



REQUEST FOR QUOTATION

PROCUREMENT FOR THE DISMANTLING AND INSTALLATION (RELOCATION) OF TWO (2) UNITS OF AIR CONDITIONING UNITS FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)

AMP-011-23 (SVP)

Sir/Madam:

Please quote your best proposal for the item/s described below using the Price Proposal Form (see Annex "A" of the Request for Quotation), subject to terms and conditions stated in the RFQ.

Accomplish and submit all forms attached (Annex A, B, and C).

LOT NO.	QTY	UOM	ITEM DESCRIPTION	TOTAL AMOUNT	APPROVED BUDGET FOR THE CONTRACT
1	1	Lot	Procurement for the Dismantling and Installation (Relocation) of Two (2) Units of Air Conditioning Units for the PS-DBM	₱ 35,500.00	₱ 35,500.00

Delivery Address: PS-DBM, RR Road, Cristobal St., Paco, Manila

***The ABC is understood to be the ceiling price; offers must not exceed the ABC provided.**

The proposal duly signed by you or your duly authorized representative, accompanied by required forms, shall be submitted not later than **14 March 2023; 3:00 PM** at the address indicated below:

Mr. Jaime J. Tecson
Secretariat, Internal BAC
General Services Division
2nd Floor, PS-DBM Complex
Procurement Service-PhilGEPS
Cristobal Street, Paco, Manila

Only one (1) set of documents certified to be true copies of the original shall be required. In case, however, a supplier intends to submit proposals for several Request for Quotations in which the deadline of submission and opening of proposals are scheduled on the same date and time, it may submit one (1) set of Documents to cover all the RFQs where it wishes to participate. The envelope shall contain the name of the contract to be bid in capital letters and bear the name and address of the supplier in capital letters.

Proposals and other documents required **must be submitted manually** at 2nd Floor Lobby Procurement Service Building Internal Bids and Awards Committee Bid Box on or before the deadline of submission as stated in this RFQ.

Unsealed or unmarked envelopes, shall be rejected. However, envelopes that are not properly sealed and marked shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the proposal as submitted.

In case of modification, it must be done before the deadline for the submission and receipt of proposals and labeled as a "modification". The time stamped or indicated in the latest proposal received shall be the official time of submission.

The iBAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or submission of corrupted files, or for its premature opening.

Late submission of quotations shall not be accepted and considered.

Signature Redacted

ENGR. JAIME M. NAVARRETE JR.

Chairperson, Internal Bids and Awards Committee

The following documents shall also be submitted during submission of offers:

No	Requirements	Instruction
1	Annex "A" Price Proposal Form	<i>Must indicate the unit and total price. Must indicate the required information. Must be duly signed by the authorized representative.</i>
2	Annex "B" Schedule of Requirements	<i>Must indicate the required information. Must be duly signed by the authorized representative.</i>
3	Annex "C" Technical Requirements	<i>Must indicate "COMPLY." Must indicate the required information. Must be duly signed by the authorized representative</i>

4	<i>Mayor's Permit for the year 2023</i>	<i>Must be valid for the year 2023</i>
5	<i>PhilGEPS Registration Number</i>	<i>Submit Proof of Registration (picture or screenshot of PhilGEPS Registration on the website)</i>

PhilGEPS Platinum Registration Certificate with updated Annex A may be submitted in lieu of the eligibility documents 1 and 2.

N.B Documents submitted during post-qualification as part of post-qualification documents must be certified by the authorized representative to be true copy/ies from the original.

Note:

*Please indicate statement of compliance of the Technical Requirements Form by clearly indicating "**COMPLY**"*

Price Proposal Form

Date: _____

The Chairperson, Internal Bids and Awards Committee
Procurement Service
PS Complex, Cristobal Street
Paco, Manila

Ma'am/Sir:

Having examined the **Request for Quotation No. AMP-011-23 (SVP)** the receipt of which is hereby duly acknowledged, the undersigned offers the **PROCUREMENT FOR THE DISMANTLING AND INSTALLATION (RELOCATION) OF TWO (2) UNITS OF AIR CONDITIONING UNITS FOR THE PROCUREMENT SERVICE - DBM (PS-DBM)**

In conformity with the said Request for Quotation for the sums stated hereunder:

LOT NO.	QTY	UOM	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT PER ITEM
1	1	Lot	Procurement for the Dismantling and Installation (Relocation) of Two (2) Units of Air Conditioning Units for the PS-DBM		
Total Price in Words:					

We undertake, if our Proposal is accepted, to perform the services/deliver the goods as identified in the Schedule of Requirements and Technical Specifications.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Date

Company Name

Authorized Representative Name/Signature

Address

Official Contact No.

SCHEDULE OF REQUIREMENTS

LOT NO.	QTY	UOM	ITEM DESCRIPTION	AGENCY'S DELIVERY SCHEDULE
1	1	Lot	Procurement for the Dismantling and Installation (Relocation) of Two (2) Units of Air Conditioning Units for the PS-DBM	within Fifteen (15) calendar days from receipt of the Notice to Proceed

I hereby commit to deliver the required quality and quantities upon receipt of the Notice to Proceed as indicated above.

Name of Company

**Signature Over Printed Name
of the Authorized
Representative**

Date

TECHNICAL REQUIREMENTS

PROJECT TITLE : **Procurement for the Dismantling and Installation (Relocation) of Two (2) Units of Air Conditioning Units for the PS-DBM**

QUANTITY : **1 Lot**

APPROVED BUDGET FOR THE CONTRACT : **P 35,500.00**

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
Procurement for the Dismantling and Installation (Relocation) of Two (2) Units of Air Conditioning Units for the PS-DBM	
<i>Technical Specifications:</i> ACU: LG 3.0 HP HS30IPC 1st Unit (from Conference C to Meeting Room 1) <ul style="list-style-type: none"> - Dismantle and installation of indoor and outdoor unit - Chipping works is included - Installation of new copper tube and drain of at least 15ft - Inclusive of all labor and other ancillaries 2nd Unit (From Conference B to OG) <ul style="list-style-type: none"> - Dismantle and installation of indoor and outdoor unit - Chipping works is included - Installation of new copper tube and drain of at least 50ft - Inclusive of all labor and other ancillaries 	

*[Bidders must state here either "**Comply**" or "**Not Comply**" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" ,or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company	Signature Over Printed Name of Authorized Representative	Date
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