



REQUEST FOR QUOTATION

RFQ No. & Date : GSU2022-01-007 / 01/18/2022

PR No. Date : GSU2022-01-005 / 01/12/2022

The DENR-Environmental Management Bureau (EMB-XI) Bids and Awards Committee through Procurement Unit under the General Services Unit of FAD will undertake a Negotiated Procurement – Small Value Procurement for the Project “One (1) year service contract for the Preventive Maintenance check-up and procurement of all air-conditioning units of EMB-XI offices (Sta. Ana and Lanang) for CY 2022”, in accordance with Sec. 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : “One (1) year service contract for the Preventive Maintenance check-up and procurement of all air-conditioning units of EMB-XI offices (Sta. Ana and Lanang) for CY 2022”

Approved Budget of the Contract : One Hundred Twenty-Eight Thousand Pesos only (**P128,000.00**)

Specifications : See the attached Specifications

Contract period : Immediately upon Receipt of Notice to Proceed

Interested suppliers are required to submit their valid and updated **Mayor’s Permit, Latest Income/Business Tax Return, Omnibus Sworn Statement, PhilGEPS Registration Number, Priced Quotation form “A”, and other Requirements of Technical Specification Form** during submission of offer/quotation.

Contract shall be made to the lowest calculated responsive quotation submitted, and from which complied and or have met the minimum description stated above, and with the other terms and conditions stated in the price quotation form.

The submission of quotation and eligibility documents will be on or before **5:00 PM of January 24, 2022** at the Procurement office, EMB XI, 3rd Avenue corner V. Guzman St. Sta Ana, Davao City.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his duly authorized representative/s.

For inquiry, or for any other concerns, you may please contact us through Tel. No. (082) 234-0061, Mobile No. 09254784475, or via email embxiprocurement@emb.gov.ph.

Very truly yours,


MARY CHRISTY A. SAJORGA
OIC, Chief Administrative Section

PRICE QUOTATION FORM

Date: January 18, 2022

The Procurement Office
 Environmental Management Bureau –XI
 3rd Avenue corner V. Guzman St.
 Sta. Ana, Davao City

Sir/ Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation hereunder is our quotation/s for the item/s as follows:

Description	Specification	Qty	Unit Price	Total Price
<p>One (1) year service contract for the Preventive Maintenance check-up and procurement of all air-conditioning units of EMB-XI offices (Sta. Ana and Lanang) for CY 2022</p> <ul style="list-style-type: none"> • Split/wall mounted unit • Floor mounted unit • Window type unit <p>Including parts replacement & minor repairs (Requests as the need arises)</p>		<p style="text-align: center;">1 lot</p> <p style="text-align: center;">25 units</p> <p style="text-align: center;">6 units</p> <p style="text-align: center;">2 units</p>		

Coverage:

- Quarterly Cleaning activities for the following airconditiong units including Air Cooled Condensing Units (ACCU) installed in all specified areas:
 - Split/wall mounted unit - 25 units
 - Floor mounted unit - 6 units
 - Window type unit - 2 units

Sta. Ana Building:

- * Chief FAD -1 unit split type
- * Chief EMED/CPD - 1 unit split type
- * ORD-1 unit split type
- *Legal Unit - 1 unit split type
- *Cashier unit - 1 unit split type
- *IT/Server Room - 2 unit split type
- *ESWM Section - 1 unit split type
- *Conference Room - 2 unit split type

*Finance/Procurement/GSU area - 1 unit split type

*Planning/ICT/Records Area - 1 unit split type

*EMED inspector's area - 1 unit floor mounted

*CPD area - 1 unit floor mounted

*TCHWPS area - 1 unit floor mounted

*AMTSS area - 3 unit split type

Laboratory Area:

*Office - 1 unit floor mounted

*Air and anionic - 1 unit split type

*Metal - 1 unit split type

*Weighing - 1 unit split type

*Inoculation - 1 unit split type

*Phychem - 1 unit split type

*Micro biological - 1 unit split type

3rd Flr. Northwing Bldg., Lanang Office:

*COA - 1 unit split type

*COA lounge area - 1 unit floor mounted

*Records Area - 1 unit floor mounted, 3 unit split type

Field Stations:

*CAMS Calinan - 1 unit window type

*CAMS Airport - 1 unit window type

Amount in words _____

The above quoted price is inclusive of all costs and applicable taxes.

Very truly yours,

Name / Signature of Representative

Name of Company

Contact No.

TECHNICAL SPECIFICATIONS

Bidders /suppliers must state “Comply” in the column “statement of compliance” against each of the individual parameters of each SPECIFICATION. Please do not just place check in the bidder’s “Statement of Compliance “.

Item	Technical Specifications	Statement of Compliance (COMPLY or NOT COMPLY)
1	One (1) year service contract for the Preventive Maintenance check-up and procurement of all air-conditioning units of EMB-XI offices (Sta. Ana and Lanang) for CY 2022 <ul style="list-style-type: none"> • Split/wall mounted unit - 25 units • Floor mounted unit - 6 units • Window type unit - 2 units Including parts replacement & minor repairs (Requests as the need arises)	
	Scope of Work:	
2	Quarterly Cleaning Activities	
3	a. General cleaning of all air conditioning units including all internal components	
4	b. Removal of all air filters for cleaning	
5	c. Cleaning the following parts: *Cooling coils (using power spray) *Fan Blades *Condenser Coil (with pressure washer) *Drain line (by flushing) *Blower assembly *All other internal components of the unit	
6	d. Drying of internal components using compressed air	
7	e. General service and inspection of all the components of the air conditioning system	
8	g. Cleaning of working area/site	
9	h. General cleaning of ACCU	
10	Parts replacement & minor repairs (Requests as the need arises)	

I hereby certify to comply with all the above Technical Specifications.

Name of supplier/Bidder

Signature over Printed Name of Representative

Date