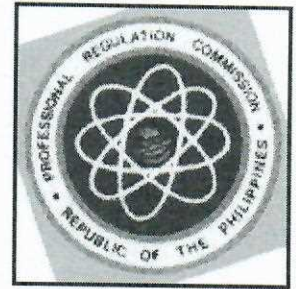




Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 5-310-0037
Email: prcbac2013@gmail.com



REGULAR MEMBERS

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Chairman

OMAIMAH E. GANDAMRA
Vice-Chairman

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Member

CRESALINE S. BAGSIT
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Provisional Member, Non-IT Projects

RICHARD M. ARANIEGO
Provisional Member, IT Projects

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Secretary

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Member

CHRISTOPHER A. MAYO
Member

LIEZEL F. BURAGA
Member

JOEL P. IGNACIO
Member

ELIEZER C. LEYCO
Member

REQUEST FOR QUOTATION

(RFQ) No. 2020 – 06

(Negotiated Procurement – Small Value 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 Preventive Maintenance Services for Various Types of Air Conditioning Units at the PRC Morayta Manila Office for FY2020.**

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

For inquiries, you may call the BAC Secretariat at facsimile No. (02) 5-310-0037 or email at prcbac2013@gmail.com.

Thank you.

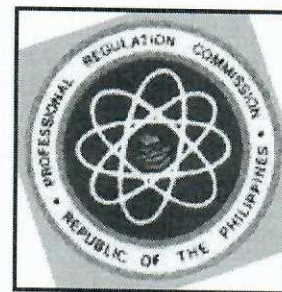
Very truly yours,


ATTY. ARISTOGERSON T. GESMUNDO
Assistant Commissioner
BAC Chairman



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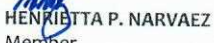
MARIA PINKY M. DE PANO
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Member

KHEMLE JANE T. VISCA-MARTINO
Member

ALTERNATE MEMBERS

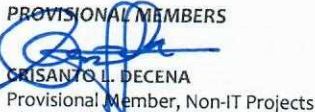

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Member

REQUEST FOR QUOTATION (Negotiated Procurement – Small Value 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 Preventive Maintenance Services for Various Types of Air Conditioning Units at the PRC Morayta Manila Office for FY2020** 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 :	Procurement of Preventive Maintenance Services for Various Types of Air Conditioning Units at the PRC Morayta Manila Office for FY2020
Approved Budget for the Contract :	Five Hundred Thirteen Thousand Two Hundred Pesos (Php513,200.00) inclusive of all bank and government charges
Location :	Professional Regulation Commission P. Paredes St., Sampaloc, Manila
Specification :	See attached Annex "A" for the Term of Reference and Schedule of Delivery, and Annex "B" for Financial Bid.

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal (**Annex "B"**) personally, by mail/courier, through facsimile or via email, duly signed by the owner or his duly authorized representative using the "PRC Official Forms" provided herein **on or before 1:00 o'clock in the afternoon of January 28, 2020** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time, the quotation/proposal will be evaluated at the BAC Conference Room, 4th Floor, PRC Annex Building, in the presence of the representative who may choose to attend.

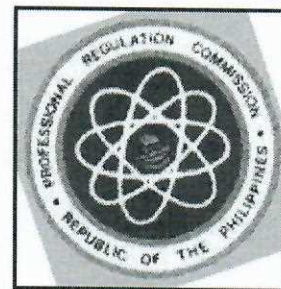
❖ TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. The bidder shall submit their proposal through their duly authorized representative using the provided **OFFICIAL FORMS (Annex "A" & "B")**.
3. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
4. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
5. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.



Bids and Awards Committee

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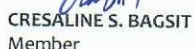


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Member

6. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
8. Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis.

In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent/ or if applicable) are required to be submitted:

1. Valid Mayor's / Business Permit

(In exceptional cases where the LGU concerned has not yet released the Mayor's Permit, Bidders, in lieu of the valid Mayor's Permit may submit a substantial proof of renewal of Mayor's Permit, such as Official Receipt of payment)

2. PhilGEPS Registration Number

3. Latest Income / Business Tax Return

(Except for gov't. agencies as lessors)

4. Secretary's Certificate / Authorization to sign as representative

5. Omnibus of Sworn Statement

- ❖ *For Individual (only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit)*
- ❖ *For procurement requiring Mayor's Permit and Philgeps Registration Number, Certificate of Platinum membership may be submitted in lieu of the said documents.*

PRC assumes no responsibility whatsoever to compensate or indemnify proponents for any expenses incurred in the preparation of the proposal.

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. (02) 5-310-0037.

Very truly yours,


ATTY. ARISTOGERSON T. GESMUNDO
Assistant Commissioner
BAC Chairman



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ANNEX "A"

REGULAR MEMBERS


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Chairman


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TERMS OF REFERENCE (TOR)

PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICES FOR VARIOUS TYPES OF AIR CONDITIONING UNITS AT THE PRC MORAYTA MANILA OFFICE FOR FY2020

(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 the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount of Five Hundred Thirteen Thousand Two Hundred Pesos (Php513,200.00) inclusive of all applicable bank and government charges.

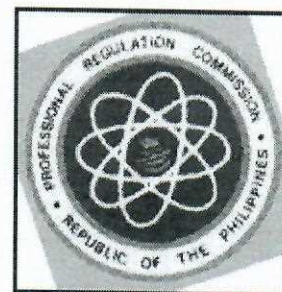
II. Specification

Description	Number of ACU for maintenance	Number of Times per Year (Semi-annually)	Approved Budget for the Project	
			Unit Cost	Total Cost
Floor Mounted				
3TR	11 units	2	Php2,500.00	Php55,000.00
5TR	21 units	2	Php2,500.00	Php105,000.00
10TR	4 units	2	Php3,000.00	Php12,000.00
Ceiling Mounted				
3TR	19 units	2	Php3,000.00	Php114,000.00
5TR	8 units	2	Php3,000.00	Php24,000.00
Wall Mounted				
1.5HP	4 units	2	Php2,000.00	Php16,000.00
2.0HP	11 units	2	Php2,000.00	Php44,000.00
2.5HP	8 units	2	Php2,000.00	Php32,000.00
Window Type				
1.5HP	16 units	2	Php800.00	Php12,800.00
2.0HP	18 units	2	Php800.00	Php14,400.00
2.5HP	13 units	2	Php800.00	Php10,400.00
OVERALL TOTAL	133 units			Php513,200.00



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Member

III. Scope of Service

Description
<p>Supply of labor and services for the preventive maintenance services including general cleaning of all air conditioning units (window type and split type) systems for the Main Building and Annex Building of PRC for FY 2020.</p> <ul style="list-style-type: none">➤ The contractor shall perform General Cleaning of all Air Conditioning Units (ACUs) type (window and split) indoor and outdoor on semi-annual basis;➤ Cleaning shall be done on daily or weekend and should not disrupt the use of offices;➤ The contractor shall assign and trained ACU technicians with at least a holder of Technical Education and Skills Development Authority (TESDA) NC II Certificate or its equivalent to handle and monitor the project;➤ The contractor shall submit a list of ACU Technicians and copies of their TESDA Certificate as part of the official bid proposal➤ Warranty: Three (3) months warranty on labor.

IV. Payment Scheme

The payment of the services rendered shall be made within 15-30 days upon issuance of the Statement of Account (SOA)/Billing Statement and on a bank-to-bank basis.

Failure to comply with the Terms and Conditions of the contract will result in the payment of the corresponding penalties/liquidated damages in the amount equal to 10% of the contract prices by the winning service provider.

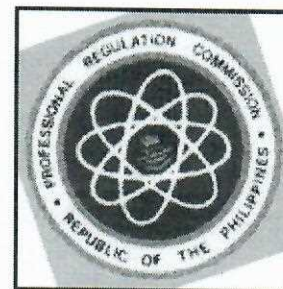
ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICES FOR VARIOUS TYPES OF AIR CONDITIONING UNITS IN THE PRC MORAYTA, MANILA OFFICE FOR FY2020

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




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ANNEX "B"

REGULAR MEMBERS


ARISTOGERSON T. GASMUNDO
Chairman


OMAIMAH E. GANDAMRA
Vice-Chairman


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Member


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Member

JOEL P. IGNACIO
Member

ELIEZER C. LEYCO
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:

Description	Number of ACU for maintenance	Approved Budget for the Project	
		Unit Cost	Total Cost
Floor Mounted 3TR 5TR 10TR	11 units 21 units 4 units		
Ceiling Mounted 3TR 5TR	19 units 8 units		
Wall Mounted 1.5HP 2.0HP 2.5HP	4 units 11 units 8 units		
Window Type 1.5HP 2.0HP 2.5HP	16 units 18 units 13 units		
OVERALL TOTAL	133 units		

Total Bid Price for the Project: (Inclusive of all taxes and bank charges)

PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICES FOR VARIOUS TYPES OF AIR CONDITIONING UNITS AT THE PRC MORAYTA MANILA OFFICE FOR FY2020:

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;

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]

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.