

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2023-10-803

RFQ No.: 2023-10-1214

End-user: ICTMS

Date: OCT 13 2023

Name of Project:

ABC: ₱564,264.50

**PURCHASE, DELIVERY AND INSTALLATION OF AIRCONDITIONING UNITS FOR THE ICTS  
OFFICE, SERVER ROOM, AND NETWORK ROOM**

Mode of Procurement: SMALL VALUE PROCUREMENT

Sir/Madam:

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph) on or before

OCT 17 2023 12:00NN

  
ENRIQUE H. GASCON JR.  
BAC Chairperson

**TERMS AND CONDITIONS:**

1. Quotations in excess of the ABC will be **REJECTED**.
2. For total quoted price, quotations with a dash or zero shall be deemed free of charge.
3. All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
4. The Procuring Entity may give due preference to goods being offered with green component.
5. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is **as indicated** in the next page.
7. Price validity shall be for a period of **120 calendar days** from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier.
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
  - a. **Updated Mayor's / Business Permit**
  - b. **PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)**
  - c. **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
  - d. **Official Receipt issued by BIR (a mere picture of the receipt can suffice)**
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the lower shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer** after Bid Evaluation shall be disqualified.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications** and the **terms and conditions** stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the **Omnibus Sworn Statement** prior to issuance of Award / Purchase Order with ABC amounting to **P500,000.00** for **Emergency Cases** and **P50,000.00** above for **Small Value Procurement**.
13. Upon **approval of the Purchase Order (PO)**, the Procurement Section shall send or forward the **approved PO for confirmation** to the winning bidder. The **approved PO shall be confirmed within three (3) calendar days** upon sending the approved PO to the **winning bidder's officially registered email address** or upon notification of the winning bidder that the **approved Purchase Order is available for confirmation**. Failure to submit the confirmed PO within the 3-day period shall cause the automatic cancellation of the PO.
14. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR**.
15. **Liquidated damages equivalent to one tenth of one percent (0.001)** of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE) may 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.
16. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25025** or email address [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph).



Republic of the Philippines  
**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
 Cordillera Administrative Region  
 40 North Drive, Baguio City

**REQUEST FOR QUOTATION (RFQ)**

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	BRAND OFFERED	UNIT PRICE	TOTAL
	<b>PURCHASE, DELIVERY AND INSTALLATION OF AIRCONDITIONING UNITS FOR THE ICTS OFFICE, SERVER ROOM, AND NETWORK ROOM</b>					
<b>1</b>	<p><b>1.5-hp Split-type Double Inverter Airconditioning Unit</b></p> <p>Specifications:            Type: Split-type            Capacity: 1.5HP            Cooling Capacity: at least 3.52kW            Power: at least 1.03kW at 5.9A            Energy Efficiency Ratio (EER): 4.8 or higher            Energy Efficiency Performance Rating: should be 5            Power supply: Single-phase 230VAC 60Hz indoor-connect            Indoor Unit Air Flow Rate: Up to 13 m<sup>3</sup>/min            Outdoor Unit Air Flow Rate: Up to 28 m<sup>3</sup>/min            Indoor Unit Sound pressure Level: up to -41 dB(A)            Refrigerant: R32            Global Warming Potential (GWP) of Refrigerant: at least 675            Compressor Type: Twin-rotary brushless direct current            Compressor Warranty: 1 year for parts and labor, 10 years for compressor            Remote control and monitoring: built-in via WiFi and mobile app            ISO Compliance: Should be ISO 9001:2015 Quality Management and ISO 14001 Environmental Management Compliant            Inclusive of:            Delivery of Units and other peripherals            Installation of Units            Installation of copper tubes and necessary cabling/mounting/insulation            Other peripherals such as copper tubes, electrical cabling, insulation, PE tape, bracket, and breaker</p>	<b>2</b>	<b>UNIT</b>			
<b>2</b>	<p><b>3.0-hp Split-type Double Inverter Airconditioning Unit</b></p> <p>Specifications:            Type: Split-type            Capacity: 3.0HP            Cooling Capacity: at least 8.30kW            Power: at least 2.26kW at 10.10A            Energy Efficiency Ratio (EER): 5.5 or higher            Energy Efficiency Performance Rating: should be 5            Power supply: Single-phase 230VAC 60Hz indoor-connect            Indoor Unit Air Flow Rate: Up to 31 m<sup>3</sup>/min            Outdoor Unit Air Flow Rate: Up to 65 m<sup>3</sup>/min            Indoor Unit Sound pressure Level: up to -51 dB(A)            Refrigerant: R32            Global Warming Potential (GWP) of Refrigerant: 675            Compressor Type: Twin-rotary brushless direct current            Compressor Warranty: 1 year for parts and labor, 10 years for compressor            Remote control and monitoring: built-in via WiFi and mobile app            ISO Compliance: Should be ISO 9001:2015 Quality Management and ISO 14001 Environmental Management Compliant            Inclusive of:            Delivery of Units and other peripherals            Installation of Units            Installation of copper tubes and necessary cabling/mounting/insulation            Other peripherals such as copper tubes, electrical cabling, insulation, PE tape, bracket, and breaker</p>	<b>1</b>	<b>UNIT</b>			

		<b>TOTAL PRICE</b>		
	<b>OTHER REQUIREMENTS</b>	<b>COMPLIANCE</b>		<b>REMARKS</b>
		<b>Can Comply</b>	<b>Cannot Comply</b>	
	Delivery of Goods is within 20 calendar days after receipt of Purchase Order. Delivery place at DSWD FO CAR, #40 NORTH Drive, Baguio City. If the last day of delivery falls on Saturday/Sunday/Holiday, the delivery of goods can be moved to the next working day.	[ ]	[ ]	
	Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	[ ]	[ ]	
<b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</b>				

• Award shall be made per:                      Item Basis                      x Lot Basis

*Note: **NO GIFT ALLOWED**. Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.*

Sir:

After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

**Name of Firm/Dealer/Contractor:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

**Owner's/Proprietor/President's Name and Signature:** \_\_\_\_\_

**Contact Number/s:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**For Authorized Representative, kindly indicate the following:** \_\_\_\_\_

**Name and Signature:** \_\_\_\_\_

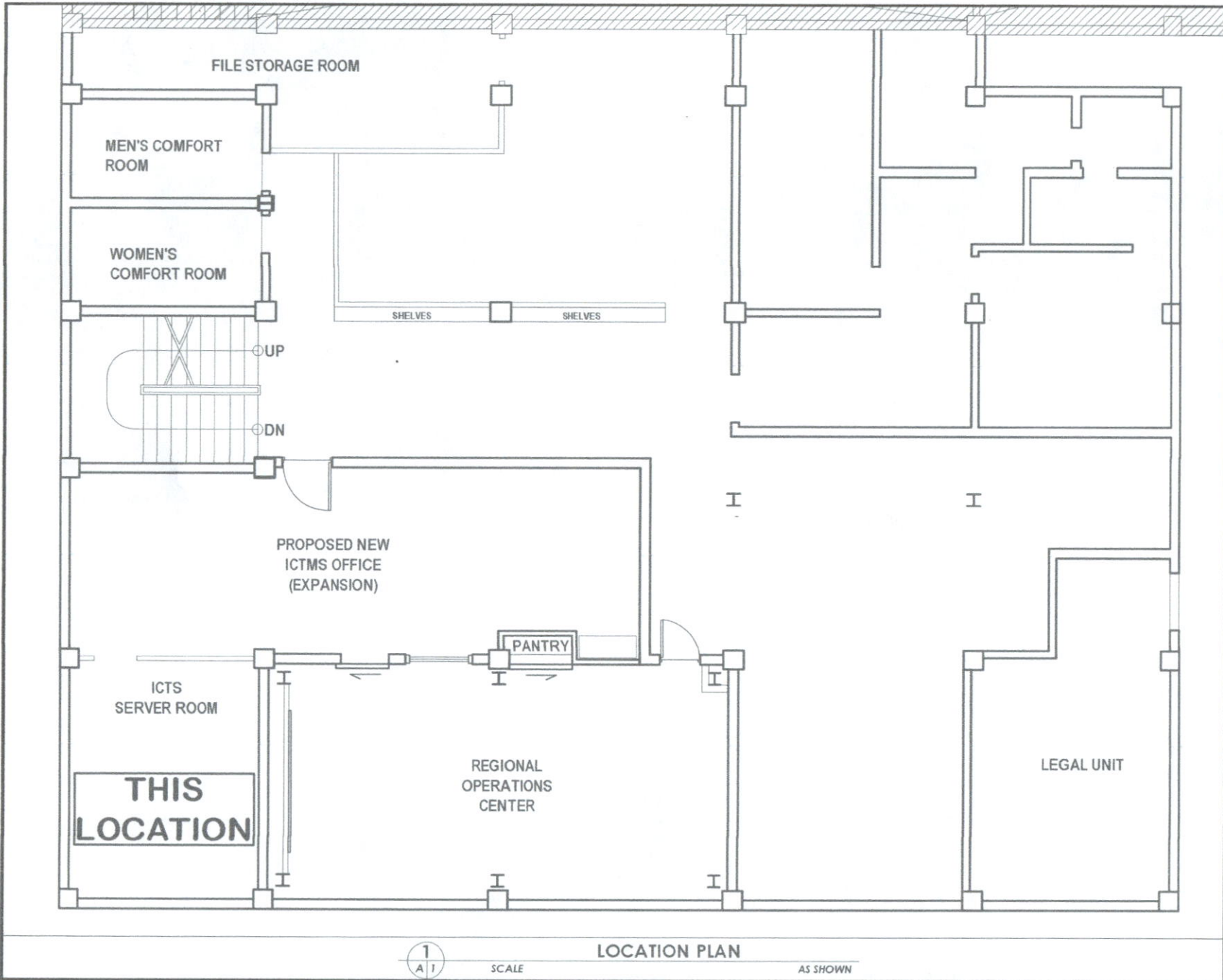
**Contact Number/s:** \_\_\_\_\_

**PhilGEPs Registration Number:** \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Canvasser







**ADMINISTRATIVE DIVISION  
FIELD OFFICE CAR**  
DSWD-AS-GF-057 | REV 02 | 07 OCT 2022

**PROJECT NAME :**  
PURCHASE, DELIVERY AND INSTALLATION OF AIR  
CONDITIONING UNIT FOR THE ICTS OFFICE, SERVER  
ROOM, AND NETWORK ROOM

**LOCATION :**  
DSWD - CAR FIELD OFFICE, 40 NORTH  
DRIVE, BAGUIO CITY 2600

**SHEET CONTENT :**

LOCATION PLAN

APPROVED BY

*Leo L. Quintilla*  
LEO L. QUINTILLA  
Regional Director

CONFORMED BY

*Marvin F. Gamboa*  
MARVIN F. GAMBOA  
Information Technology Officer II, ICTS Head

CHECKED BY

*AR. CRYSTER N. RODRIGUEZ*  
AR. CRYSTER N. RODRIGUEZ  
Administrative Officer I  
Head, BCOMS

PREPARED/DESIGNED BY

*AR. HENRY M. MATORES*  
AR. HENRY M. MATORES  
Architect II, AD-EGMR

PROJECT/TA No:

DATE SUBMITTED:

DRAWING STATUS

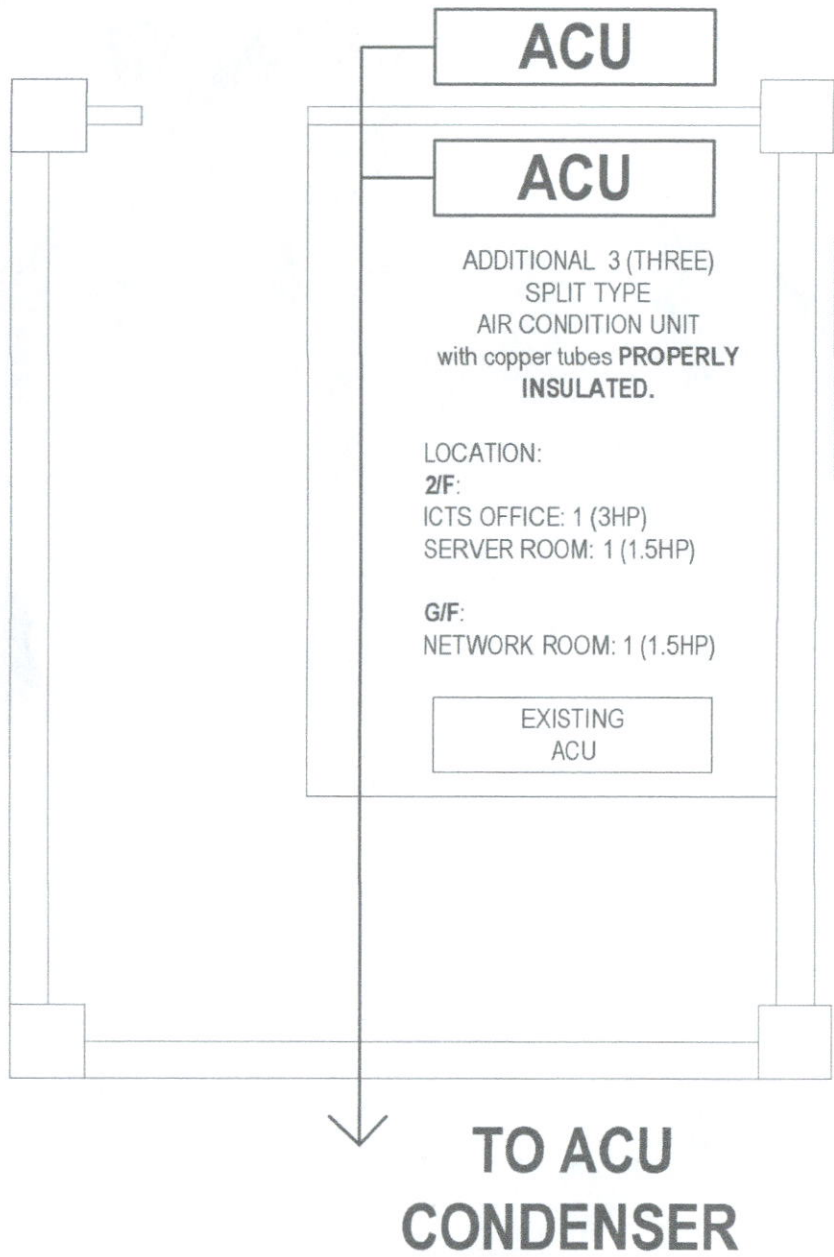
DATE	DESCRIPTION/REMARKS	BY

PLAN CATEGORY	SHEET NUMBER	PAPER SIZE
A	01/02	A4



**LOCATION PLAN**  
SCALE AS SHOWN





**ACU**

**ACU**

ADDITIONAL 3 (THREE)  
SPLIT TYPE  
AIR CONDITION UNIT  
with copper tubes **PROPERLY  
INSULATED.**

LOCATION:  
**2/F:**  
ICTS OFFICE: 1 (3HP)  
SERVER ROOM: 1 (1.5HP)

**G/F:**  
NETWORK ROOM: 1 (1.5HP)

EXISTING  
ACU

**TO ACU  
CONDENSER**

NOTE:  
INCLUDE HEAT AND MOISTURE  
PROTECTION FOR ALL FLOORS,  
CEILINGS AND WALLS TO AVOID  
LEAKAGE IN OTHER OFFICE ABOVE AND  
BELOW THE PROPOSED AREAS.

NOTE: ALL DIMENSIONS MUST BE  
VERIFIED ON SITE BY THE CONTRACTOR.  
DO NOT SCALE THIS DRAWING.

ALL DRAWINGS ARE STRICTLY FOR  
DESIGN INTENT PURPOSES ONLY. ANY  
DISCREPANCIES ON THE  
PLANS/DRAWINGS MUST BE BROUGHT  
TO THE BUILDING AND GROUNDS  
MANAGEMENT SECTION &  
INFORMATION AND  
COMMUNICATIONS TECHNOLOGY  
SECTION ACCORDINGLY.

**DO NOT USE THIS  
PLANS/DRAWINGS FOR  
CONSTRUCTION PURPOSES.**



**ADMINISTRATIVE DIVISION  
FIELD OFFICE CAR**  
DSWD-AS-GF-057 | REV 02 | 07 OCT 2022

PROJECT NAME:  
PURCHASE, DELIVERY AND INSTALLATION OF AIR  
CONDITIONING UNIT FOR THE ICTS OFFICE, SERVER  
ROOM, AND NETWORK ROOM

LOCATION:  
DSWD - CAR FIELD OFFICE, 40 NORTH  
DRIVE, BAGUIO CITY 2600

SHEET CONTENT:  
**BLOW UP MECHANICAL PLAN**

APPROVED BY  
*[Signature]*  
**LEO L. QUINTILLA**  
Regional Director

CONFORMED BY  
*[Signature]*  
**MARVIN F. JAMBOA**  
Information Technology Officer II, ICTS Head

CHECKED BY  
*[Signature]*  
**AR. GLESTER N. RUDIG**  
Administrative Officer I  
Head, BGMS

PREPARED/DESIGNED BY  
*[Signature]*  
**AR. JIMMY M. MATORES**  
Architect II, AD, BGMS

PROJECT/TA No:

DATE SUBMITTED:

DRAWING STATUS		
DATE	DESCRIPTION/REMARKS	BY

PLAN CATEGORY	SHEET NUMBER	PAPER SIZE
<b>A</b>	<b>02/02</b>	<b>A4</b>

1  
A2

**BLOW UP MECHANICAL PLAN**

SCALE NOT TO SCALE

