



# 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:

  
**ARISTOGERSON T. GESMUNDO**  
Chairman

  
**OMAIMAH E. GANDAMRA**  
Vice-Chairperson

  
**WILMA T. UNANA**  
Member

  
**CRISANTO L. DECENA**  
Member

  
**CARLA ANGELINE B. UJANO**  
Member

### ALTERNATE MEMBERS:

**MARIA LIZA M. HERNANDEZ**  
Vice-Chairperson

**ARJAY R. ROSALES**  
Member

  
**HENRIETTA P. NARVAEZ**  
Member

### PROVISIONAL MEMBERS:

**TEODORO V. MENDOZA, II**  
Provisional Member, Non-IT Projects

  
**RICHARD M. ARANIGO**  
Provisional Member, IT Projects

### SECRETARIAT:

**KAREN M. MAGSALIN**  
Secretary

**MARGIERY D. DULIN**  
Member

**MARIA ENRICA D. JUBAY**  
Member

**CHRISTOPHER A. MAYO**  
Member

**ELIEZER C. LEYCO**  
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**LIEZEL F. BURAGA**  
Member

**JOEL P. IGNACIO**  
Member

## REQUEST FOR QUOTATION

(RFQ) No. 2021 – 72

(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 IRR of R.A. No. 9184 for the project: **PROCUREMENT OF ONE (1) YEAR COMPREHENSIVE MAINTENANCE FOR UPS AND PACU.**

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,

  
**ATTY. ARISTOGERSON T. GESMUNDO**  
Assistant Commissioner  
BAC Chairman



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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 One (1) Year Comprehensive Maintenance for UPS and PACU** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

<b>Name of Project :</b>	<b>Procurement of One (1) Year Comprehensive Maintenance for UPS and PACU</b>
<b>Approved Budget for the Contract :</b>	<b>Nine Hundred Eighty – Eight Thousand Five Hundred Thirty –Two Pesos and 65 Centavos (Php.988,532.65)</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 or via email, duly signed by the owner or his duly authorized representative using the “PRC Official Forms” provided herein **on or before 10:00 in the morning of November 24, 2021** at the BAC Office, 4<sup>th</sup> Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time, the quotation/proposal will be evaluated at the BAC Conference Room, 4<sup>th</sup> Floor, PRC Annex Building on **November 24, 2021, at 1:30 in the Afternoon. Bidders/representatives who may wish to attend the opening of bids must submit a letter of intent to the BAC’s official email address.**

## TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. The bidder shall submit their proposal through their duly authorized representative using the provided **OFFICIAL FORMS (Annex “A” & “B”)**.
3. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
4. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
5. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. 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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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. Secretary's Certificate / Authorization to sign as representative


- ❖ *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,

  
**ATTY. ARISTOGERSON T. GESMUNDO**  
Assistant Commissioner  
BAC Chairman



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ANNEX "A"

## REGULAR MEMBERS:

  
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## TERMS OF REFERENCE (TOR)

### PROCUREMENT OF ONE (1) YEAR COMPREHENSIVE MAINTENANCE FOR UPS AND PACU

(Through Negotiated 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 Nine Hundred Eighty -Eight Thousand Five Hundred Thirty -Two Pesos and 65 Centavos (Php. 988,532.65) inclusive of all applicable bank and government charges.

#### II. Technical Specification

##### Uninterruptible Power Supply (UPS)

**NXC UPS 30KVA, NXC 0030KTJ1AFN02000 S/N:21012013102158010001**

- Inspect all internal sub-assemblies and major components, this includes exhaust fans, input/output filter assembly, rectifier/inverter assembly, etc.
- Clean any foreign material and dust from internal components.
- Thorough check-up on the accuracy and integrity of electrical connections.
- Check-up of cables and miscellaneous materials such as nuts, bolts, screw and connectors for connection tightness and inspect for broken damaged or burned components using thermo scanner.
- Check status of all alarm stored in the UPS memory.
- Measure and record voltage & current.
- Calibrate equipment to Manufacturer's specifications if required.
- Check the normal operation of the system.
- Comprehensive check-up of batteries, measure and record individual float and ripple voltages.
- Check battery transfer/discharge and perform a short duration battery run.
- Perform any required Engineering Field changes if required.
- Return unit to operational service with normal load then verify the output in case the system was set to maintenance bypass.
- Measure and record individual float and ripple voltages.
- Maintenance service shall be performed by Manufacturer trained engineers and shall provide service report.





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## Precision Air Conditioning (PACU)

PEX+DX AIR COOLED P1040DA1TD

S/N: 21F01200402184010001

- Review of protective alarms.
- Record temperature and humidity.
- Record suction and discharge pressure of each compressor.
- Observe the equipment's operation for signs of abnormality.
- Thoroughly vacuum clean the other areas of the unit.
- Check or replace busted fuse, when necessary.
- Inspect and adjust fan belt tension when necessary.
- Check for possible worn-out of defective electrical components.
- Check for possible worn-out of defective mechanical components.
- Replace defective or worn-out parts, if any.
- Calibrate sensors, control boards and other computerized components.
- Perform any major corrective repairs, when necessary.
- Monitor and observe unit operation, check all components are functioning.
- Maintenance service shall be performed by Manufacturer trained engineers and shall provide service report.

## Supplier Responsibility

- Quarterly Preventive Maintenance both UPS and PACU.
- On-Site Support Assistance 24/7 including Saturdays, Sundays and Public Holidays.
- Maximum response time of four (4) hours upon receipt of call.
- Regular submission of Comprehensive Report, Equipment Status and Recommendation Maintenance services to be performed by Manufacturer trained engineers.
- Submission of Service Report and recommendation every Preventive Maintenance.
- Certification that the Supplier is Tier 1 or any equivalent/higher level of partnership on our existing UPS and PACU and must have at least one (1) employed Power and Air Specialist fully certified by the manufacturer. Copy of certification shall be provided.
- Replacement parts are included except for consumables like capacitors, batteries, airfilters, compressors, fan motors, blowers, refrigerants, industrial gases etc.

## ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF ONE (1) YEAR COMPREHENSIVE MAINTENANCE FOR UPS AND PACU

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



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## ANNEX "B"

### 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:

### Total Bid Price for the Project: (Inclusive of all taxes and bank charges) PROCUREMENT OF ONE (1) YEAR COMPREHENSIVE MAINTENANCE FOR UPS AND PACU

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: \_\_\_\_\_