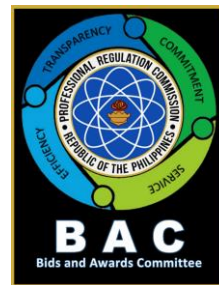




Republic of the Philippines  
Professional Regulation Commission  
**Bids and Awards Committee**  
**Central Office**

P. Paredes St., Sampaloc, Metro Manila  
Email: [bac@prc.gov.ph](mailto:bac@prc.gov.ph)



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**ELIEZER C. LEYCO**  
Member

**NOMAN MAUI G. EBORA**  
Member

**REQUEST FOR QUOTATION**  
**RFQ No. 2023 - 06**

Date:

Contact Person:

Name of Company:

Contact details:

PHILGEPS Registration Number (required):

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 under Section 53.9 – Small Value Procurement of the 2016 Revised IRR of R.A. No. 9184 for the project:

**PROCUREMENT OF PREVENTIVE MAINTENANCE OF VARIOUS  
AIR-CONDITIONING UNITS IN PRC MAIN OFFICE**

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal personally, by mail/courier, through facsimile No. (02) 5-310-0037, or via email at [bac@prc.gov.ph](mailto:bac@prc.gov.ph) using the “PRC Official Forms” provided herein duly signed by the owner or his duly authorized representative **not later than 14 April 2023, at 9:00 AM**. Evaluation of quotation/proposal will be on **14 April 2023, at 10:30 AM** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila. Bidder/s or its duly authorized representative/s who wish to attend the evaluation of bids must submit a letter of intent to the BAC through the BAC Secretariat to be given a link for the meeting.

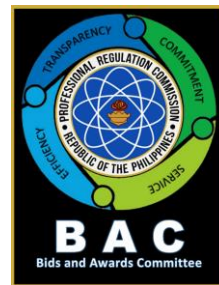
In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent/ or if applicable) are required to be submitted:

- 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)
- PhilGEPS Registration Number
- Latest Income/Business Tax Return  
(for ABCs above P500,000.00)
- Omnibus Sworn Statement  
(Unnotarized Omnibus Sworn Statement may be accepted in compliance with the GPPB Resolution No. 09-2020, dated 7 May 2020, subject to compliance therewith after award of contract but before payment.)
- Duly notarized Secretary's Certificate with a copy of valid government issued ID of the Corporate Secretary (for partnership, corporation, cooperative, or joint venture) / Special Power of Attorney as representative (if sole proprietorship).



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- ❖ *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.

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 [bac@prc.gov.ph](mailto:bac@prc.gov.ph).

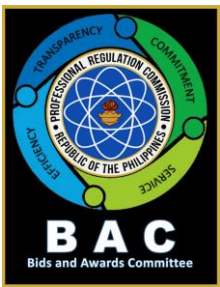
Thank you.

Very truly yours,

**ERWIN M. ENAD**  
Commissioner  
BAC Chairman



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ANNEX "A"

❖ 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. Quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. Lowest Calculated Bidder **may be subjected to Post Qualification Conference** whenever necessary.
7. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
8. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
9. Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis.

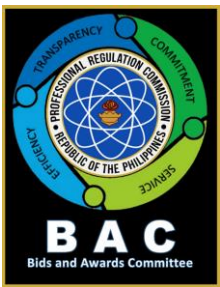
❖ TERMS OF REFERENCE

Name of Project :	PROCUREMENT OF PREVENTIVE MAINTENANCE OF VARIOUS AIR-CONDITIONING UNITS IN PRC MAIN OFFICE
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 <b>Four Hundred Eighty-Four Thousand Five Hundred Fifty-Four Pesos (Php484,554.00)</b> inclusive of all applicable bank and government charges.
Location :	Professional Regulation Commission P. Paredes St., Sampaloc, Manila



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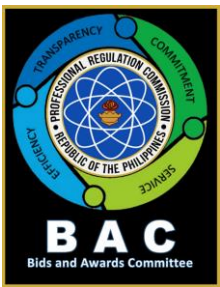
**NOMAN MAUI G. EBORA**  
Member

PROCUREMENT OF PREVENTIVE MAINTENANCE OF VARIOUS AIR-CONDITIONING UNITS IN PRC MAIN OFFICE	
Technical Specifications and Schedule of Requirement	
DESCRIPTION	NUMBER OF ACUs (Units) FOR MAINTENANCE
FLOOR MOUNTED	
10 TR	4
5 TR	21
3 TR	8
CEILING MOUNTED	
5 TR	7
3TR	21
CEILING CONCEALED DUCTED INVERTER	
4 TR	1
3 TR	2
CEILING CASSETTE INVERTER	
3 TR	1
WALL MOUNTED	
1.5 HP	4
2 HP	8
2.5 HP	10
WINDOW TYPE	
1 & 1.5 HP	17
2 HP	18
2.5 HP	15
TOTAL	137
SCOPE OF SERVICE	
Supply of labor and services for the preventive maintenance services, including general cleaning of all air-conditioning units in the PRC Main and Annex buildings for <u>FY 2023</u> .	
a) The Contractor shall perform general cleaning of all ACUs type (window and split) indoor and outdoor, on <u>semi-annual basis</u> ;	
b) Cleaning shall be done after office hours or during weekend and should not disrupt the use of offices;	
c) The Contractor shall assign trained ACU Technicians with at least a holder of Technical Education and Skill Development (TESDA) Authority NC II Certificate or its equivalent to handle and monitor the project;	
d) The Contractor shall submit a list of ACU technicians and copies of their TESDA Certificate as part of the official bid proposal;	
e) Warranty: Three (3) months warranty on labor	



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Member

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages by the winning service provider in accordance with Section 68 of the 2016 Revised IRR of R.A. No. 9184.

**ACKNOWLEDGMENT AND COMPLIANCE  
WITH THE TERMS OF REFERENCE FOR  
PROCUREMENT OF PREVENTIVE MAINTENANCE OF  
VARIOUS AIR-CONDITIONING UNITS IN PRC MAIN OFFICE**

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

DESIGNATION: \_\_\_\_\_

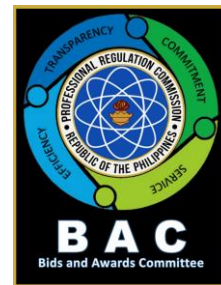
NAME OF COMPANY: \_\_\_\_\_





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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:

**PROCUREMENT OF PREVENTIVE MAINTENANCE OF**  
**VARIOUS AIR-CONDITIONING UNITS IN PRC MAIN OFFICE**  
**(FOR FY 2023)**

**Total Bid Price for the Project:**

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

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

**\*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT AND PRICE PER ITEM, INCLUSIVE OF VAT AND ALL TAXES AND BANK CHARGES.**

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

**Designation:**

**Name of Company:**

**Address:**

**Contact No:**