



# Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St., Sampaloc, Metro Manila  
Tel. Fax: 5-310-0037  
Email: [bac@prc.gov.ph](mailto:bac@prc.gov.ph)



## REGULAR MEMBERS:

JOSE Y. CUETO, JR.  
Chairman

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Vice-Chairperson

GISELLE G. DURANA  
Member

HENRIETTA P. NARVAEZ  
Member

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MARIDEL G. BANASIG  
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TEODORO V. MENDOZA II  
Member

## PROVISIONAL MEMBERS:

REGIE O. TORRES  
Provisional Member, IT Projects

CRISANTO L. DECENA  
Provisional Member, Non-IT Projects

## SECRETARIAT:

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Secretary

MARGIERY D. DULIN  
Member

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CHRISTOPHER A. MAYO  
Member

ELIEZER C. LEYCO  
Member

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Member

ARVIN R. LUNAR  
Member

NOMAN MAUI G. EBORA  
Member

## REQUEST FOR QUOTATION RFQ No. 2022 - 07 (Negotiated Procurement – Small Value Procurement)

Date:

Contact Person:

Name of Company:

Address:

Contact details:

Dear Sir/Madam:

The Bids and Awards Committee of the Professional Regulation Commission is inviting you to participate in the Negotiated Procurement under Section 53.9 – Small Value Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project: **Procurement of Preventive Maintenance Services for Various Air-conditioning Units at the PRC Morayta Manila Office.**

We are furnishing you herewith a copy of the posted Request for Quotation with Annexes "A-B" for your reference.

For inquiries, you may call the BAC Secretariat at facsimile No. (02) 5-310-0037 or email at [bac@prc.gov.ph](mailto:bac@prc.gov.ph).

Thank you.

Very truly yours,

**JOSE Y. CUETO, JR.**  
Commissioner  
BAC Chairman



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ARVIN R. LUNAR  
Member

NOMAM MAUI G. EBORA  
Member

## REQUEST FOR QUOTATION (Negotiated Procurement – Small Value Procurement)

The **PROFESSIONAL REGULATION COMMISSION (PRC)**, with address at P. Paredes St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), will undertake a negotiated procurement for the project: **Procurement of Preventive Maintenance Services for various Air-conditioning Units at the PRC Morayta Manila Office** accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

<b>Name of Project :</b>	<b>Procurement of Preventive Maintenance Services for various Air-conditioning Units at the PRC Morayta Manila Office</b>
<b>Approved Budget for the Contract :</b>	<b>Four Hundred Twenty-Six Thousand Five Hundred Ten Pesos (Php426,510.00)</b>
<b>Location :</b>	<b>Professional Regulation Commission P. Paredes St., Sampaloc, Manila</b>
<b>Specification :</b>	<b>See attached Annex “A” for the Terms of Reference and Schedule of Delivery, and Annex “B” for Financial Bid.</b>

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal (**Annex “B”**) personally, by mail/courier, through facsimile No. **(02) 5-310-0037** or via email at [bac@prc.gov.ph](mailto:bac@prc.gov.ph), duly signed by the owner or his duly authorized representative using the “PRC Official Forms” provided herein **on or before 9:00 in the morning of April 8, 2022** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time, the quotation/proposal will be evaluated therein on **April 8, 2022, at 1:30 in the afternoon. Bidder/s or its duly authorized representative/s who wish to attend the opening and evaluation of bids must submit a letter of intent to the BAC through the BAC Secretariat.**

### ❖ TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form.
- The bidder shall submit their proposal through their duly authorized representative using the provided **OFFICIAL FORMS (Annex “A” & “B”)**.
- Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
- Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
- All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
- Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.



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Member

7. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
8. Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis.

In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent/ or if applicable) are required to be submitted:

1. Valid Mayor's / Business Permit  
*(In exceptional cases where the LGU concerned has not yet released the Mayor's Permit, Bidders, in lieu of the valid Mayor's Permit may submit a substantial proof of renewal of Mayor's Permit, such as Official Receipt of payment)*
2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return  
*(for ABCs above P500,000.00)*
4. Omnibus Sworn Statement  
*(Unnotarized Omnibus Sworn Statement may be accepted in compliance with the GPPB Resolution No. 09-2020, dated 7 May 2020, subject to compliance therewith after award of contract but before payment.)*
5. Duly notarized Secretary's Certificate *(for partnership, corporation, cooperative, or joint venture)* / Authorization to sign as representative *(if sole proprietorship)*.

- *For Individual (only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit)*
- *For procurement requiring Mayor's Permit and PhilGEPS Registration Number, Certificate of Platinum membership may be submitted in lieu of the said documents.*

PRC assumes no responsibility whatsoever to compensate or indemnify proponents for any expenses incurred in the preparation of the proposal.

PRC reserves the right to accept or reject any or all quotations, and to impose additional terms and conditions as it may deem proper.

For inquiries, you may contact the BAC Secretariat at facsimile No. (02) 5-310-0037.

Very truly yours,

JOSE Y. CUETO, JR.  
Commissioner  
BAC Chairman



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ANNEX "A"

**REGULAR MEMBERS:**

*[Signature]*  
**JOSE Y. CUETO, JR.**  
 Chairman

*[Signature]*  
**MARIA LIZA M. HERNANDEZ**  
 Vice-Chairperson

**GISELLE G. DURANA**  
 Member

*[Signature]*  
**HENRIETTA P. NARVAEZ**  
 Member

*[Signature]*  
**WILMA T. UNANA**  
 Member

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 Vice-Chairperson

**JANE R. SEVESES**  
 Member

**MARIDEL G. BANASIG**  
 Member

*[Signature]*  
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 Member

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 Provisional Member, IT Projects

*[Signature]*  
**CRISANTO L. DECENA**  
 Provisional Member, Non-IT Projects

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 Secretary

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**ARVIN R. LUNAR**  
 Member

**NOMAN MAUI G. EBORA**  
 Member

## TERMS OF REFERENCE (TOR)

### PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICES FOR VARIOUS AIR-CONDITIONING UNITS AT THE PRC MORAYTA MANILA OFFICE

(Through Small Value Procurement Pursuant to Section 53.9 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184)

#### I. Approved Budget for the Contract

The supplier shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount of **Four Hundred Twenty-Six Thousand Five Hundred Ten Pesos (Php426,510.00)** inclusive of all applicable bank and government charges.

#### II. Specification

#### PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICES FOR VARIOUS AIR-CONDITIONING UNITS (ACU) AT THE PRC MORAYTA MANILA OFFICE

##### Technical Specifications and Schedule of Requirement

DESCRIPTION	NUMBER OF ACU FOR MAINTENANCE
Floor Mounted	
10 TR	4
5 TR	21
3 TR	8
Ceiling Mounted	
5 TR	8
3TR	20
Ceiling Concealed Ducted Inverter	
4 TR	1
3 TR	2
Ceiling Cassette Inverter	
3 TR	1
Wall Mounted	
1.5 HP	4
2 HP	8
2.5 HP	9
Window Type	
1 & 1.5 HP	18
2 HP	19
2.5 HP	10



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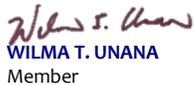
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Vice-Chairperson

  
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WILMA T. UNANA  
Member

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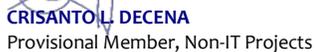
  
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Member

  
MARIDEL G. BANASIG  
Member

  
TEODORO V. MENDOZA II  
Member

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CRISANTO L. DECENA  
Provisional Member, Non-IT Projects

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Secretary

  
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CHRISTOPHER A. MAYO  
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Member

  
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Member

  
ARVIN R. LUNAR  
Member

  
NOMAN MAUI G. EBORA  
Member

## SCOPE OF SERVICE

Supply of labor and services for the preventive maintenance services, including general cleaning of all air-conditioning units in the PRC Main and Annex buildings.

- The Contractor shall perform general cleaning of all ACUs type (window and split) indoor and outdoor, on semi-annual basis;
- Cleaning shall be done after office hours or during weekend and should not disrupt the use of offices;
- The Contractor shall assign trained ACU Technicians with at least a holder of Technical Education and Skill Development (TESDA) Authority NC II Certificate or its equivalent to handle and monitor the project;
- The Contractor shall submit a list of ACU technicians and copies of their TESDA Certificate as part of the official bid proposal;
- Warranty: Three (3) months warranty on labor

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages by the Contractor in accordance with Section 65 of the 2016 Revised IRR of R.A. No. 9184.

## ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICES FOR VARIOUS AIR-CONDITIONING UNITS AT THE PRC MORAYTA MANILA OFFICE

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME  
OF AUTHORIZED REPRESENTATIVE,  
DESIGNATION AND PRINTED NAME OF COMPANY



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ANNEX "B"

## REGULAR MEMBERS:

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JOSE Y. CUETO, JR.  
Chairman

*Maria Liza M. Hernandez*  
MARIA LIZA M. HERNANDEZ  
Vice-Chairperson

*Giselle G. Durana*  
GISELLE G. DURANA  
Member

*Henrietta P. Narvaez*  
HENRIETTA P. NARVAEZ  
Member

*Wilma T. Unana*  
WILMA T. UNANA  
Member

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Vice-Chairperson

*Jane R. Seveses*  
JANE R. SEVESES  
Member

*Maridel G. Banasig*  
MARIDEL G. BANASIG  
Member

*Teodoro V. Mendoza II*  
TEODORO V. MENDOZA II  
Member

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REGIE O. TORRES  
Provisional Member, IT Projects

*Crisantol Decena*  
CRISANTOL DECENA  
Provisional Member, Non-IT Projects

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KAREN M. MAGSALIN  
Secretary

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MARGIERY D. DULIN  
Member

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LIEZEL F. BURAGA  
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CHRISTOPHER A. MAYO  
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*Joel P. Ignacio*  
JOEL P. IGNACIO  
Member

*Arvin R. Lunar*  
ARVIN R. LUNAR  
Member

*Noman Maui G. Eborá*  
NOMAN MAUI G. EBORA  
Member

## PRICE QUOTATION SHEET FINANCIAL BID

Having read, examined and accepted the Terms of Reference on the subject Request for Quotation (RFQ), I/We submit our quotation/s for the item/s as follows:

### PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICES FOR VARIOUS AIR-CONDITIONING UNITS AT THE PRC MORAYTA MANILA OFFICE

DESCRIPTION	NUMBER OF ACU FOR MAINTENANCE	BID PROPOSAL PER UNIT COST (Php)	SEMI-ANNUALLY	TOTAL BID PROPOSAL (Php)
Floor Mounted				
10 TR	4		2	
5 TR	21		2	
3 TR	8		2	
Ceiling Mounted				
5 TR	8		2	
3TR	20		2	
Ceiling Concealed Ducted Inverter				
4 TR	1		2	
3 TR	2		2	
Ceiling Cassette Inverter 3 TR	1		2	
Wall Mounted				
1.5 HP	4		2	
2 HP	8		2	
2.5 HP	9		2	
Window Type				
1 & 1.5 HP	18		2	
2 HP	19		2	
2.5 HP	10		2	



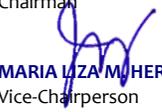
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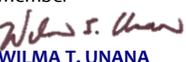
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### Total Bid Price for the Project: (Inclusive of all taxes and bank charges)

In Figures: \_\_\_\_\_

In Words: \_\_\_\_\_

\*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT.

\_\_\_\_\_  
Bidder's authorized signature over printed name

Designation:

Name of Company:

Address:

Contact No: