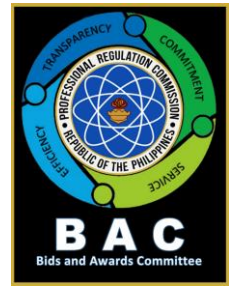




Republic of the Philippines
Professional Regulation Commission
Bids and Awards Committee
Central Office

P. Paredes St., Sampaloc, Metro Manila
Email: bac@prc.gov.ph



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Member

NOMAN MAUI G. EBORA
Member

REQUEST FOR QUOTATION
RFQ No. 2023 - 02

Date:

Contact Person:

Name of Company:

Contact details:

PHILGEPS Registration Number (required):

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 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**

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal personally, by mail/courier, through facsimile No. (02) 5-310-0037, or via email at bac@prc.gov.ph using the “PRC Official Forms” provided herein duly signed by the owner or his duly authorized representative **not later than 09 March 2023, at 8:00 AM**. Evaluation of quotation/proposal will be on **09 March 2023, at 9:30 AM** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila. Bidder/s or its duly authorized representative/s who wish to attend the evaluation of bids must submit a letter of intent to the BAC through the BAC Secretariat to be given a link for the meeting.

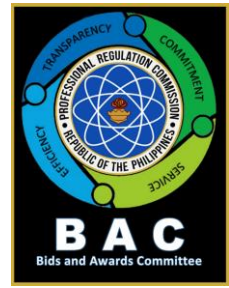
In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent/ or if applicable) are required to be submitted:

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 with a copy of valid government issued ID of the Corporate Secretary (for partnership, corporation, cooperative, or joint venture) / Special Power of Attorney as representative (if sole proprietorship).



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- ❖ 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.

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.

Thank you.

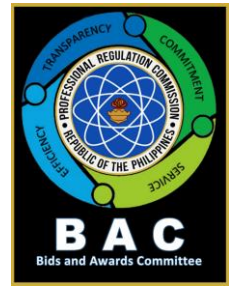
Very truly yours,

ERWIN M. ENAD
Commissioner
BAC Chairman



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ANNEX "A"

❖ **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. Quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. Lowest Calculated Bidder **may be subjected to Post Qualification Conference** whenever necessary.
7. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
8. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
9. Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis.

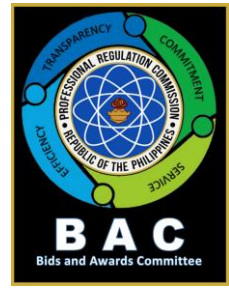
❖ **TERMS OF REFERENCE**

Name of Project :	PROCUREMENT OF ONE (1) YEAR COMPREHENSIVE MAINTENANCE FOR UPS AND PACU
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 Eight Hundred Seventeen Thousand Six Hundred Sixty-Six Pesos and Sixty-Seven Centavos Only (Php817,666.67) inclusive of all applicable bank and government charges.
Location :	Professional Regulation Commission P. Paredes St., Sampaloc, Manila



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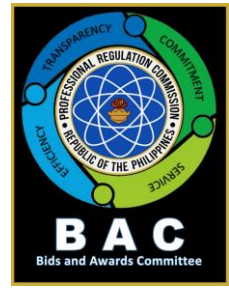
NOMAN MAUI G. EBORA
 Member

PROCUREMENT OF ONE (1) YEAR COMPREHENSIVE MAINTENANCE FOR UPS AND PACU		
ITEMS	QTY	Technical Specifications and Schedule of Requirement
One (1) Year Comprehensive Maintenance for UPS and PACU	1	<p>Uninterruptible Power Supply (UPS) NXC UPS 30kVA, NXC 0030KTJAFN02000 S/N: 21012013102158010001</p> <ul style="list-style-type: none"> 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 thermos 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 and 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. <p>Precision Air Conditioning (PACU) PEX+DX AIR COOLED P1040DA1TD S/N: 21F01200402184010001</p> <ul style="list-style-type: none"> 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.



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		<ul style="list-style-type: none"> 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

- Semi Annual Preventive Maintenance both UPS and PACU.
- Supply and Installation of Lead Acid Battery for Fire Alarm System Access Control-Hardware and Accessories 12VDC 7AH Lead Acid battery.
- On-Site Support Assistance 24/7 including Saturdays, Sundays and Public Holidays.
- Maximum response time of four (4) hours upon receipt of call.
- 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 of parts are included except for consumables like capacitors, batteries, compressors, fan motors, blowers, refrigerants, industrial gases etc.

Note: Maintenance is to be scheduled semi-annual based on the availability of the End-User, while the support depends on when the need arises.

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

SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

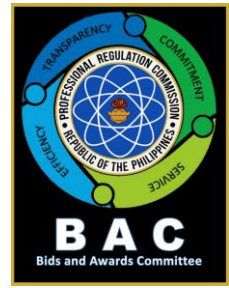
DESIGNATION: _____

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:

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

Total Bid Price for the Project:

In Figures: _____

In Words: _____

***THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT AND PRICE PER ITEM, INCLUSIVE OF VAT AND ALL TAXES AND BANK CHARGES.**

Bidder's authorized signature over printed name

Designation:

Name of Company:

Address:

Contact No: