




Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
Regional Government Center Site, Brgy. Rawis, Legazpi City
Tel. Fax: (052) 481-3323
Email: ro5.bac@prc.gov.ph




JEROME M. BAÑES
Chairman


ATTY. DOMINIC M. CERBITO
Vice-Chairperson



JOSE JUSTO M. CALUSTRE, JR.
Member


VICENTE L. OLLANES, JR.
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SECRETARIAT:


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Secretary


JENALYN C. SARSALE
Member


JOSE CHARLIE O. MOLIT
Member

REQUEST FOR QUOTATION (RFQ) No. 2025-011-LEG

Date:

Contact Person:

Name of Company:

Address:

Contact details:

Dear Sir/Madam:

The Regional Bids and Awards Committee of the Professional Regulation Commission Regional Office V, 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:

PREVENTIVE MAINTENANCE OF VARIOUS AIR CONDITIONING UNITS

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 ro5.bac@prc.gov.ph or you may call the BAC Secretariat at Facsimile No. (052) 481-3323.

Thank you.

Very truly yours,


JEROME M. BAÑES
RBAC Chairman




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REQUEST FOR QUOTATION (RFQ No. 2025-011-LEG)

The **PROFESSIONAL REGULATION COMMISSION (PRC) LEGAZPI REGIONAL OFFICE**, with address at Regional Government Center Site, Rawis, Legazpi City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement under Section 53.9 - Small Value Procurement of the 2016 Revised IRR of R.A. 9184 for the Project:

PREVENTIVE MAINTENANCE OF VARIOUS AIR CONDITIONING UNITS

Name of Project:	PREVENTIVE MAINTENANCE OF VARIOUS AIR CONDITIONING UNITS RFQ No. 2025–011-LEG
Approved Budget for the Contract:	Seventy Thousand Pesos Only (Php 70,000.00)
Location :	Professional Regulation Commission Regional Office V, Regional Government Center Site, Rawis, Legazpi City
Specification :	See attached Annex “A” for the Term of Reference and Annex “B” for Financial Bid.

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 February 06, 2025** manually at the PRC Legazpi, Regional Government Center Site, Rawis, Legazpi City, at which time the envelope containing the quotation or via email at ro5.bac@prc.gov.ph will be evaluated at the Conference Room, Ground 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. The bidder shall submit their proposal through their duly authorized representative using the provided **OFFICIAL FORMS (Annex “A” and “B”)**.
3. Price quotations/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.
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 bidder or his/her duly authorized representative/s.
8. Payment shall be made upon receipt of Statement of Account/Billing Statement on a cheque or bank to bank basis.



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In addition to the quotation/proposal, 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

- ❖ *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 RBAC Secretariat at Facsimile No. (052) 481-3079, or you may e-mail at ro5.bac@prc.gov.ph

Very truly yours,


JEROME M. BAÑES
RBAC Chairman



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ANNEX "A"

TERMS OF REFERENCE (TOR)

PREVENTIVE MAINTENANCE OF VARIOUS AIR CONDITIONING UNITS (Negotiated Procurement under Section 53.9 - Small Value Procurement)

- 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 Seventy Thousand Pesos Only (Php70,000.00) inclusive of all applicable bank and government charges.

II. **Specifications:**

Quantity	Unit of Issue	Item & Description	Approved Budget	
			Estimate Unit Cost	Estimate Total Cost
1	LOT	Quarterly Preventive Maintenance (Cleaning) and Repair of Air Conditioning Units of the Professional Regulation Commission Regional Office V, Legazpi City, good for 1 year	70,000.00	70,000.00

A. QUARTERLY PREVENTIVE MAINTENANCE MUST INCLUDE, BUT NOT LIMITED TO:

- General cleaning of all air-conditioning units including all internal components;
- Shutting off the unit;
- Removal of air filters for cleaning and recommendation for replacement, if necessary;
- Inspection and cleaning of the following parts:
 - Coiling coils (using power spray)
 - Fan Blades
 - Condenser coil (with pressure washer)
 - Drain line (by flushing)
 - Blower assembly
 - All other internal components of the units
- Greasing of motor bearing and other moving parts requiring lubrication;
- Technical audit of equipment condition including freon charging and actual electrical reading operation of the units;
- Drying of internal components using compressed air
- General service and inspection of all the components of the air-conditioning system;
- Assembly and start-up;
- Check-up and repair of undesirable noise and vibration of the unit
- Observation of the compressor performance and recommendation of repair/replacement, if necessary;
- Check-up of all moving parts such as fan motor bearing/bushing and shafting evaporator blowers and blade, and recommendation of repair/replacement of parts, if necessary;



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13. Inspection of all components of the system including electrical control and implementation of required adjustment/s, recommendation of repair/replacement of parts as may be necessary;
14. Check-up of all refrigerant line in the air-conditioning system and replenishment of the same, if necessary;
15. Check-up and repair of equipment corrosion, derust, which include preparation with primer and repainting of affected parts;
16. Recommendation on the repair and replacement of unit and parts that should be undertaken and submission of complete item specifications and price quotation that may be used as reference (cost of labor and materials) within two (2) days upon the detection of defects for the internal parts; and
17. Cleaning of working area and cleaning of site.
18. The Preventive Maintenance Service Provider must at least have a Mechanical Engineer in the roster of personnel.
19. Submission of Quarterly Report to Property & Supply Section. Detailed report may be requested for further explanation of any findings during preventive maintenance.

B. OTHER SERVICES

1. Emergency "Call-in" Provisions;
2. Free Check-up, troubleshooting and repair;
Scope of Repair if necessary but not limited to:
 - A. Replacement of Compressor
 - B. Flushing through Nitrogen
 - C. Cleaning of 141-B
 - D. Charging of Freon
 - E. Cleaning of Filter Drier
3. Should respond within 24 hours upon receipt of call
4. Cost of replacement of parts not included;
5. Prepare and submit clear and detailed service report including the findings and recommendations for evaluation.
6. In case of delivery of new air conditioning units, PRC RO-V shall formally notify the supplier of the new units to be included in the preventive maintenance activity in exchange for the replaced units.



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C. NOTES

1. Inclusive of taxes and other charges
2. Number of Air-conditioning units per division/room:
TOTAL NUMBER OF AIR-CONDITIONING UNITS: **41**

- 1 unit Floor Mounted, 5.0 TR
- 4 units Floor Mounted, 3.0 TR
- 26 units Window Type, 2.0 HP
- 5 units Split Type, 2.0 HP
- 5 units Window Type, 1.0 HP

3. Submission of Billing and Accomplishment Report within 5 days upon completion of maintenance and repair quarterly

TOTAL		70,000.00
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III. Payment Scheme

The payment shall be processed upon completion of delivery and acceptance by PRC ROV on a check or 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 price/s by the winning provider.

ACKNOWLEDGMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE FOR THE
PREVENTIVE MAINTENANCE OF VARIOUS AIR CONDITIONING UNITS

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




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ANNEX “B”

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:

Quantity	Unit of Issue	Item & Description	BID UNIT COST	BID TOTAL COST
1	LOT	<p>Quarterly Preventive Maintenance (Cleaning) and Repair of Air Conditioning Units of the Professional Regulation Commission Regional Office V, Legazpi City, good for 1 year</p> <p>TOTAL NUMBER OF AIR-CONDITIONING UNITS: 41</p> <ul style="list-style-type: none">• 1 unit Floor Mounted, 5.0 TR• 4 units Floor Mounted, 3.0 TR• 26 units Window Type, 2.0 HP• 5 units Split Type, 2.0 HP• 5 units Window Type, 1.0 HP		
TOTAL				

Total Bid Price for the Project: (Inclusive of all Taxes and delivery charges)

PREVENTIVE MAINTENANCE OF VARIOUS AIR CONDITIONING UNITS

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: _____