



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN



REQUEST FOR QUOTATION

P.R. NO:	2024-07-1820	MODE OF PROCUREMENT:	NP-Small Value Procurement
P.R. DATE:	09 July 2024	REF. NO.:	RFQ-2024-238
END-USER:	GSD	DATE PREPARED:	July 29, 2024
PRN:	<u>11097524</u>	CLOSING DATE/TIME:	August 05, 2024 10:00 AM

- The DENR-Central Office, through its Bids and Awards Committee for Regular Operations, invites eligible bidder/s to submit duly signed proposal/quotation not later than the closing date and time for the procurement project stated below:

DESCRIPTION	QTY	UNIT	TOTAL ABC (P) (VAT INCLUSIVE)
Repair of Various Air-conditioning Units at the DENR Main Building	1	LOT	200,000.00

- Proposal/quotation received in excess of the ABC shall automatically be rejected.
- Interested bidder/s must submit the following documents:

A. ELIGIBILITY DOCUMENTS	
i.	Valid and current Certificate of PhilGEPS Registration (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR (pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021); OR PhilGEPS Registration Number
ii.	Valid and Current Mayor's/Business Permit for CY 2024 OR application for Business/Mayor's Permit with attached Official Receipt (OR) of payment of Licensing and Regulatory fees and 2023 Business/Mayor's Permit.
iii.	Special Power of Attorney/Board Resolution/Authorization as duly authorized representative valid for six (6) months. (if applicable)
Note: Bidder/s who previously submitted updated Eligibility Documents are no longer required to resubmit.	
B. TECHNICAL AND FINANCIAL DOCUMENTS	
iv.	Completely filled out and duly signed Technical Proposal Form and Financial Quotation Form (Annex "A")
v.	Certificate of Site Inspection issued by the General Services Division (GSD) , Site Inspection must be conducted prior to the submission of quotation

Failure to submit all documents as required above shall be automatically disqualified.

- Price must be inclusive of VAT and must be valid for Sixty (60) calendar days upon submission of proposal/quotation.
- Award of Contract shall be made to the lowest calculated and responsive quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
- Refusal to sign and accept the Award or enter into contract without justifiable reason, may be grounds for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.
- Open proposal/quotation may be submitted at Procurement Management Section-Property and Supply Management Division (PrMS-PSMD), 2nd Floor, 2-Storey Warehouse, DENR Compound and/or thru e-mail address ampbac.co@denr.gov.ph and/or fax number (02) 8926-2675. For further inquiries, you may coordinate with Ms. Dianne G. Ibias/Ms. Gianina P. Agir at the same contact details.
- If thru email, kindly indicate in the subject **ATTENTION: RIO A. REYES - RFQ-2024-238**.
- DENR reserves the right to reject any and all proposals, declare failure, or not award the contract at any time in accordance with Section 41 of RA 9184 and its IRR without thereby incurring liability to the affected supplier.


DIANNE G. IBIAS
Chief, Procurement Mgt. Section-PSMD &
Head, BAC Secretariat

Technical Proposal Form

Description / Technical Specifications

Qty

Repair of Various Air-conditioning Units at the DENR Main Building

SCOPE OF WORK

1. The service provider must supply electronic panel Board, Power Supply and Freon 410-A.
2. Replacement electronic panel Board.
3. Replacement power supply
4. Fushing the system with 410-A.
5. Vacuuming the units.
6. Recharging Freon 410-A.
7. Conduct testing and commissioning of the units.
8. Repair affected/damage properties during installation.
9. Clean up work areas using environments friendly, cleaning product after installation.

COMPLETION PERIOD

1. Repair and replace electronic panel board including power supply and recharging Freon 410-A testing must be completed within ten (10) calendar days from receipt of Notice to Proceed (NTP). Delivery site is at the Supply Management Section (SMS), Basement DENR Main Building.

WARRANTY

1. A warranty certificate must be issued to DENR which shall commence from the date of Issuance of Certificate of Acceptance.
 - A. One (1) year warranty for electronic panel board
 - B. One (1) year warranty for electronic power supply
2. In the event of any malfunction of unit within the warranty period. Electronic panel board and electronic power supply shall be replaced within twenty-four (24) hours, free of charge.
3. Response time for technical repair assistance request must be within forty-eight (48) hours from receipt of Notice/Advice for service/repair.

1 lot

Prepared by:

ANGELITA ESTRADA
Administrative Assistant V

Recommending Approval:

ENGR. RANDY L. TIIN, CE
Section Chief, BMS-GSD

Approved by:

ENGR. GUILLERMO V. ESTIPONA JR.
OfC- Chief, General Services Division

Technical Proposal Form				
Description / Technical Specifications			Qty	
Repair of Various Air-conditioning Units at the DENR Main Building			1 lot	
	Units	Serial No.		Brand/Model
1.	Floor Type 5 Ton	KJ621711		Koppel
2.	Floor Type 5 Ton	3406421990288200160021		Matrix
3.	Floor Type 5 Ton	3407879630494080850003		Matrix
4.	Ceiling Type 5 Ton	3FF0DDK3GCM073000021		Matrix
5.	Floor Type 3 Ton	611KCD14B37	L.G.	
<p>Defect Complains:</p> <ol style="list-style-type: none"> 1. Defective Outdoor Fan Motor and Recharging Freon 410-A 2. Defective Outdoor Fan Motor and Recharging Freon 410-A 3. Pipe Leakage and ACCU/AHU 4. Defective Electronic Power Control (PCB Board) 5. Defective Electronic Power Control (PCB Board) <p>Parts to be supplied/replaced:</p> <ol style="list-style-type: none"> 1. Outdoor Fan Motor and Recharging Freon 410-A 2. Outdoor Fan Motor Reprocess the system and Recharging Freon 410-A 3. Welding, Leak Test, Vacuuming and Recharging Freon 410-A 4. One (1) set (PCB Board), Reprocess the system with Recharging Freon 410-A 5. One (1) set (PCB Board), Reprocess the system with Recharging Freon 410-A 				

Project Requirements/Terms and Conditions:

1. **Delivery/completion** period: as per Scope of Work (SOW).
2. **Delivery Site:** Supply Management Section, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City.
3. **Price quotation/s,** to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable subjected to deduction of applicable Government Tax.
4. **DENR** shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
5. **Replacement of Defective Items:** Within **ten (10) Calendar Days** upon receipt of Notice of Defects from DENR.
6. **Warranty:** Three (3) months in case of Expendable Supplies and One (1) Year in the case of Non-expendable Supplies from issuance of Certificate of Inspection and Acceptance. Warranty Certificate must be submitted during delivery.
7. **Amendment to Order** may be issued subject to the conditions set forth under Annex D of the 2016 Revised IRR of RA 9184.
8. **Payment** shall be made in accordance with the Government Terms.
9. **Liquidated Damages (LD)** equivalent to one tenth of one percent (0.1%) of the value of contract not delivered within the prescribed period. shall be imposed per day of delay. The DENR may rescind the Contract once the cumulative amount of LD reaches 10% of the amount of the Contract without prejudice to other courses of action and remedies open to it.
10. **Bidder has no overdue deliveries or unperformed services intended for DENR-CO.**

**FINANCIAL QUOTATION FORM
(PRICE MUST BE VAT INCLUSIVE)**

Item No.	DESCRIPTION	QTY	UNIT	ABC per Unit (P)	Total ABC per Unit (P)	BIDDER'S PRICE QUOTATION (P)	
						Unit cost	Total
Repair of Various Air-conditioning Units at the DENR Main Building							
1	Floor Type 5 Ton	1	unit	40,000.00	40,000.00		
2	Floor Type 5 Ton	1	unit	40,000.00	40,000.00		
3	Floor Type 5 Ton	1	unit	40,000.00	40,000.00		
4	Ceiling Type 5 Ton	1	unit	40,000.00	40,000.00		
5	Floor Type 3 Ton	1	unit	40,000.00	40,000.00		
Grand Total:					200,000.00		

BIDDER'S UNDERTAKING

I/We, the undersigned Supplier, after having examined the Technical Specifications/ Project Requirements, hereby OFFER to supply/deliver/perform the above-described items.

I/We undertake, if our proposal is accepted, to deliver the items/services in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal PO/ Contract is prepared and signed, this quotation is binding on us.

NAME OF COMPANY (IN PRINT)

SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE

ADDRESS:

Designation:

Date:

Email Address:

Telefax No.:

Mobile Number:

