



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF JUSTICE  
**OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**  
3rd Floor MWSS Administration Building, Katipunan Avenue  
Balara, Quezon City  
Tel. Nos. 927-0030 / 920-7477 • Fax No. 436-4405  
www.ogcc.gov.ph

**REQUEST FOR QUOTATION**

**Date: 28 October 2019**  
**RFQ No. 2019-10-019**

Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Store/Shop: \_\_\_\_\_  
Address: \_\_\_\_\_  
PhilGEPS Registration No. (required): \_\_\_\_\_  
Price Quotation: \_\_\_\_\_; Brand Offered: \_\_\_\_\_

The Office of the Government Corporate Counsel, through its Bids and Awards Committee, intends to procure **Two (2) Brand New Air Condition Units (3- Tonner, Floor Mounted)** in accordance with **Section 53.9 (Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184:

LOT NO.	DESCRIPTION	Unit	ABC (in PhP)
1	Brand New Air Condition Unit (3-Tonner, Floor Mounted)	2	300,000.00
	<b>Total</b>		<b>300,000.00</b>

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions herein provided (please see attached Terms of Reference). Submit your quotation duly signed by you or your duly authorized representative **not later than 4 November 2019 at 1:00 p.m.** Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. **2019 Mayor's/Business Permit; and**
2. **Income/Business Tax Return**

A **notarized Omnibus Sworn Statement (GPPB-prescribed form)** should also be submitted by the winning bidder/supplier prior to the issuance of Notice of Award.

For any clarification, you may contact Atty. Diane Camilla R. Borja at telephone no. (02) 920-7475/436-3773 or email address at [rgtejano@gmail.com](mailto:rgtejano@gmail.com).

**INSTRUCTIONS:**

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Technical specifications with asterisks (\*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your quotation.



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

PROCUREMENT PROJECT	APPROVED BUDGET FOR THE CONTRACT		
Brand New Air Condition Unit (3- Tonner, Floor Mounted)	Three Hundred Thousand Pesos (PhP300,000.00)		
<b>TECHNICAL SPECIFICATIONS:</b>	YES	NO	REMARKS
<p><b>Air Condition Unit</b></p> <ul style="list-style-type: none"> <li>-Brand New</li> <li>-Floor Mounted</li> <li>-For indoor/ office space with an area of approximately more or less 200 square meters</li> <li>-3 tonner split type</li> <li>-Heavy duty</li> <li>-Inverter series</li> <li>-Cost Efficient</li> <li>-Power Supply: 220-240 volts</li> <li>-Auto air swing</li> <li>-High cooling performance</li> <li>-Anti-Rust Design</li> <li>-Easy Access Air Filter</li> <li>-Refrigerant: R410A</li> </ul> <p><b>Warranty period:</b></p> <ul style="list-style-type: none"> <li>-Repair or replacement of any part/s or portion of the equipment at least 1 year from date of delivery and receipt of inspection and acceptance report by the supplier.</li> </ul> <p><b>Installation:</b></p> <ul style="list-style-type: none"> <li>-All materials (copper tubing installations, and insulations, welding job and other incidental materials) necessary for the installation of the air-conditioning units shall be borne by the supplier.</li> </ul> <p><b>Others:</b></p> <ul style="list-style-type: none"> <li>-Submit/include the following documents upon submission of the proposal:               <ul style="list-style-type: none"> <li>a) Official Document or Certificate of Authorized Dealership of branded and brand new air-conditioning unit in the Philippines for at least 5 years</li> <li>b) Official Document or Certificate that the product being offered has been existing in the market for at least 5 years</li> <li>c) Official document indicating that the bidder has authorized service centers within Metro Manila</li> </ul> </li> </ul>			



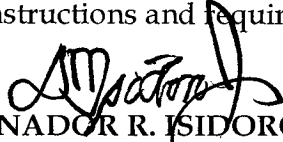
\_\_\_\_\_  
Signature Over Printed Name/Position

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-mail Address

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The OGCC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the OGCC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
12. 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 OGCC shall rescind 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 open to it.
13. Please see attached Terms of Reference for further instructions and requirements.

  
DOMINADOR R. ISIDORO, JR.  
Assistant Government Corporate Counsel  
Chairman, Bids & Awards Committee

## TERMS OF REFERENCE

### I. OBJECTIVE:

The Office of the Government Corporate Counsel has been occupying the office space (3<sup>rd</sup> floor, MWSS Administration Building) being rented from the MWSS since 1998. Since then, the current Air Condition System installed in the office has been continuously deteriorating due to wear and tear, thus, causing discomfort and inconvenience to the officials and personnel especially during summer season. To provide the officials and personnel a better and conducive working environment, the OGCC desires to procure two (2) brand new Air Condition Units (floor mounted) to be installed in the Office of the Government Corporate Counsel.

### II. PROJECT TITLE

Supply, Delivery and Installation of two (2) brand new Air Condition Units (3-Tonner, Floor Mounted) in the Office of the Government Corporate Counsel.

### III. ITEMS AND APPROVED BUDGET FOR THE CONTRACT

ITEMS	Unit price	Quantity	Total
Brand New Air Condition Unit (3- Tonner, Floor Mounted)	150,000.00	2	300,000.00
Total			300,000.00

**NOTE: The financial bid of the bidders shall be inclusive of the 12% Value Added Tax. The VAT and other applicable taxes should be clearly and separately indicated and/or itemized in the bidder's financial proposal.**

### IV. TECHNICAL SPECIFICATIONS

**Air Condition Unit**

- Brand New
- Floor Mounted
- For indoor/office space with an area of approximately more or less 200 square meters
- 3 tonner split type
- Heavy duty
- Inverter series
- Cost Efficient
- Power Supply: 220-240 volts
- Auto air swing
- High cooling performance
- Anti-Rust Design
- Easy Access Air Filter
- Refrigerant: R410A

**Warranty period:**

- Repair or replacement of any part/s or portion of the equipment at least 1 year from date of delivery and receipt of inspection and acceptance report by the supplier.

**Installation:**

- All materials (copper tubing installations, and insulations, welding job and other incidental materials) necessary for the installation of the air-conditioning units shall be borne by the supplier.

**Others:**

**-Submit/include the following documents upon submission of the proposal:**

a) Official Document or Certificate of Authorized Dealership of branded and brand new air-conditioning unit in the Philippines for at least 5 years

b) Official Document or Certificate that the product being offered has been existing in the market for at least 5 years

c) Official document indicating that the bidder has authorized service centers within Metro Manila

## **V. REQUIREMENTS FOR BIDDERS**

- a. Bidders must be registered with PhilGEPS and provide its PhilGEPS Registration Number.
- b. The Bidders must submit a certificate or official document indicating that it is an authorized dealer of branded and brand new air-conditioning unit in the Philippines for at least 5 years.
- c. The Bidder must also submit a Certificate or official document indicating that the product being offered has been existing in the market for at least 5 years.
- d. The bidders must have authorized service centers within Metro Manila.

## **VI. SCOPE OF WORK**

- a. The Supply, Delivery and Installation of the Air Condition Units shall cover the following:
  1. **Labor:** Transportation, field allowance, and incidental expenses of technicians
  2. **Materials:** Copper tubing installations and insulations, plug sockets, electrical wiring, welding job and other incidental materials
  3. **Maintenance and Support:**
    - i. The winning bidder/supplier must have a local service center;
    - ii. On-site service repair should be available every working day;
    - iii. On hardware repair, testing shall be done on-site to know the extent of the problem
    - iv. The winning bidder/supplier must shoulder all expenses of the technician(s) who will be providing the technical services on-site during the warranty period.
- b. The winning bidder/supplier shall deliver the Air Condition Units at the given office address below:

**Property and Supply Office**  
**OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**  
3<sup>rd</sup> Flr MWSS Administration Building, Katipunan Ave., Balara,  
Quezon City

- c. The winning bidder/supplier shall install the Air Condition Units in the Office of the Government Corporate Counsel.
- d. The winning bidder/supplier shall deliver the Air-condition Units within 30 days from receipt of the Notice to Award and Purchase Order.
- e. The winning bidder/supplier shall ensure that the Air Condition units to be delivered must be equipped with operating manual and accessories (if applicable).
- f. The Air Condition Units shall be inspected by the supply officer upon actual delivery.
- g. The winning bidder/supplier guarantees the availability of the items within 15 days upon receipt of the Notice of Award.
- h. The winning bidder/supplier shall commit to provide the minimum tools and/or equipment to be utilized during the installation of the project.
- i. The winning bidder/supplier shall install the Air-condition units in the OGCC during office hours (8am-5pm) and shall be completed at least within ten (10) working days from delivery.
- j. The prospective bidder shall be responsible to coordinate and conduct an on-site inspection of the identified installation site(s) from the employee in charge in the OGCC.

**VII. TERMS OF PAYMENT**

- a. Advance payment is not allowed.
- b. The OGCC shall pay the Service Contractor within **60** working days upon receipt of the original signed Statement of Account, or billing statement, supported by an Inspection and Acceptance Report (IAR), Certificate of Completion and/or Certificate of Satisfactory Service Rendered to be issued by the end-user, and upon completion of all the deliverables/documentary requirements.

**VIII. WARRANTY**

- a. The Winning Bidder/Supplier warrants that the Air Condition Units to be delivered are brand new and free from defects in materials and workmanship.
- b. The warranty period shall be one (1) year from the date of acceptance by the Procuring Entity.
- c. During the warranty period, the winning bidder/supplier shall provide a highly technical personnel to service all the Air Condition Units, including its compressors, components/peripherals whenever hardware and/or related problem should occur.

- d. The Winning Bidder/Supplier shall undertake on-site service repair or replacement of any part(s) or portion of the equipment without additional costs to the government.

#### **IX. AFTER SALES SUPPORT**

- a. Within the Warranty Period
- b. After the Warranty Period, there must be at-least authorized service center within Metro Manila.

**Prepared by:  
Ad-Hoc Committee**

Per Office Order No. 207, Series of 2019

(Sgd)  
GCA II Jan-Michael C. Bueser

GCA II Ann Murray Y. Santillan

(Sgd)  
IT Mark Conrad L. Albania

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ADAS Ian Carlo R. Rometa

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ADAS Tricia Ann P. Makasakit

**Reviewed by:  
Technical Working Group**

Per Office Order No. 207, Series of 2019

GCA II Jan Allyson C. Vitug

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GCA II Dioxenos B. Sulit

(Sgd)  
ADAS Jorge P. Estrada