Date

The Administrative Service  
Department of Budget and Management  
Ground Floor, DBM Bldg. III, Gen. Solano St.,  
San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the project, Air-Conditioning Preventive Maintenance:

<b>Specifications</b>	<b>Monthly Cost</b>	<b>Total Cost</b>
One (1) year Air-Conditioning Preventive Maintenance		
<b>TOTAL</b>		

(Amount in Words) \_\_\_\_\_

\_\_\_\_\_  
The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact No/s.