



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



REQUEST FOR QUOTATION

The Insurance Commission invites all registered suppliers and interested parties to participate and submit their lowest price quotation on the item/s listed below, subject to the terms and conditions stated in the Terms for Reference (TOR):

NAME OF PROJECT	Supply, Delivery and Installation of Brand New Air-conditioning Units and Dismantling of Existing Air-conditioning Units
PURCHASE REQUEST/RIS/REF. NO.	2017-09-330
LOCATION	IC BUILDING, 1071 United Nations Avenue Ermita, Manila
APPROVED BUDGET FOR CONTRACT (ABC)	Php516,000.00
DELIVERY & INSTALLATION PERIOD	Ten (10) to Fifteen (15) days upon receipt of Notice to Proceed (NTP)
DEADLINE OF SUBMISSION OF SEALED QUOTATION/S	20 September 2017, 12:00 NN.

The **sealed quotation** with the **reply slip** shall be submitted personally or by mail to the IC Administrative Division, Second Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila **not later than 20 September 2017, 12:00 NN**, to the Administrative Division-General Services Section to the Contact information below:

Mr. REY M. GANNABAN IC Administrative Aide I Administrative Division – General Services Section 524-3548 and/or 523-8462 to 70 local 120 E-Mail: rm.gannaban@insurance.gov.ph	Ms. CRESCENCIA R. GATCHALIAN IC Supervising Administrative Officer Administrative Division 524-3548 and/or 523-8462 to 70 local 120 E-Mail: cr.gatchalian@insurance.gov.ph
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

LORNA D. DE LEON
 IC Division Manager
 Administrative Division

Manila, 14 September 2017

TERMS OF REFERENCE

Small Value Procurement for Supply, Delivery and Installation of Brand New Air-conditioning Units of the Insurance Commission (IC), and Dismantling of Existing Air-conditioning Units

I. SCOPE

1. The prospective supplier shall bid for Supply, Delivery and Installation of Brand New Four (4) Air-conditioning Units and the Dismantling of Existing Air-conditioning Units located at the Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila.
2. Supplier's/Bidder's quotation should bid for the entire lot which shall include all items enumerated below and should not exceed the approved Budget for the contract.

1.	<p>3.0 TR Non-Inverter Floor Mounted Type Status: for replacement/dismantling Installation of Feeder line in meters: Existing Location: Rating Division Office and Function Room Installation of Copper tube per unit in feet: Back to Back Circuit Breaker: 50 Ampere bolt-on, common trip</p>	2	<u>sets</u>																																																																																		
	<p>Technical Data</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Nominal Cooling Capacity</td> <td>BTU/h</td> <td style="text-align: right;">36,000</td> </tr> <tr> <td></td> <td><u>kJ/hr</u></td> <td style="text-align: right;">37,980</td> </tr> <tr> <td>Power Consumption</td> <td>Watts</td> <td style="text-align: right;">3,400 – 3,520</td> </tr> <tr> <td>Energy Efficiency Ratio (EER)</td> <td>BTU/h</td> <td style="text-align: right;">10.2 – 10.6</td> </tr> <tr> <td></td> <td><u>kJ/hr</u></td> <td style="text-align: right;">10.8 - 11.2</td> </tr> <tr> <td>Air Flow @ High Speed</td> <td>CMH/CFM</td> <td style="text-align: right;">1,500/882</td> </tr> <tr> <td>Power Supply</td> <td><u>Volts/Hz/Phase</u></td> <td style="text-align: right;">208 -230 / 60 / 1</td> </tr> <tr> <td>Running Current</td> <td>A</td> <td style="text-align: right;">15.9 -16.6</td> </tr> <tr> <td>Refrigerant</td> <td></td> <td style="text-align: right;">R-22</td> </tr> <tr> <td colspan="3">Max. Refrigerant</td> </tr> <tr> <td>Max. Pipe Length</td> <td>m</td> <td style="text-align: right;">30 - 50</td> </tr> <tr> <td>Max. Difference in level</td> <td>m</td> <td style="text-align: right;">8.0</td> </tr> <tr> <td>Pipe Size, Liquid/Gas</td> <td>In</td> <td style="text-align: right;">3/8 & 3/4</td> </tr> <tr> <td>Operating Temperature</td> <td><u>°C</u></td> <td style="text-align: right;">17 – 30</td> </tr> <tr> <td>Ambient Temperature</td> <td><u>°C</u></td> <td style="text-align: right;">18 – 43</td> </tr> <tr> <td>Air Filter (Standard)</td> <td></td> <td style="text-align: right;">Washable multi-pore filters</td> </tr> <tr> <td colspan="3">Indoor Unit</td> </tr> <tr> <td>Unit Dimension</td> <td></td> <td></td> </tr> <tr> <td><u>(WxHxD)</u></td> <td>mm</td> <td style="text-align: right;">610x1908x335</td> </tr> <tr> <td>Sound Level (Low Cool)</td> <td>dBA</td> <td style="text-align: right;">50</td> </tr> <tr> <td colspan="3">Outdoor Unit</td> </tr> <tr> <td>Unit Dimension</td> <td></td> <td></td> </tr> <tr> <td><u>(WxHxD)</u></td> <td>mm</td> <td style="text-align: right;">1,016x812x355</td> </tr> <tr> <td colspan="3">Warranty</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;"><u>1 Year Parts and Service</u></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">(Inclusive of Quarterly Maintenance)</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">One (1) on Compressor</td> </tr> </table>	Nominal Cooling Capacity	BTU/h	36,000		<u>kJ/hr</u>	37,980	Power Consumption	Watts	3,400 – 3,520	Energy Efficiency Ratio (EER)	BTU/h	10.2 – 10.6		<u>kJ/hr</u>	10.8 - 11.2	Air Flow @ High Speed	CMH/CFM	1,500/882	Power Supply	<u>Volts/Hz/Phase</u>	208 -230 / 60 / 1	Running Current	A	15.9 -16.6	Refrigerant		R-22	Max. Refrigerant			Max. Pipe Length	m	30 - 50	Max. Difference in level	m	8.0	Pipe Size, Liquid/Gas	In	3/8 & 3/4	Operating Temperature	<u>°C</u>	17 – 30	Ambient Temperature	<u>°C</u>	18 – 43	Air Filter (Standard)		Washable multi-pore filters	Indoor Unit			Unit Dimension			<u>(WxHxD)</u>	mm	610x1908x335	Sound Level (Low Cool)	dBA	50	Outdoor Unit			Unit Dimension			<u>(WxHxD)</u>	mm	1,016x812x355	Warranty					<u>1 Year Parts and Service</u>			(Inclusive of Quarterly Maintenance)			One (1) on Compressor			
Nominal Cooling Capacity	BTU/h	36,000																																																																																			
	<u>kJ/hr</u>	37,980																																																																																			
Power Consumption	Watts	3,400 – 3,520																																																																																			
Energy Efficiency Ratio (EER)	BTU/h	10.2 – 10.6																																																																																			
	<u>kJ/hr</u>	10.8 - 11.2																																																																																			
Air Flow @ High Speed	CMH/CFM	1,500/882																																																																																			
Power Supply	<u>Volts/Hz/Phase</u>	208 -230 / 60 / 1																																																																																			
Running Current	A	15.9 -16.6																																																																																			
Refrigerant		R-22																																																																																			
Max. Refrigerant																																																																																					
Max. Pipe Length	m	30 - 50																																																																																			
Max. Difference in level	m	8.0																																																																																			
Pipe Size, Liquid/Gas	In	3/8 & 3/4																																																																																			
Operating Temperature	<u>°C</u>	17 – 30																																																																																			
Ambient Temperature	<u>°C</u>	18 – 43																																																																																			
Air Filter (Standard)		Washable multi-pore filters																																																																																			
Indoor Unit																																																																																					
Unit Dimension																																																																																					
<u>(WxHxD)</u>	mm	610x1908x335																																																																																			
Sound Level (Low Cool)	dBA	50																																																																																			
Outdoor Unit																																																																																					
Unit Dimension																																																																																					
<u>(WxHxD)</u>	mm	1,016x812x355																																																																																			
Warranty																																																																																					
		<u>1 Year Parts and Service</u>																																																																																			
		(Inclusive of Quarterly Maintenance)																																																																																			
		One (1) on Compressor																																																																																			

2.	<p>3.0 TR Non-Inverter Ceiling Mounted Type Status: for replacement/dismantling Installation of Feeder line in meters: Existing Location: I.T Server Room Installation of Copper tube in feet: 40 to 45 feet Circuit Breaker: 50 Ampere bolt-on, common trip</p>	1	<u>set</u>																																																																									
	<p>Technical Data</p> <table border="0"> <tr> <td>Cooling Capacity</td> <td>BTU/h</td> <td>36,000</td> </tr> <tr> <td></td> <td><u>kJ/hr</u></td> <td>37,980</td> </tr> <tr> <td>Power Consumption</td> <td>Watts</td> <td>3,660</td> </tr> <tr> <td>Energy Efficiency Ratio</td> <td>BTU/hr-W</td> <td>9.8</td> </tr> <tr> <td></td> <td><u>kJ/hr-W</u></td> <td>10.4</td> </tr> <tr> <td>Air Flow</td> <td>CMH/CFM</td> <td>1,500 / 882</td> </tr> <tr> <td>Power Supply</td> <td><u>Voltz/Phase/Hz</u></td> <td>230 / 3 / 60</td> </tr> <tr> <td>Running Current</td> <td>A</td> <td>16.4</td> </tr> <tr> <td>Refrigerant</td> <td></td> <td>R22</td> </tr> <tr> <td colspan="3">Max. Refrigerant</td> </tr> <tr> <td>Max. Pipe Length</td> <td>m</td> <td>50.0</td> </tr> <tr> <td>Max. Difference in Level</td> <td>m</td> <td>8.0</td> </tr> <tr> <td>Pipe Size Liquid/Gas</td> <td>In</td> <td>3/8 & 3/4</td> </tr> <tr> <td>Operating Temperature</td> <td><u>°C</u></td> <td>17 – 30</td> </tr> <tr> <td>Ambient Temperature</td> <td><u>°C</u></td> <td>18 – 43</td> </tr> <tr> <td colspan="3">Indoor Unit</td> </tr> <tr> <td>Unit Dimension</td> <td></td> <td></td> </tr> <tr> <td><u>(WxHxD)</u></td> <td>mm</td> <td>1,402 x 271 x 670</td> </tr> <tr> <td>Sound Level (Low Cool)</td> <td>dBa</td> <td>45.0</td> </tr> <tr> <td colspan="3">Outdoor Unit</td> </tr> <tr> <td>Unit Dimension</td> <td></td> <td></td> </tr> <tr> <td><u>(WxHxD)</u></td> <td>mm</td> <td>1,016 x 812 x 355</td> </tr> <tr> <td colspan="3">Warranty</td> </tr> <tr> <td></td> <td></td> <td><u>1 Year Parts and Service</u> (Inclusive of Quarterly Maintenance) One (1) Year on Compressor</td> </tr> </table>	Cooling Capacity	BTU/h	36,000		<u>kJ/hr</u>	37,980	Power Consumption	Watts	3,660	Energy Efficiency Ratio	BTU/hr-W	9.8		<u>kJ/hr-W</u>	10.4	Air Flow	CMH/CFM	1,500 / 882	Power Supply	<u>Voltz/Phase/Hz</u>	230 / 3 / 60	Running Current	A	16.4	Refrigerant		R22	Max. Refrigerant			Max. Pipe Length	m	50.0	Max. Difference in Level	m	8.0	Pipe Size Liquid/Gas	In	3/8 & 3/4	Operating Temperature	<u>°C</u>	17 – 30	Ambient Temperature	<u>°C</u>	18 – 43	Indoor Unit			Unit Dimension			<u>(WxHxD)</u>	mm	1,402 x 271 x 670	Sound Level (Low Cool)	dBa	45.0	Outdoor Unit			Unit Dimension			<u>(WxHxD)</u>	mm	1,016 x 812 x 355	Warranty					<u>1 Year Parts and Service</u> (Inclusive of Quarterly Maintenance) One (1) Year on Compressor			
Cooling Capacity	BTU/h	36,000																																																																										
	<u>kJ/hr</u>	37,980																																																																										
Power Consumption	Watts	3,660																																																																										
Energy Efficiency Ratio	BTU/hr-W	9.8																																																																										
	<u>kJ/hr-W</u>	10.4																																																																										
Air Flow	CMH/CFM	1,500 / 882																																																																										
Power Supply	<u>Voltz/Phase/Hz</u>	230 / 3 / 60																																																																										
Running Current	A	16.4																																																																										
Refrigerant		R22																																																																										
Max. Refrigerant																																																																												
Max. Pipe Length	m	50.0																																																																										
Max. Difference in Level	m	8.0																																																																										
Pipe Size Liquid/Gas	In	3/8 & 3/4																																																																										
Operating Temperature	<u>°C</u>	17 – 30																																																																										
Ambient Temperature	<u>°C</u>	18 – 43																																																																										
Indoor Unit																																																																												
Unit Dimension																																																																												
<u>(WxHxD)</u>	mm	1,402 x 271 x 670																																																																										
Sound Level (Low Cool)	dBa	45.0																																																																										
Outdoor Unit																																																																												
Unit Dimension																																																																												
<u>(WxHxD)</u>	mm	1,016 x 812 x 355																																																																										
Warranty																																																																												
		<u>1 Year Parts and Service</u> (Inclusive of Quarterly Maintenance) One (1) Year on Compressor																																																																										

3.	<p>10.0TR Non-Inverter Floor Mounted Type Status: for replacement/dismantling Installation of New Feeder lines in meters: THHN Stranded insulated copper wire #4 (22mm) 360 to 390 feet with Ground wire # 10 Location: LIFE Division Office Installation of Copper tube in feet: 24 to 28 feet Circuit Breaker: 100 Ampere bolt-on, common trip</p>	1	Set	
----	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---	-----	--

Technical Data		
Nominal Cooling Capacity	BTU/h	120,000
	<u>kJ/hr</u>	126,600
Power Consumption	W	13,700
Energy Efficiency Ratio (EER)	BTU/h-W	8.8
	KJ/hr-W	9.2
Air Flow @ High Speed	CMH/CFM	4,500/2,649
Power Supply	<u>Voltz/Phase/Hz</u>	208 -230 /3/ 60
Running Current	A	48.3
Refrigerant		R-22
Max. Refrigerant		
Max. Pipe Length	m	50.0
Max. Difference in level	m	8.0
Pipe Size (Liquid /Gas)	In	7/8 & 1-1/8
Operating Temperature	<u>°C</u>	17 – 30
Ambient Temperature	<u>°C</u>	18 – 43
Air Filter (Standard)		Washable multi-pore filters
Indoor Unit		
Unit Dimension		
(<u>WxDxH</u>)	mm	1,124 x 534 x 2,072
Sound Level (Low/Cool)	dBA	65
Outdoor Unit (Single Compressor)		
Unit Dimension		
(<u>WxDxH</u>)	mm	918 x 2,010 x 1,148
Warranty		
		<u>1 Year Parts and Service</u>
		(Inclusive of Quarterly Maintenance)
		One (1) Year on Compressor

Maintenance: Four (4) times during the warranty period

Circuit Breaker: Preferably GE or its equivalent

II. Terms of Payment

1. **The price quotation, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.**
2. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
3. Price validity must be for a period of thirty (30) days from submission of quotation.
4. Payment shall be made within thirty (30) days after the complete delivery and acceptance of the items. The IC shall not be held liable for any delay in the payment under reasonable and acceptance circumstances.

III. SPECIAL CONDITIONS

Qualifications of the Supplier

5. The supplier/company should be duly registered with the PhilGEPS.
6. The supplier should be a holder of a valid business license from relevant government agencies.

Delivery of Services

7. The supplier shall deliver the items at the Administrative Division of the Insurance Commission Ten (10) to Fifteen (15) days upon receipt of Notice to Proceed (NTP).

Limitation of Liability

8. 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

9. The agreement between the IC 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.
10. 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 to do so.
11. 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 to continue in force on or after such termination.

Miscellaneous

12. The failure of either party to enforce its right based on the agreement under this TOR at any time of any period shall not be construed as a waiver of such rights.
13. 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.
14. 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.

15. It is understood that all the relevant provisions of the Republic Act No. 9184, otherwise known as (Government Procurement Reform Act) of the Revised Implementing Rules and Regulation-A (RIRR) shall apply, govern, and complement the agreement arrived at under this TOR.

IV. GENERAL CONDITIONS

16. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/bidder or its duly authorized representative.
17. PhilGEPS Registration Number is required to be submitted **along with the sealed quotation**.
18. The **sealed quotation** shall be submitted personally or by mail to the IC Administrative Division, Second Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila **not later than 20 September 2017, 12:00 NN**.
19. The bidder *with the lowest calculated responsive bid* shall be required to submit the original documents for verification and validation purposes:
- a. Mayor's Business Permit;
 - b. Proof of PhilGEPS Registration Number;
 - c. Income/Business Tax Return; and
 - d. Omnibus Sworn Statement (Original Copy)
20. 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.


LORNA D. DE LEON
IC Division Manager
Administrative Division



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



REPLY SLIP

Name of Supplier : _____
Address : _____

Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

After having carefully read and accepted the terms and conditions in the Terms of Reference (TOR) for the Small Value Procurement (SVP) for **Supply, Delivery and Installation of Brand New Air-conditioning Units and Dismantling of Existing Air-conditioning Units** I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Total Cost</i>
Supply, Delivery and Installation of Brand New Air-conditioning Units and Dismantling of Existing Air-conditioning Units Note: 1. Total cost should not exceed ABC Pesos (Php). 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.	Four (4) Units	

In compliance with the TOR **certified true copies** of the following required documents are enclosed:

- A. Mayor's Business Permit;
- B. Proof of PhilGEPS Registration Number;
- C. Income/Business Tax Return; and
- D. Omnibus Sworn Statement (Original Copy)

 Signature Over Printed Name of Supplier/
 Authorized Representative

Position: _____

Date: _____