



Republic of the Philippines
 Department of Finance
INSURANCE COMMISSION
 1071 United Nations Avenue
 Manila



REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all PhilGEPS Registered suppliers to participate and submit their quotation on the items listed below, subject to the provisions of attached Terms of Reference (TOR):

NAME OF PROJECT	One (1) Year Preventive Maintenance Program for the Seventy-Five (75) Air-Conditioning Units of the Insurance Commission (IC) Main Building, Gym/Annex Building, Executive Lounge, and Container Van Offices
REFERENCE NO./PR NO.	2022-02-014
LOCATION	Insurance Commission, 1071 United Nations Avenue, Ermita, Manila
MODE OF PROCUREMENT:	Negotiated Procurement- Small Value Procurement (<i>Sec. 53.9, Revised Implementing Rules and Regulations of R.A. No. 9184</i>)
APPROVED BUDGET FOR CONTRACT (ABC)	Five Hundred Twenty Thousand Pesos only (Php520,000.00), <i>inclusive of taxes and other applicable charges</i>
DELIVERY PERIOD	1 st Quarter, 2 nd Quarter, 3 rd Quarter, and 4 th Quarter of 2022
DEADLINE OF SUBMISSION OF OPEN QUOTATION/S	<u>28</u> February 2022, 12:00NN

The duly accomplished and signed **REPLY SLIP**, including the required documents as enumerated therein, **must be submitted in person or through email not later than 12:00 NN, 28 February 2022** to the Administrative Division – General Services Section through the following:

- Contact Persons : Mr. Crisostomo O. Ferrer, IC Administrative Officer III
Mr. Rey M. Gannaban, IC Administrative Aide II
- Office Address : Administrative Division, 2nd Floor IC Main Office Building, 1071 United Nations Avenue, Manila
- Telephone Numbers : 85238461 to 70 local 120; 85243548
- Mobile Numbers : 09163998399 / 09175312298
- Email Address : co.ferrer@insurance.gov.ph
rm.gannaban@insurance.gov.ph

REVELYN R. MOJICA
 IC Division Manger
 Administrative Division

Manila, 22 February 2022

TERMS OF REFERENCE

One (1) Year Preventive Maintenance Program for the Seventy-Five (75) Air-Conditioning Units of the Insurance Commission (IC) Main Building, Gym/Annex Building, Executive Lounge, and Container Van Offices (P.R. No. 2022-02-014)

I. Scope

1. The supplier/bidder shall bid for a One (1) Year Preventive Maintenance Program for the Seventy-Five (75) Air-conditioning Units (ACUs) enumerated below:

1 Unit	10.0TR Floor Mounted (FM)
10 Units	7.5TR - FM
23 Units	5.0TR – FM
1 Unit	5.0TR – CM Ceiling Mounted (CM)
1 Unit	4.0TR - FM
14 Units	3.0TR - FM
6 Units	2.5HP – WT Window Type (WT)
10 Units	2.0HP – WT
3 Units	2.0HP – CM
3 Units	1.5HP – WT
2 Units	1.5HP – Wall Mounted (WM)
1 Unit	Matrixclima – FM

For further details, please refer to the attached list of seventy-five (75) air-conditioning units.

2. The supplier/dealer must perform maintenance activities, which must be completely performed quarterly for a duration of **one (1) year from the issuance of Notice to Proceed**, which shall include, but not limited to, the following:
 - a. Checking up/cleaning of evaporator unit, air filter and front grill assembly.
 - b. Checking up amperage and operating voltages.
 - c. Checking up the drain pan.
 - d. Checking up units for abnormal sound and vibrations.
 - e. Checking up the suction and discharge operating pressures.
 - f. Checking up electrical for ground, short and open circuits.
 - g. Checking up and cleaning of the condensing unit using pressure washer.
 - h. Cleaning up of the condensing unit's fan blades.
 - i. Checking up the oil swing vanes.
 - j. Checking up and levelling of the equipment flat form.
 - k. Tightening of all bolts and nuts/log screws.
 - l. Checking up of all electrical controls.
 - m. Cleaning the evaporator and condenser coils using chemical for coil and pressure washer.
 - n. Checking of system parameters such as pressures, amperes, temperature, and voltage.
 - o. Checking and straightening of indoor and outdoor aluminum fins, if necessary.
 - p. General cleaning and flashing of condense water drain line and leakage.

- q. Attending and complying with requests for immediate checkup (free) through calls during office hours.
 - r. Providing preferential service to the Agency in case of emergency involving ACUs.
3. The Supplier must maintain a checklist/record of all the preventive maintenance activities accomplished for each ACU, including the results of checks done, parts due for replacement, and the parts replaced. The said checklist/record must be duly signed by company authorized representative.
 4. The supplier shall submit a Service Report as basis for the accomplishment of preventive maintenance activities, and make recommendations/remarks, as appropriate, on all units.
 5. The supplier shall provide an orientation on basic troubleshooting of air-conditioning units for IC Administrative Division personnel.

II. TERMS OF PAYMENT

1. The price quotation, to be denominated in Philippine Peso, should not exceed the ABC of **Five Hundred Twenty Pesos (Php520,000.00)** inclusive of taxes and all other applicable taxes and charges.
2. The quoted prices shall be considered fixed and not subject to price escalation during the contract implementation.
3. Price validity shall be for a period of thirty (30) days from the submission of the quotation.
4. Payment shall be made within thirty (30) days after the complete delivery of required goods and services, and acceptance thereof by the IC. The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.

III. GENERAL CONDITIONS

1. All entries in the Reply Slip/Quotation **must be typewritten in the company's letterhead, duly signed by the supplier/dealer or its duly authorized representative.**
2. **A Certified True Copy of the supplier's/dealer's valid PhilGEPS Registration Number/Certificate, including an original copy of the duly notarized Omnibus Sworn Statement (template attached), shall be attached to the quotation upon submission.**
3. The duly accomplished and signed **Reply Slip**, including the required documents enumerated therein, **must be submitted in person or through email not later than 12:00 NN, 28 February 2022** to the Administrative Division – General Services Section through the following:

Mr. Crisostomo O. Ferrer, IC Administrative Officer III
co.ferrer@insurance.gov.ph

Mr. Rey M. Gannaban, IC Administrative Aide II
rm.gannaban@insurance.gov.ph

4. For verification/validation purposes, the bidder with the lowest calculated quotation **shall be subject to post-qualification and required to present the original copies of the documentary requirements enumerated in the Reply Slip, as necessary:**
 - a. Valid PhilGEPS Registration Number/Certificate;
 - b. Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI) or Cooperative Development Authority (CDA), whichever applicable;
 - c. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
 - d. Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR);
 - e. Latest Income/Business Tax Returns (ITR); and
 - f. Proof of satisfactorily providing similar services to other government agencies within two (2) years immediately preceding the submission of quotation.

5. **The IC reserves the right to reject any or all Quotations/Bids, to annul the procurement process, to reject all Quotations/Bids at any time prior to the contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.**

IV. SPECIAL CONDITIONS

Qualifications of the Supplier/Bidder

1. The supplier/bidder must be a holder of valid business licenses issued by relevant government agencies and must be duly registered with the PhilGEPS.
2. The supplier/bidder **must have at least Certified Air-conditioning Technician/NC2 from TESDA. A copy of the valid certificate must be submitted to the Administrative Division before implementation of project.**
3. All prospective suppliers/bidders, prior to submitting their respective quotations, are required to inspect and examine the site and surroundings of the Proposed Project, to arrive at the most reasonable costing for the needed labor, materials, equipment, and services.

The site inspection and examination shall be allowed on 24 **February 2022 at 9:00 A.M. until 12:00 NN.** Any cost incurred during the site inspection shall be for the account of the prospective supplier/bidder. For this purpose, each prospective supplier/bidder **shall submit a Site Inspection Certificate (template attached) issued by the Procuring Entity, which shall constitute part of the documentary requirement.**

Delivery and Schedule of Services and Warranty

4. The supplier/bidder shall proceed with the scheduled preventive maintenance as follows:
 - a. First quarter/session 2022
 - b. Second quarter/session 2022
 - c. Third quarter/session 2022
 - d. Fourth quarter/session 2022
5. Each session of the preventive maintenance activities shall not exceed a total of ten (10) calendar days, unless otherwise allowed by the procuring entity or its authorized representative for reasonable cause.
6. The supplier/bidder must provide a workmanship warranty of at least forty-five (45) days after service inspection and acceptance.

Limitation of Liability

7. Subject to the Insurance Commission's obligation to pay the price due to the Supplier, either party's liability in contract, tort or otherwise (including negligence) arising directly out of or in connection with this TOR or the performance or observance of its obligations under this TOR and every applicable part of it shall be limited in aggregate to the Price.

Termination

8. The agreement between the Insurance Commission and the Supplier shall be effective upon its approval by the former and acceptance by the latter, and shall continue, unless terminated sooner or until the completion date.
9. Either Party may terminate the agreement upon written notice if the other is in breach of any material obligation contained in this TOR, which is not remedied (if it is capable of being remedied) within fifteen (15) days of written notice from the other Party so to do.
10. Any termination of the agreement (howsoever occasioned) shall not affect any accrued rights or liabilities of either Party, nor shall it affect the coming into force or the continuance in force of any provision hereof which is expressly or by implication intended to come into or continue in force on or after such termination.

Miscellaneous

11. The failure of either party to enforce its rights based on the agreement under this TOR at any time for any period shall not be construed as a waiver of such rights.
12. If any part, term, or provision of this TOR is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.

13. Neither Party shall be liable for failure to perform or delay in performing any obligation under this TOR if the failure or delay is caused by any circumstances beyond its reasonable control, including but not limited to acts of God, war, civil commotion, or industrial dispute. If such delay or failure continues for at least five (5) days, the Party not affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.
14. It is understood that all the relevant provisions of the Republic Act No. 9184 otherwise known as the Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations shall apply, govern, and complement the agreement arrived at under this TOR.


REVELYN R. MOJICA
IC Division Manager
Administrative Division

REPLY SLIP

Name of Supplier : _____
Address : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

After having carefully read and accepted the conditions in the Terms of Reference (TOR) for the **One (1) Year Preventive Maintenance Program for Seventy-Five (75) Air-conditioning Units of the Insurance Commission (IC) Main Building, Gym/Annex Building, Executive Lounge, and Container Van Offices (P.R. No. 2022-02-014)**, I/We quote you on the items at prices noted below:

Quantity	Unit	Item and Description	Unit Price	Total Price (VAT Inclusive)
1	unit	10.0TR Floor Mounted		
10	unit	7.5TR Floor Mounted		
23	unit	5.0TR Floor Mounted		
1	unit	5.0TR Ceiling Mounted		
1	unit	4.0TR Floor Mounted		
14	unit	3.0TR Floor Mounted		
6	unit	2.5HP Window Type		
10	unit	2.0HP Window Type		
3	unit	2.0HP Wall Mounted		
3	unit	1.5HP Window Type		
2	unit	1.5HP Wall Mounted		
1	unit	Matrixclima Precision Floor Mounted		
Total amount of Bid				
Note: Total cost should not exceed the ABC in the amount of Five Hundred Twenty Thousand Pesos (Php520,000.00) is inclusive of 12% VAT and all other applicable taxes and charges.				

In compliance with the TOR, **original copies of the following are enclosed together with the Reply Slip:**

1. Notarized Omnibus Sworn Statement (using prescribed template/format); and
2. Certificate of Site Inspection (using prescribed template/format).

Certified true copies of the following documents are likewise enclosed:

1. Valid PhilGEPS Registration Number/Certificate;
2. Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI) or Cooperative Development Authority (CDA), whichever applicable;

3. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
4. Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR);
5. Latest Income/Business Tax Returns (ITR). and
6. Proof of satisfactorily providing similar services to other government agencies within two (2) years immediately preceding the submission of quotation.

Signature Over Printed Name of Supplier/
Authorized Representative

Position: _____

Date: _____

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid/Quotation]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*
[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];
[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*
[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;
[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*
[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila



CERTIFICATE OF SITE INSPECTION

This is to certify that the **[Company Name]** has conducted an ocular or site inspection on _____ **February 2022**, relative to the requirement of the project hereunder specified:

NAME OF PROJECT	One (1) Year Preventive Maintenance Program for Seventy-Five (75) Air-conditioning Units of the Insurance Commission (IC) Main Building, Gym/Annex Building, Executive Lounge, and Container Van Offices
PURCHASE REQUEST/ REF. NO.	2022-02-014
LOCATION	IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila
MODE OF PROCUREMENT	<u>Negotiated Procurement – Small Value Procurement</u> (Sec. 53.9, Revised Implementing Rules and Regulations of R. A. No. 9184)
APPROVED BUDGET FOR THE CONTRACT	Five Hundred Twenty Thousand Pesos (Php520,000.00), <i>inclusive of taxes and other applicable charges</i>
IMPLEMETING OFFICE	Administrative Division

Issued this _____ February 2022.

REVELYN R. MOJICA
IC Division Manger
Administrative Division