



## REQUEST FOR QUOTATION

Date : \_\_\_\_\_

RFQ No.: \_\_\_\_\_

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

Address : \_\_\_\_\_

Name of Store/Shop : \_\_\_\_\_

Address : \_\_\_\_\_

TIN : \_\_\_\_\_

PhilGEPS Registration Number (required prior to award): \_\_\_\_\_

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Aircondition Preventive Maintenance Services for SBCorp Head Office** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **December 15, 2023 at 10:00am.** A copy of your **latest Business/Mayor's Permit, Philgeps Registration, Omnibus Sworn Statement(notarized) and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734 or email address at [blagazo@sbcorp.gov.ph](mailto:blagazo@sbcorp.gov.ph); [jbperez@sbcorp.gov.ph](mailto:jbperez@sbcorp.gov.ph); [jparpan@sbcorp.gov.ph](mailto:jparpan@sbcorp.gov.ph)

  
**Rowena G. Betia**  
BAC Chairperson

### INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>Procurement of (Name of Item/s to be procured)</b>	
<b>TECHNICAL SPECIFICATIONS (detailed)</b>	<b>REMARKS</b>
<p style="text-align: center;"><b>TERMS OF REFERENCE</b></p> <p><b>I. Name of Project</b> Preventive Maintenance Service (PMS) of Nine (9) Air-conditioning Units located at SB Corp Head Office (H.O.) and Southern Luzon Group (SLG).</p> <p><b>II. Purpose</b> To ensure regular checkup, cleaning, and maintenance of all air-condition units of SB Corp at H.O and SLG, including minor repair thereof.</p> <p><b>III. Approved Budget for the Contract</b> The Approved Budget for the Contract (ABC) is <b>PESOS: NINETY THOUSAND ONLY (Php90,000.00) annually</b> or <b>Php7,500.00 per month</b> inclusive of VAT and other applicable government taxes.</p> <p><b>IV. Duration of the Contract</b> The project has a duration of one (1) year from <b>January 1, 2024 to December 31, 2024.</b></p> <p><b>V. Scope of Services</b></p> <ol style="list-style-type: none"> <li>1. The Service Provider must conduct monthly inspection and preventive maintenance activities for the nine (9) Mitsubishi 10TR water cooled air-conditioning units located in the following areas:               <ol style="list-style-type: none"> <li>a. Head Office 17<sup>th</sup> Floor – 4 units</li> <li>b. Head Office 18<sup>th</sup> Floor – 4 units</li> <li>c. Southern Luzon Group Unit 1903 – 1 Unit</li> </ol> <p>In performing the said preventive maintenance, the contractor shall accomplish all the necessary works but not limited to the following:</p> <ol style="list-style-type: none"> <li>i. Inspection of all the components of the system,</li> </ol> </li> </ol>	

- evaluation of operating pressure & temperature and making necessary adjustment for maximum efficiency;
- ii. Lubrication of all external moving parts;
  - iii. Checking quantity of oil & refrigerant in the system;
  - iv. Testing of electrical & safety controls;
  - v. Cleaning of air filters & cooling coils, if necessary; and
  - vi. Oiling of the system & fan
2. The minor repair must, also, be undertaken by the Service Provider immediately or at least one (1) day upon report of malfunction or damage of the A/C.
  3. Schedule of PMS should be every last Saturday of the month.
  4. The personnel who will be deployed by the Service Provider to the site to conduct inspection and to perform PMS shall be headed by certified technician.
  5. On-call support shall be made available during the regular working hours from Monday to Friday, and during weekend, if necessary;
  6. Labor, tools and equipment for repair and maintenance shall be for the account of the Service Provider;
  7. Provide technical advice on any problems encountered in the operation and maintenance.

#### **VI. Eligibility of Bidders**

Bidders who will participate in the project must have the following qualifications:

1. They must be in the business of air-conditioning services for at least five (5) years;
2. They must have their own technician/s who shall be available during weekdays and even in



<p>weekends, if necessary, for the trouble shooting or repair of air-condition units of SB Corp.; and</p> <p>3. They must have PHILGEPS registration, latest valid Mayor's Permit and BIR2303.</p> <p><b>VII. Terms of Payment</b></p> <p>Payment shall be made on monthly basis via dated check, processed within fifteen (15) calendar days upon receipt of Service Report and Service Invoice, together with and Certificate of Acceptance signed by SB Corp.</p>	
<b>DELIVERY REQUIREMENT</b>	
a) 1 lot	
b)	

**FINANCIAL OFFER:**

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate **"0"** if item being offered is for free.

<b>PROCUREMENT OF (name of item/s to be procured)</b>			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
			In words _____ _____ In figures: _____

**TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest

rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.

7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SBCorp shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Office Telephone No. \_\_\_\_\_

Signature over Printed Name

Mobile No. \_\_\_\_\_

Position/Designation

Email address: \_\_\_\_\_

## TERMS OF REFERENCE

### I. Name of Project

Preventive Maintenance Service (PMS) of Nine (9) Air-conditioning Units located at SB Corp Head Office (H.O.) and Southern Luzon Group (SLG).

### II. Purpose

To ensure regular checkup, cleaning, and maintenance of all air-condition units of SB Corp at H.O and SLG, including minor repair thereof.

### III. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is **PESOS: NINETY THOUSAND ONLY (Php90,000.00) annually** or **Php7,500.00 per month** inclusive of VAT and other applicable government taxes.

### IV. Duration of the Contract

The project has a duration of one (1) year from **January 1, 2024 to December 31, 2024**.

### V. Scope of Services

1. The Service Provider must conduct monthly inspection and preventive maintenance activities for the nine (9) Mitsubishi 10TR water cooled air-conditioning units located in the following areas:
  - a. Head Office 17<sup>th</sup> Floor – 4 units
  - b. Head Office 18<sup>th</sup> Floor – 4 units
  - c. Southern Luzon Group Unit 1903 – 1 Unit

In performing the said preventive maintenance, the contractor shall accomplish all the necessary works but not limited to the following:

- i. Inspection of all the components of the system, evaluation of operating pressure & temperature and making necessary adjustment for maximum efficiency;
  - ii. Lubrication of all external moving parts;
  - iii. Checking quantity of oil & refrigerant in the system;
  - iv. Testing of electrical & safety controls;
  - v. Cleaning of air filters & cooling coils, if necessary; and
  - vi. Oiling of the system & fan
2. The minor repair must, also, be undertaken by the Service Provider immediately or at least one (1) day upon report of malfunction or damage of the A/C.
3. Schedule of PMS should be every last Saturday of the month.





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2. They must have their own technician/s who shall be available during weekdays and even in weekends, if necessary; for the trouble shooting or repair of air-condition units of SB Corp.; and
3. They must have PHILGEPS registration, latest valid Mayor's Permit and BIR2303.

#### VII. Terms of Payment

Payment shall be made on monthly basis via dated check, processed within fifteen (15) calendar days upon receipt of Service Report and Service Invoice, together with and Certificate of Acceptance signed by SB Corp.

Prepared by:

  
**BILLIE JEAN P. LAGAZO**  
ASO VI

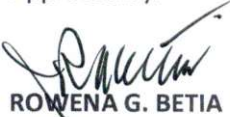
Endorsed by:

**JULIETA S. CALIMLIM**  
HRASG Head

Reviewed by:

  
**ANTHONY F. SAMPAYO, JR.**  
OIC-CEO IV

Approved by:

  
**ROWENA G. BETIA**  
CSS Head

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