



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE VIII
VILLA RUIZ, BARANGAY 77, MARASBARAS, TACLOBAN CITY

REQUEST FOR QUOTATION (RFQ)

SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND TESTING OF BRAND NEW AIR-
CONDITIONING UNITS FOR CY 2024

November 28, 2024

The Manager

Dear Sir/Madam:

Please quote your price for the item specified below, taking into consideration the following:

PROCUREMENT TERMS & CONDITIONS

1. The Total Approved Budget for the Contract (ABC) is **Four Hundred Twenty-Nine Thousand Two Hundred Fifty Pesos Only (P429,250.00)**.
2. Price quotation should be inclusive of tax obligations.
3. **Evaluation of bids will be conducted on a "per lot" basis.**
4. Delivery period is indicated in the 4th page of this RFQ.
5. If awarded the contract, processing and payment shall be made within **three (3) working days** upon receipt of Billing/Statement of Account.
6. Refusal to accept an award may be ground for imposition of administrative sanctions under Rule XXIII of the 2016 Revised IRR of RA 9184.
7. Failure of the supplier to deliver goods and render services under the contract within the specified delivery schedule shall be liable for damages for the delay pursuant to Sec. 3 Annex D of the 2016 Revised IRR of RA 9184.
8. The BAC upon consultation with the end-user unit, may cancel or terminate the conduct of procurement activities pursuant to Sec. 35.6 of the 2016 Revised IRR of RA 9184. Moreover, the Head of the Agency reserves the right to reject any and all bids, declare a failure of bidding or not award the contract per Sec. 41 of the same IRR.
9. **This RFQ must be duly filled out supported with the following documents, and the same must be sealed and submitted manually/on-site or through courier not later than December 4, 2024 @ 9:30 AM, DBM Bundy Clock Time:**
 - a. 2024 Mayor's/Business; However, if you have already submitted the said eligibility document from the previous procurement, you may no longer be required to submit the same; and
 - b. Notarized Omnibus Sworn Statement (OSS) using the attached prescribed format.
10. **The supplier's PhilGEPS Registration Number must likewise be indicated at the 4th page of this RFQ.**

Address of bid submission:

FLORITA M. LACDO-O, BAC Chairperson
DBM-Regional Office No. VIII
Villa Ruiz, Marasbaras, Tacloban City


ENERIZA A. REALINO
Canvasser


FLORITA M. LACDO-O
BAC Chairperson

I have read and understood the Procurement Terms & Conditions. By signing this quote, I hereby agree and bind myself to the Terms & Conditions indicated in this RFQ.

SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND TESTING OF BRAND NEW AIR-CONDITIONING UNITS FOR CY 2024

Lot	Qty.	Unit	Particulars	ABC	BID PRICE	
					U/P	TOTAL AMOUNT
1			Supply, Delivery, Installation, and Commissioning of Two (2) brand new Airconditioning Units for CY 2024	429,250		
	1	Unit	3 Tonner; Cabinet/Standing-Type Air-conditioner Floor Mounted; Inverter; Brand New			
	1	Unit	5 Tonner; Cabinet/Standing-Type Air-conditioner Floor Mounted; Inverter; Brand New			
			Specification: <ul style="list-style-type: none">• Cooling capacity: 3 ton = ~14.34HP - 35,000-40,000 kJ/hr 5 ton = ~23.91HP - 60,000-65,000 kJ/hr• Power supply: single phase 50/60 hz 230V• Inverter type• Refrigerant: R32 or R410A• Base mounting: should be compatible with the existing platform• Weight: 450kg (maximum)• Model: 2024 to present• Hard copper piping• High cooling performance• forward and upward blowing• anti-rust design• strong and robust casing material• remote-controlled• noise level: low• Installation of electrical lines and electrical conduit from the electrical room to the condenser unit• Passive Cooling for all processing/computer board including inverter board/IC• Energy Efficiency Ration (EER):8.00 minimum• Installation of Outside Circuit Breaker with NEMA 3 enclosure			

		<p>Location:</p> <p>3 Tonner - Assistant Regional Director's Office (1 unit); 5 Tonner - Division C (1 unit)</p> <p>Scope of Work:</p> <ul style="list-style-type: none">• Removal/dismantling of existing defective air-conditioning system• Supply of all necessary materials to complete the project• Installation of new drain lines, as applicable. The Supplier may use the existing drain provided that it will not affect the warrant of the units• Should there be no available drain line for a certain unit, the Supplier shall install a new one, fully embedded into the walls and/or ceilings.• Supply, delivery, fabrication, installation, testing, and commissioning of brand new air-conditioning system/units• The Supplier shall install service units which shall be provided by the DBM in the identified offices• All pipes, fittings, and cables shall be embedded into the walls and/or ceilings.• The Supplier shall install all outdoor units in the rear part of the Building, same as existing except the outdoor units of Server room• Demobilization, Installation, and Commissioning, All works shall be done in accordance with standard engineering procedures and workmanship.• Installation of electrical wiring connections to the designated air-conditioning units:<ul style="list-style-type: none">- 2 Box 5.5mm2 THHN Stranded Wire- 60 pc PVC Pipe 20mm• Transfer of the split-type aircon located at the Office of the Assistant Regional Director to the 2nd Floor Client Lobby. <p>Installation of Circuit Breakers (Labor and Materials)</p> <ul style="list-style-type: none">• With Nema 3r Enclosure for breakers• Electrical conduit• Excess piping for 3TR at 76ft• Excess piping for 5TR at 54ft <p>Cost to include installation of units, extra pipes/copper tube needed & circuit breakers from electrical room to designated location of the condenser unit</p> <p>Warranties of the Supplier</p> <p>The Supplier shall warrant the following:</p> <ul style="list-style-type: none">• Product/manufacturing defects - One (1) year from the date of acceptance by the end-user• Compressor defects - Five (5) years from the date of acceptance by the end-user			
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		<ul style="list-style-type: none"> • Workmanship/installation works - One (1) year from the date of acceptance by the end-user. The response time for the repair and replacement of defective parts/units is within twenty-four (24) hours upon receipt of written or verbal notice from the end-user. <p>Inspection and Tests:</p> <p>DBM RO8 Inspection Committee shall at all reasonable times during the installation, repositioning, and commissioning of the project be entitled to examine, inspect, measure and test the materials and workmanship, and to check the progress of the said project.</p> <p>Notes:</p> <ul style="list-style-type: none"> • The supplier shall ensure that the products are repairable and that replacement parts are available (for minimum of 10 years after end of production). • The supplier shall supply the products in recyclable packages and shall provide a packaging take-back service. • All units shall have a Yellow Energy Efficiency Certificate Sticker. • With PS or ICC mark • Free bracket & 1st 10 ft. copper tube • Site inspection is encouraged before quotation • During wiring installation, it should be done or supervised by licensed electrician or Electrical Installation and Maintenance NC II holder and shall be in accordance to pertinent standards. <p>Site Inspection Schedule: Mondays - Fridays excluding holidays (10:00 - 11:00 AM & 2:00 - 3:00 PM) only Delivery Period: Seven (7) calendar days upon receipt of NOA and PO.</p> <p>Other Terms and Conditions</p> <ol style="list-style-type: none"> 1. Payment shall be made within three (3) working days after successful testing duly inspected by a licensed electrician or electrical engineer from any government institution commissioned by the office after receipt of Billing/Statement of Account, and Tax Clearance issued by BIR. 2. Price shall be inclusive of 12% VAT and delivery charge. 3. Delivered at DBM ROVIII Conference Room, Villa Ruiz Road, Brgy. 77 Marasbaras, Tacloban City 			
		TOTAL	429,250		

Please fill-out this portion **LEGIBLY and COMPLETELY**

Signature over Printed Name of

Authorized Representative: _____

Date: _____

Position in Firm: _____

Business Address: _____

Contact No.: _____

PhilGEPS Registration No. _____

FORMAT OF THE OMNIBUS SWORN STATEMENT (FOR SOLE PROPRIETORSHIP)**Omnibus Sworn Statement (Revised)***[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]* _____, of legal age, *[Civil Status]* _____,
[Nationality] _____, and residing at *[Address of Affiant]* _____,
 after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of *[Name of Bidder]* _____ with office address at *[address of Bidder]* _____;
2. As the owner and sole proprietor, or authorized representative of *[Name of Bidder]* _____, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* _____ of the DBM-Regional Office No. VIII, as shown in the attached duly notarized Special Power of Attorney;
3. *[Name of Bidder]* _____ is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* _____ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. *[Name of Bidder]* _____ complies with existing labor laws and standards; and
8. *[Name of Bidder]* _____ is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and

d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project]_____.

9. [Name of Bidder]_____ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

FORMAT OF THE OMNIBUS SWORN STATEMENT (FOR PARTNERSHIP/CORPORATION OR JOINT VENTURE)

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]* _____, of legal age, *[Civil Status]* _____, *[Nationality]* _____, and residing at *[Address of Affiant]* _____, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of *[Name of Bidder]* _____ with office address at *[address of Bidder]* _____;
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* _____ of the DBM Regional Office No. VIII, as shown in the attached _____ *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);]*
3. *[Name of Bidder]* _____ is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* _____ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* _____ is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* _____ is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* _____ complies with existing labor laws and standards; and
8. *[Name of Bidder]* _____ is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]* _____.
9. *[Name of Bidder]* _____ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

 NAME OF BIDDER OR ITS AUTHORIZED
 REPRESENTATIVE
[Insert signatory's legal capacity]
 Affiant

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]