



REQUEST FOR QUOTATION

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|---|---|----------------------------------|---|
| Procurement Project Title: | Supply, Delivery and Installation of Airconditioning units | | |
| Approved Budget for the Contract (ABC): | 996,000.00 | Purchase Request No.: | 25-03-016 |
| End-User: | ADMIN | Delivery Period: | Forty-five (45) calendar days from the receipt of the Purchase Order |
| Source of Funds: | GAA | Deadline for Submission of bids: | March 17, 2025 @ 5:00 P.M |

Date: March 13, 2025

The **Philippine Information Agency (PIA)**, through its **Procurement Section – Administrative Division**, intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Interested bidders are hereby invited to submit a quotation/proposal, signed by their duly authorized representative, **on or before the deadline indicated above**, subject to the Terms and Conditions provided in this RFQ. Quotations may be submitted physically or via email through the contact information below:

**Procurement Section/Bids and Awards Committee Secretariat
Philippine Information Agency
2nd Flr PIA Bldg. Visayas Avenue Diliman Quezon City
Email: charmaine.delacruz@pia.gov.ph
Tel No. 8920-43-38**

1. Suppliers are required to submit the following prior to notification of award:
 - a. Valid & current Mayor’s/Business permit for 2025;
 - b. Valid & current PhilGEPS Registration Certificate/Number;
 - c. Income Tax Return (for ABCs above P500K)
 - d. Omnibus Sworn Statement (for ABCs above P50K);
 - e. Bids should be valid for a period of 60 days.

We highly encourage interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. Should the quotation form be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

ATTY. ALLAN VINCENT B. LORENZO
BAC- Chairperson

TERMS AND CONDITIONS:

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are countersigned by any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **SIXTY (60) calendar days** from the deadline of submission.
4. Price quotation/s, should be in Philippine peso, and shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract is automatically rejected.
6. Non-compliance with any of the minimum mandatory requirements will render your quotation disqualified.
7. Bidders must state their compliance in the "Statement of Compliance" against each of the individual specifications parameters in the Item Description or attachments, if any.
8. In case of tie of bids among suppliers that have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PIA-BAC shall adopt and employ the "draw lots" procedure as the tie-breaking method to determine the single winning supplier in accordance with GPPB Circular 06-2005.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. Item/s delivered shall be inspected and/or tested on the scheduled date and time of the PIA. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
11. Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing and issuance of inspection and acceptance report from the end-user. In case of accounts maintained in other banks, bank transfer fees shall be charged against the creditor's account.
12. Issuance of Sales Invoice within seven (7) banking days after notification of payment/crediting of payment shall be observed.
13. 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 PIA may terminate 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 applicable to it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
15. The PIA reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the government.
16. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

SUPPLIERS QUOTATION

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

| UNIT | DESCRIPTION | QTY | UNIT COST | TOTAL AMOUNT |
|------|--|---|-----------|--------------|
| Unit | Airconditioning unit | 8 | | |
| Unit | Floor Mounted Airconditioning Units (4 Tonner) with installation | 3 | | |
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| | (See attached Terms of Reference) | | | |
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| | Approved Budget for the Contract (ABC): <u>996,000.00</u> | GRAND TOTAL Amount in Words : _____ In Figures : Php _____ | | |

After having carefully read, understood, and accepted the conditions specified in the Request for Quotation, Technical Specification, and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

| | |
|---|------------------------------------|
| <i>Company Name:</i> | |
| <i>Company Address :</i> | |
| <i>Submitted by : (Authorized Representative)</i> | _____ |
| <i>Designation</i> | <i>Signature Over Printed Name</i> |
| <i>Telephone No / Mobile No</i> | |
| <i>Email Address :</i> | |
| <i>Date Submitted :</i> | |

TECHNICAL SPECIFICATIONS

Note: Bidders must state either “**Comply**” or “**Not Comply**” in the column “Statement of Compliance” in each of the individual specification parameters:

| PROJECT TITLE: Supply, Delivery and Installation of Airconditioning units | | | | |
|--|--------------|---|--|--------------------------------|
| QTY | UNIT | DESCRIPTION | REMARKS <i>(Brand Name/ Model, etc.)</i> | STATEMENT OF COMPLIANCE |
| | | AIRCONDITIONING UNITS | | |
| | | SPECIFICATIONS | | |
| 6 | units | 2.5 HP Window type Inverter Aircon | | |
| | | Cooling Capacity: 21,627.5 BTU/Hr Power Supply: 230/60/1 V/Hz/Ph Cooling Area: 27-40 m2 Current: 8.9 CPSF: 4.1 Refrigerant: R410A Unit Dimension (WxDxH): 785 x 660 x 430 mm Weight (Net/Gross): 49kg Top Discharge: Yes WI-FI Control: Yes Technology: Inverter | | |
| | | Others: Including Supply, delivery, installation with complete wirings and devices upon installation 1 year warranty parts and services 3 years warranty on pcb board 10 years warranty compressor motor (Including installation materials and Electrical) | | |
| | | Must be authorized Dealer or Reseller | | |
| | | Site inspection Required | | |
| 2 | units | 2.0 HP Wall Mounted Split type Inverter Aircon | | |
| | | Cooling Capacity: 18,991Kj/h Noise Level Pressure: Indoor high low 44.5/38.5/31 DBA Power Consumption: 2,250 watts Indoor Net Weight: 13kg Indoor Unit Dimension (WxDxH): 957x 213 x 302 mm Maximum Refrigerant Pipe Length: 30m Remote Control Beep Sound: Yes Remote Controller: Yes Eco Mode and SleepMode: Yes | | |

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|----------|--------------|--|--|--|
| | | Others: 5x more resilient to corrosion than gold fins | | |
| | | 1 year warranty parts and service 3 years warranty on pcb board 5 years warranty compressor motor (Including Installation materials and Electrical) | | |
| | | Must be authorized Dealer or Reseller | | |
| | | Site inspection Required | | |
| 3 | units | 4.0 HP Split Type Floor Standing Inverter Aircon | | |
| | | Current: 14.6 EER Btu/Hr/W 10.91 Self-Diagnosis easy troubleshooting and unit repair Cooling Capacity: 3 Tonner/36,000 Btu/Hr Power Supply: 220-240V/50-60 Hz/1PH Remote Controller: Yes Silent Mode: Yes Auto Swing: Yes Refrigerant: R32 | | |
| | | Prime Guard Golden Fins Protection against corrosion | | |
| | | 1 year warranty parts and service 3 years warranty on pcb board 10 years warranty compressor motor (Including installation materials and electrical) | | |
| | | Must be authorized Dealer or Reseller | | |
| | | Site inspection Required | | |
| | | SCOPE OF WORK 1. The bidder must supply and deliver all units in their original sealed packaging, ensuring they are brand new and free from defects; 2. Proper care must be taken when opening packages or crates; 3. Only brand-new and suitable refrigerant pipes, fittings, clamps, brackets, and other materials shall be used for the installation; 4. The units must be installed following the manufacturer's recommendations; | | |

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|--|--|--|--|--|
| | | <p>5. Test the units before full commissioning to confirm they are in proper working condition;</p> <p>6. The bidder shall thoroughly clean the project site, including all areas affected by the installation of the air conditioning units; and</p> | | |
| | | <p>INSTALLATION PERIOD Within fifteen (15) calendar days from delivery of the AC units.</p> | | |
| | | <p>TERMS OF PAYMENT 1. The price quotation shall include all taxes payable. 2. The quoted prices shall be considered fixed, and shall not be subject to price escalation during implementation. 3. Upon completion of installation of the air-conditioning unit.</p> | | |
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| DELIVERY PERIOD: Forty-five (45) calendar days from the receipt of the Purchase Order | | | | |
| PRICE VALIDITY: Sixty (60) Calendar Days | | | | |

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall render our bid in automatic disqualification.

| | |
|----------------------------|-----------------------------|
| Name of Company/Bidder: | |
| Authorized Representative: | _____ |
| Date: | Signature Over Printed Name |



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11874382
Procuring Entity PHILIPPINE INFORMATION AGENCY
Title SUPPLY, DELIVERY, AND INSTALLATION OF AIRCONDITIONING UNITS
Area of Delivery Metro Manila

| | | |
|---|------------------------------|---------------------|
| Solicitation Number: 25-03-016 | Status | Pending |
| Trade Agreement: Implementing Rules and Regulations | Associated Components | 1 |
| Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Bid Supplements | 0 |
| Classification: Goods | Document Request List | 0 |
| Category: Airconditioning and Airconditioning Systems | Date Published | 13/03/2025 |
| Approved Budget for the Contract: PHP 996,000.00 | Last Updated / Time | 12/03/2025 16:11 PM |
| Delivery Period: | Closing Date / Time | 17/03/2025 17:00 PM |
| Client Agency: | | |
| Contact Person: Charmaine Maningas Dela Cruz Administrative Assistant V Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338 charmaine.delacruz@pia.gov.ph | | |

Description

RFQ No. 25-03-016

REQUEST FOR QUOTATION

Procurement Project Title: Supply, Delivery and Installation of Airconditioning units

Approved Budget for the Contract (ABC): 996,000.00

Purchase Request No.: 25-03-016

End-User: ADMIN

Delivery Period: Forty-five (45) calendar days from the receipt of the Purchase Order

Source of Funds: GAA

Deadline for Submission of bids: March 17, 2025 @ 5:00 P.M

Date: March 13, 2025

The Philippine Information Agency (PIA), through its Procurement Section – Administrative Division, intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Interested bidders are hereby invited to submit a quotation/proposal, signed by their duly authorized representative,

on or before the deadline indicated above, subject to the Terms and Conditions provided in this RFQ. Quotations may be submitted physically or via email through the contact information below:

Procurement Section/Bids and Awards Committee Secretariat
Philippine Information Agency
2nd Flr PIA Bldg. Visayas Avenue Diliman Quezon City
Email: charmaine.delacruz@pia.gov.ph
Tel No. 8920-43-38

1. Suppliers are required to submit the following prior to notification of award:

- a. Valid & current Mayor's/Business permit for 2025;
- b. Valid & current PhilGEPS Registration Certificate/Number;
- c. Income Tax Return (for ABCs above P500K)
- d. Omnibus Sworn Statement (for ABCs above P50K);
- e. Bids should be valid for a period of 60 days.

We highly encourage interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. Should the quotation form be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

ATTY. ALLAN VINCENT B. LORENZO
BAC- Chairperson

ANNEX "A"

TERMS AND CONDITIONS:

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are countersigned by any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of SIXTY (60) calendar days from the deadline of submission.
4. Price quotation/s, should be in Philippine peso, and shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract is automatically rejected.
6. Non-compliance with any of the minimum mandatory requirements will render your quotation disqualified.
7. Bidders must state their compliance in the "Statement of Compliance" against each of the individual specifications parameters in the Item Description or attachments, if any.
8. In case of tie of bids among suppliers that have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PIA-BAC shall adopt and employ the "draw lots" procedure as the tie-breaking method to determine the single winning supplier in accordance with GPPB Circular 06-2005.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. Item/s delivered shall be inspected and/or tested on the scheduled date and time of the PIA. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
11. Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing and issuance of inspection and acceptance report from the end-user. In case of accounts maintained in other banks, bank transfer fees shall be charged against the creditor's account.
12. Issuance of Sales Invoice within seven (7) banking days after notification of payment/crediting of payment shall be observed.
13. 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 PIA may terminate 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 applicable to it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
15. The PIA reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the government.
16. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

SUPPLIERS QUOTATION

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

| UNIT DESCRIPTION | QTY | UNIT COST | TOTAL AMOUNT |
|------------------|-----|-----------|--------------|
|------------------|-----|-----------|--------------|

| | | | |
|-------------------------------------|--|--|--|
| Unit Airconditioning unit (8 units) | | | |
|-------------------------------------|--|--|--|

| | | | |
|---|--|--|--|
| Unit Floor Mounted Airconditioning Units (4 Tonner) with installation (3 units) | | | |
|---|--|--|--|

Approved Budget for the Contract (ABC): 996,000.00

GRAND TOTAL

Amount in Words : _____

In Figures : Php _____

After having carefully read, understood, and accepted the conditions specified in the Request for Quotation, Technical Specification, and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Company Name:

Company Address :

Submitted by : (Authorized Representative)

Signature Over Printed Name

Designation

Telephone No / Mobile No

Email Address :

Date Submitted :

TECHNICAL SPECIFICATIONS

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" in each of the individual specification parameters:

PROJECT TITLE: Supply, Delivery and Installation of Airconditioning units

QTY

UNIT

DESCRIPTION

REMARKS

(Brand Name/ Model, etc.)

STATEMENT OF COMPLIANCE

AIRCONDITIONING UNITS

SPECIFICATIONS

6 units - 2.5 HP Window type Inverter Aircon

Cooling Capacity: 21,627.5 BTU/Hr Power Supply: 230/60/1 V/Hz/Ph

Cooling Area: 27-40 m²

Current: 8.9

CPSF: 4.1

Refrigerant: R410A

Unit Dimension (WxDxH): 785 x 660 x 430 mm

Weight (Net/Gross): 49kg

Top Discharge: Yes

WI-FI Control: Yes

Technology: Inverter

Others: Including Supply, delivery, installation with complete wirings and devices upon installation 1 year warranty parts and services 3 years warranty on pcb board 10 years warranty compressor motor (Including installation materials and Electrical)

Must be authorized Dealer or Reseller

Site inspection Required

2 units - 2.0 HP Wall Mounted Split type Inverter Aircon

Cooling Capacity: 18,991Kj/h

Noise Level Pressure: Indoor high low 44.5/38.5/31 DBA

Power Consumption: 2,250 watts

Indoor Net Weight: 13kg

Indoor Unit Dimension (WxDxH): 957x 213 x 302 mm

Maximum Refrigerant Pipe Length: 30m

Remote Control Beep Sound: Yes

Remote Controller: Yes

Eco Mode and SleepMode: Yes

Others: 5x more resilient to corrosion than gold fins

1 year warranty parts and service 3 years warranty on pcb board 5 years warranty compressor motor (Including Installation materials and Electrical)

Must be authorized Dealer or Reseller

Site inspection Required

(3 units) - 4.0 HP Split Type Floor Standing Inverter Aircon

Current: 14.6 EER Btu/Hr/W 10.91

Self-Diagnosis easy troubleshooting and unit repair

Cooling Capacity: 3 Tonner/36,000 Btu/Hr

Power Supply: 220-240V/50-60 Hz/1PH

Remote Controller: Yes

Silent Mode: Yes

Auto Swing: Yes

Refrigerant: R32

Prime Guard Golden Fins Protection against corrosion

1 year warranty parts and service 3 years warranty on pcb board 10 years warranty compressor motor (Including installation materials and electrical)

Must be authorized Dealer or Reseller

Site inspection Required

SCOPE OF WORK

1. The bidder must supply and deliver all units in their original sealed packaging, ensuring they are brand new and free from defects;
2. Proper care must be taken when opening packages or crates;
3. Only brand-new and suitable refrigerant pipes, fittings, clamps, brackets, and other materials shall be used for the installation;
4. The units must be installed following the manufacturer's recommendations;
5. Test the units before full commissioning to confirm they are in proper working condition;
6. The bidder shall thoroughly clean the project site, including all areas affected by the installation of the air conditioning units; and

INSTALLATION PERIOD

Within fifteen (15) calendar days from delivery of the AC units.

TERMS OF PAYMENT

1. The price quotation shall include all taxes payable.
2. The quoted prices shall be considered fixed, and shall not be subject to price escalation during implementation.
3. Upon completion of installation of the air-conditioning unit.

DELIVERY PERIOD: Forty-five (45) calendar days from the receipt of the Purchase Order

PRICE VALIDITY: Sixty (60) Calendar Days

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall render our bid in automatic disqualification.

Name of Company/Bidder:

Authorized Representative:

Signature Over Printed Name

Date:

Line Items

| Item No. | Product/Service Name | Description | Quantity | UOM | Budget (PHP) |
|----------|-----------------------|---|----------|-----|--------------|
| 1 | Airconditioning Units | 2.5 HP Window type (6), 2.0HP Wall Mounted (2), 4.0HP Split Type Floor Standing (3) | 1 | Lot | 996,000.00 |

Created by Ronelio N Hernandez

Date Created 12/03/2025

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.