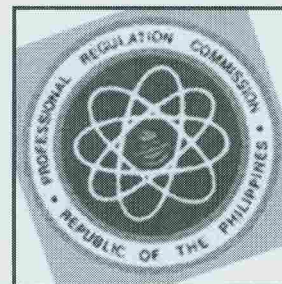




## Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St., Sampaloc, Metro Manila  
Tel. Fax: 310-0037  
Email: prcbac2013@gmail.com



ARISTOGERSON T. GESMUNDO  
Chairman

ARJAY R. ROSALES  
Vice-Chairperson

MARIA LIZA M. HERNANDEZ  
Member

HENRIETTA P. NARVAEZ  
Member

WILMA T. UNANA  
Member

ALFONSO C. VILORIA  
Provisional Member, Non-IT Projects

GREGORIO DELLORO  
Provisional Member, IT Projects

### SECRETARIAT:

KAREN M. MAGSALIN  
Secretary

VICTOR RICO P. LOPEZ  
Member

MARGIERY D. DULIN  
Member

GLENN I. PAJARON  
Member

CHRISTOPHER A. MAYO  
Member

LIEZEL F. BURAGA  
Member

### REQUEST FOR QUOTATION (RFQ) No. 2018-015 (Negotiated Procurement)

Date:

Contact Person:

Name of Company:

Address:

Contact details:

Dear Sir/Madam:

The Bids and Awards Committee of the Professional Regulation Commission is inviting you to participate in the Negotiated Procurement under Section 53.9 – Small Value Procurement of the 2016 Revised IRR of R.A. No. 9184 for the project: **Procurement of Labor and Services for the Preventive Maintenance of 136 Air Conditioning Units (ACU) in Various Offices for Two (2) Quarters.**

We are furnishing you herewith a copy of the posted Request for Quotation with Annexes "A-B", for your reference.

For inquiries you may email at [prcbac2013@gmail.com](mailto:prcbac2013@gmail.com) or you may call the BAC Secretariat at Facsimile No. (02) 310-0037.

Thank you.

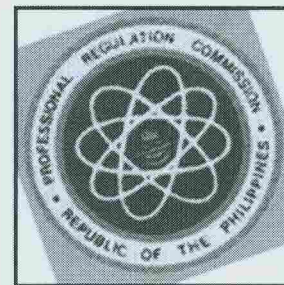
Very truly yours,

  
**ATTY. ARISTOGERSON T. GESMUNDO**  
Assistant Commissioner  
BAC Chairman



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Member

### REQUEST FOR QUOTATION (Negotiated Procurement)

The **PROFESSIONAL REGULATION COMMISSION (PRC)**, with address at P. Paredes St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement for the Project: **Procurement of Labor and Services for the Preventive Maintenance of 136 Air Conditioning Units (ACU) in Various Offices for Two (2) Quarter** in accordance with Section 53.9 (Small Value Procurement) of The 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

**Name of Project :** 1 Lot - Procurement of Labor and Services for the Preventive Maintenance of 136 Air Conditioning Units (ACU) in Various Offices for Two (2) Quarter RFQ – NP No. 2018 – 015

**Approved Budget for the Contract:** Two Hundred Fifty-Seven Thousand Pesos (P257,000.00)

**Location :** Professional Regulation Commission  
P. Paredes St., Sampaloc, Manila

**Specification :** See attached **Annex "A"** for the Term of Reference and **Annex "B"** for Financial Bid.

**Delivery Date :** Seven (7) working days upon receipt of Purchase Order (PO)

Interested bidders who are legally, technically and financially capable may submit their accomplished open quotation/proposal (**Annex "B"**) manually, through facsimile or via email, duly signed by the owner or his duly authorized representative **on or before 11 o'clock in the morning of June 06, 2018** at the BAC Office, QMS Section, 4<sup>th</sup> Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time the envelope containing the quotation or via email at [prcbac2013@gmail.com](mailto:prcbac2013@gmail.com) will be evaluated at the Conference Room, 2<sup>nd</sup> Floor PRC Main Building, in the presence of the representative who may choose to attend.

### ❖ TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
3. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
4. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.





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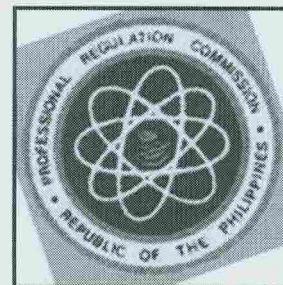
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5. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any erasures or overwriting shall be valid only if they are properly signed by the bidder or his/her duly authorized representative/s.

Copies of the following eligibility requirements (or its equivalent/or if applicable) are also required to be submitted along with the quotation/proposal:


1. Valid Mayor's / Business Permit
2. PhilGEPS Registration Number
3. Latest Income / Business Tax Return
4. Omnibus Sworn Statement
5. BIR Certificate of Registration
6. DTI Registration

***\*For Individual (only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit)***

PRC reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiries, you may contact the BAC Secretariat at Facsimile No. 310-0037

Very truly yours,

  
**ATTY. ARISTOGERSON T. GESMUNDO**  
Assistant Commissioner  
BAC Chairman



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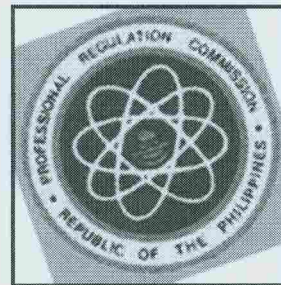
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ANNEX "A"

### TERMS OF REFERENCE (TOR)

#### PROCUREMENT OF LABOR AND SERVICES FOR THE PREVENTIVE MAINTENANCE OF 136 AIR CONDITIONING UNITS (ACU) IN VARIOUS OFFICES FOR TWO (2) QUARTER

(Through Negotiated Procurement Pursuant to Section 53.9 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184)

##### I. Approved Budget for the Contract

The supplier shall bid for all items described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount of Two Hundred Fifty-Seven Thousand Pesos (P257,000.00), inclusive of all applicable bank and government charges.

##### II. Specification

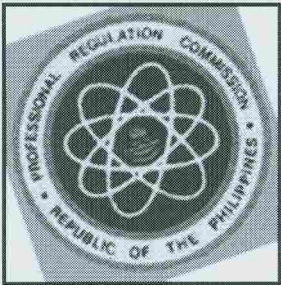
ITEM	SCOPE OF WORK		
LOT 1	Labor / Services for the Preventive Maintenance of 136 Air Conditioning Units in Various Offices for Two (2) Quarters:		
	1. Cleaning of air conditioning external front covers and panels		
	2. Cleaning of the air conditioning filters		
	3. Cleaning of air conditioning blower wheel fan blade		
	4. Cleaning of the air conditioning unit evaporator coils		
	5. Cleaning of the air conditioning condensation water drainage pan		
	6. Checking and flushing of the air conditioning condensation water drainage pipe		
	7. Checking on the operation condition of the air conditioning blower fan motor (grease lubricant will be applied if required)		
	8. Checking the compressor suction and discharge pressure (refrigerant system check)		
	9. Checking for uncommon noises generated by air conditioning unit		
	10. Check the operation of major electrical connection for any loose wire		
	11. Free service check-up		
	DESCRIPTION	QUANTITY / UNIT	LABOR & MATERIAL COST
	1. Floor Mounted		
	1.1.3 TR	30	
	1.2.5 TR	15	
	1.3.10 TR	4	
	2. Ceiling Mounted		
	2.1.3 TR	25	
	2.2.5 TR	12	
	3. Wall Mounted		
	3.1.1.5 HP	3	
	3.2.2.0 HP	7	
	3.3.2.5 HP	3	





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Member

4. Window Type		
4.1. 1.5 HP	6	
4.2. 2.0 HP	23	
4.3. 2.5 HP	8	
Total Cost		

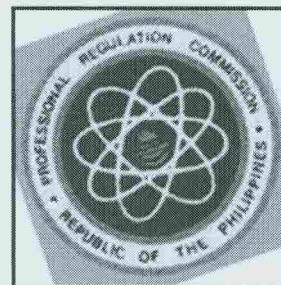
ACKNOWLEDGMENT AND COMPLIANCE  
WITH THE TERMS OF REFERENCE FOR THE  
PROCUREMENT OF LABOR AND SERVICES FOR THE PREVENTIVE MAINTENANCE OF  
136 AIR CONDITIONING UNITS (ACU) IN VARIOUS OFFICES FOR TWO (2) QUARTER

SIGNATURE OVER PRINTED NAME  
OF AUTHORIZED REPRESENTATIVE,  
DESIGNATION AND PRINTED NAME OF COMPANY



## Bids and Awards Committee

Republic of the Philippines  
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ANNEX "B"

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Chairman

ARJAY R. ROSALES  
Vice-Chairperson

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Member

LIEZEL F. BURAGA  
Member

## PRICE QUOTATION SHEET FINANCIAL BID

Having read, examined and accepted the Terms of Reference on the subject Request for Quotation (RFQ), I/We submit our quotation/s for the item/s as follows:

Total Bid Price for the Project (Inclusive of all Taxes)

In Figures: \_\_\_\_\_

In Words: \_\_\_\_\_

\*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT.

\_\_\_\_\_  
Bidder's authorized signature over printed name

Designation: \_\_\_\_\_

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

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

Contact No: \_\_\_\_\_

Omnibus Sworn Statement

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. *Select one, delete the other:*

*If a sole proprietorship:* I am the sole proprietor of [Name of Bidder] with office address at [address of Bidder];

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *Select one, delete the other:*

*If a sole proprietorship:* As the owner and sole proprietor of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

- 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;
- 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. *Select one, delete the rest:*

*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, 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;

*[Handwritten signatures and initials]*



*If a partnership or cooperative:* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, 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, 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 following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure 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 WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
[Bidder's Representative/Authorized Signatory]

[JURAT]

Handwritten signatures and initials in blue ink.



**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_ [date issued], [place issued]  
IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

\* This form will not apply for WB funded projects.

8  
OK  
S. H