



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



REQUEST FOR QUOTATION

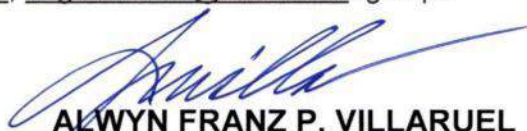
Name of Supplier/Bidder : _____
Address : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

The Insurance Commission (IC) invites all interested suppliers to submit their lowest price quotation on the items listed below, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	One (1) Year Preventive Maintenance Program for Seventy One (71) Air-conditioning Units of the Insurance Commission (IC) Building, Gym-Annex Building, Executive Lounge and Container Vans
REFERENCE NO./PR NO.	RIS No. 2018-09-298
LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET FOR THE CONTRACT FOR THE ONE (1) YEAR PREVENTIVE MAINTENANCE PROGRAM FOR 71 AIRCONDITIONING UNITS	Three Hundred Twenty Thousand Pesos (Php320,000.00)
DELIVERY PERIOD	Ten (10) calendar days upon receipt of the Notice to Proceed
DEADLINE OF SUBMISSION OF OPEN QUOTATION/S	11 September 2018 @ 12:00NN

The **SEALED QUOTATION** with the enclosed Reply Slip must be submitted **not later than 12:00NN, 11 September 2018** to the Administrative Division in the contact information below:

Contact persons: Mr. Rey M. Gannaban – IC Administrative Aide II
Ms. Crescencia R. Gatchalian – IC Supervising Administrative Officer
Office Address: Second Flr. Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila
Telephone Nos.: 5238461 to 70 local 120; 5243548
E-mail: rm.gannaban@insurance.gov.ph; cr.gatchalian@insurance.gov.ph


ALWYN FRANZ P. VILLARUEL
Officer-in-Charge
Administrative Division

05 September 2018

TERMS OF REFERENCE

Small Value Procurement for a One (1) Year Preventive Maintenance Program for Seventy One (71) Air-conditioning Units of the Insurance Commission (IC) Building, Gym-Annex Building, Executive Lounge and Container Vans

I. Scope

The supplier/bidder shall bid for a one (1) year preventive maintenance program for Seventy One (71) air-conditioning units (ACUs) enumerated below. The bid shall not exceed the Approved Budget for Contract (ABC) of **PHP 320,000.00**:

- 1 Unit 10.0TR Floor Mounted (FM)
- 10 Units 7.5TR - FM
- 22 Units 5.0TR - FM
- 1 Unit 4.0TR - FM
- 18 Units 3.0TR - FM
- 1 Unit 3.0TR - Ceiling Mounted (CM)
- 10 Units 2.0HP - Window Type (WT)
- 1 Unit 2.0HP - CM
- 4 Units 1.5HP - WT
- 2 Units 1.5HP - Wall Mounted (WM)
- 1 Unit Matrixclima - FM

Please refer to the attached IC's list of 71 air-conditioning units.

Scope of Work

The supplier/bidder of services must perform all of the following works quarterly for a duration of **one (1) whole year from the issuance of Notice to Proceed** and must maintain a checklist/record of all preventive maintenance activities accomplished on each ACU unit, including the results of checks done and parts due for replacement and actually replaced, duly signed by its authorized representative.

A. Four (4) Times Maintenance Schedule for the whole year to include but not limited to the following:

1. Check up/cleaning of evaporator unit, air filter and front grill assembly.
2. Check up amperage and operating voltage.
3. Check up the drain pan.
4. Check up units for abnormal sound and vibrations.
5. Check up the suction and discharge operating pressures.
6. Check up electrical for ground, short and open circuits.
7. Check up and clean condensing unit using pressure washer.
8. Clean up condensing unit's fan blades.
9. Check up and oil swing vanes.
10. Check up and level equipment flat form.
11. Tightens all bolts and nuts/log screws.
12. Check up all electrical controls.
13. Clean evaporator and condenser coils using chemical for coil and pressure washer.
14. Checking of system parameters such as pressures, amperes, temperature and voltage.
15. Checking and straightening of indoor and outdoor aluminum fins, if necessary.

16. General cleaning and flashing of condense water drain line and leakage.
17. Free check up on all calls received during office hours must be **attended immediately**.

B. Provide preferential emergency service to the Agency.

1. Submit Service Report as basis for the accomplishment of preventive maintenance to be made and make recommendations/remarks if necessary on all units.

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 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 and acceptance of the items. The IC shall not be held liable for any delay in the payment under reasonable circumstances.

III. SPECIAL CONDITIONS

Qualifications of the Supplier/Bidder

1. The supplier/bidder must be a holder of valid business licenses from relevant government agencies.

Delivery and Schedule of Services and Warranty

2. The supplier/bidder shall proceed with the first scheduled preventive maintenance within ten (10) calendar days upon receipt of the Notice to Proceed.
3. 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.
4. The supplier/bidder must provide a workmanship warranty of at least forty-five (45) days after service inspection and acceptance.

Limitation of Liability

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

Termination

6. The agreement between the Insurance Commission and the Supplier/Bidder 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.
7. Either Party may terminate the agreement upon written notice if the other is in breach of any material obligation contained in this Terms of Reference, 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.


8. 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

9. The failure of either party to enforce its rights based on the agreement under these Terms of Reference at any time for any period shall not be construed as a waiver of such rights.
10. If any part, term or provision of these Terms of Reference is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.
11. Neither Party shall be liable for failure to perform or delay in performing any obligation under these Terms of Reference 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.
12. It is understood that all the relevant provisions of the Republic Act No. 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations-A (IRR-A) shall apply, govern, and complement the agreement arrived at under these Terms of Reference.

IV. GENERAL CONDITIONS

13. These Terms of Reference shall be deemed an integral part of the bid.
14. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/bidder or its duly authorized representative.
15. The supplier/bidder with the lowest calculated bid shall be required to submit the following additional documents:
 - A. Mayor's Business Permit;
 - B. Proof of PhilGEPS Registration;
 - C. Certificate of Tax Registration issued by the Bureau of Internal Revenue;
 - D. Latest Income/Business Tax Return;
 - E. Notarized Omnibus Sworn Statement (see attached template/format).
16. 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 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.


ALWYN FRANZ P. VILLARUEL
Officer-in-Charge
Administrative Division

05 September 2018

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 for the One (1) Year Preventive Maintenance Program for Seventy One (71) Air-conditioning Units of the Insurance Commission (IC) Building, Gym-Annex Building, Executive Lounge and Container Vans**, I/We quote you on the items at prices noted below:

Quantity	Unit	Item and Description	Unit Cost	Total Cost
1	unit	10.0TR Floor Mounted		
10	units	7.5TR Floor Mounted		
22	units	5.0TR Floor Mounted		
1	unit	4.0TR Floor Mounted		
18	units	3.0TR Floor Mounted		
1	unit	3.0TR Ceiling Mounted		
10	units	2.0HP Window Type		
1	unit	2.0HP Wall Mounted		
4	units	1.5HP Window Type		
2	units	1.5HP Wall Mounted		
1	unit	Matrixclima Precision Floor Mounted		

Note:

1. Total cost should not exceed the ABC in the amount of (Php320,000.00).
2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.

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

- A. Mayor's Business Permit;
- B. Proof of PhilGEPS Registration;
- C. Certificate of Tax Registration issued by the Bureau of Internal Revenue;
- D. Latest Income/Business Tax Return;
- E. Notarized Omnibus Sworn Statement (see attached template/format).

Signature Over Printed Name of Supplier/
Authorized Representative

Position: _____
Date : _____

REPUBLIC OF THE PHILIPPINES
INSURANCE COMMISSION
1071 United Nations Avenue, Ermita Manila

AIRCON UNITS SCHEDULE OF PREVENTIVE MAINTENANCE

AIRCON TYPE/DESCRIPTION	PROPERTY NUMBER	DATE PURCHASED	LOCATION/DIVISION	REMARKS	
				Indoor	Outdoor
1 Carrier 7.5TR FM	AIRCONCAR7.5TR-14-01	12/14/2013	Non-Life Division		
2 Carrier 7.5TR FM	AIRCONCAR7.5TR-14-02	12/14/2013	Board Room		
3 Carrier 7.5TR FM	AIRCONCAR7.5TR-14-03	12/14/2013	IT Training Room		
4 Carrier 7.5TR FM	AIRCONCAR7.5TR-14-04	12/14/2013	Licensing Division		
5 Carrier 7.5TR FM	AIRCONCAR7.5TR-14-05	12/14/2013	Regulation/CRL Division		
6 Carrier 7.5TR FM	AIRCONCAR7.5TR-14-06	12/14/2013	Function Room		
7 Carrier 7.5TR FM	AIRCONCAR7.5TR-14-07	12/14/2013	Accounting Division		
8 Carrier 5.0 TR FM	AIRCONCAR5TR-14-01	12/14/2013	Office of Depcom TSG Reception Area		
9 Carrier 5.0 TR FM	AIRCONCAR5TR-14-02	12/14/2013	Office of Depcom for MSSG		
10 Carrier 5.0 TR FM	AIRCONCAR5TR-14-03	12/14/2013	Office of Depcom for FEG		
11 Carrier 5.0 TR FM	AIRCONCAR5TR-14-04	12/14/2013	PAID		
12 Carrier 5.0 TR FM	AIRCONCAR5TR-14-05	12/14/2013	CAD		
13 Carrier 5.0TR FM	AIRCONCAR5TR-14-06	12/14/2013	Investment Division		
14 Carrier 5.0TR FM	AIRCONCAR5TR-14-07	12/14/2013	Investment Division		
15 Carrier 5.0TR FM	AIRCONCAR5TR-14-08	12/14/2013	1st Floor Lobby		
16 Carrier 5.0TR FM	AIRCONCAR5TR-14-09	12/14/2013	1st Floor Lobby		
17 Carrier 5.0TR FM	AIRCONCAR5TR-14-10	12/14/2013	Actuarial Division		
18 Carrier 3.0TR FM	AIRCONCAR3TR-14-01	12/14/2013	Commissioner's Room		
19 Carrier 3.0TR FM	AIRCONCAR3TR-14-02	12/14/2013	Commissioner's Reception Area (OCOM)		
20 Carrier 3.0TR FM	AIRCONCAR3TR-14-03	12/14/2013	Office of Depcom for TSG		
21 Carrier 3.0 TR FM	AIRCONCAR3TR-14-04	12/14/2013	IT Conference Room		
22 Carrier 3.0TR FM	AIRCONCAR3TR-14-05	12/14/2013	IT Room		
23 Carrier 1.5HP WT	AIRCONCAR1.5HP-WT01	12/14/2013	Ante Room (Office of the Commissioner)		
24 Carrier 1.5HP WT	AIRCONCAR1.5HP-WT02	12/14/2013	(PAMD Hearing A)		
25 Carrier 1.5HP WT	AIRCONCAR1.5HP-WT03	12/14/2013	(CAD Hearing Room B)		
26 Carrier 1.5HP WT	AIRCONCAR1.5HP-WT04	12/14/2013	Hearing Room (Atty. Paulo Mabolo Office)		
27 Koppel 5.0TR FM	AIRCONKOP5TR-13-01	7/5/2013	Budget Division		
28 Koppel 10TR FM	AIRCONKOP10TR-11-01	9/13/2011	Depcom MSSG Reception Area		
29 Koppel 5.0TR FM	AIRCONKOP5TR-10-01	1/22/2010	Actuarial Division		
30 Koppel 5.0TR FM	AIRCONKOP5TR-09-02	1/22/2010	Statistics Division		
31 Koppel 5.0TR FM	AIRCONKOP5TR-09-03	1/22/2010	Office of Depcom for LSG		
32 Koppel 7.5TR FM	AIRCONKOP7.5TR-10-04	1/22/2010	Life Division		
33 Koppel 3.0TR FM	AIRCONKOP3TR-10-05	2/22/2010	Chapel		
34 Carrier 5.0TR FM	AIRCONCAR5TR-09-93	1/2/2008	Executive Lounge, IC Canteen		
35 Panasonic 2.0HP WT	AIRCONPANWT-08-90	2008	Container VAN		
36 Carrier 5.0TR FM	AIRCONCAR5TR-08-88	1/2/2008	Administrative Division		
37 Carrier 5.0TR FM	AIRCONCAR5TR-08-87	1/2/2008	Planning Division		
38 Koppel 3.0TR WM	AIRCONKOP3TR-07-01	2007	Data Center		
39 Matrixclima Precision FM	AIRCONMAT-06-01	12/31/2006	Data Center		
40 Carrier WT	AIRCONCARWT-02-72	12/14/2001	Small room leading to rest room of Brokers Div.		
41 Carrier 3.0 TR FM	AIRCONCAR-01-80	12/1/2001	Function Room		
42 Carrier 3.0TR FM	AIRCONCAR3TR-01-77	1/16/2002	Rating Div. (Batasan Hall)		
43 Uni-Air WT 2M001872	AIRCONUNIWT-00-52	2/10/2000	Microinsurance Div.		
44 Carrier 3.0 TR FM	AIRCONCAR3TR-08-56	1/2/2008	Cashier		
45 Inverter Type 1.5HP	AIRCNCARWM1.5HP-16-01	3/31/2016	MSSG Mini Conference Room		
46 Inverter Type 2.0HP	AIRCNCARWM2.0HP-16-01	3/31/2016	Property & Supply Room		
47 Inverter Type 2.0HP	AIRCNCARWT2.0HP-16-01	3/31/2016	Admin. Records (C% Ms. Chantel Mae V. Simon)		
48 Inverter Type 2.0HP	AIRCNCARWT2.0HP-16-02	3/31/2016	Container Van (C% Mr. Jose A. Arrojo)		
49 Inverter Type 2.0HP	AIRCNCARWT2.0HP-16-03	3/31/2016	Container Van (C% Mr. Jose A. Arrojo)		
50 Inverter Type 2.0HP	AIRCNCARWT2.0HP-16-04	3/31/2016	Container Van (C% Mr. Jose A. Arrojo)		
51 Inverter Type 2.0HP	AIRCNCARWT2.0HP-16-05	3/31/2016	Container Van (C% Mr. Jose A. Arrojo)		
52 Inverter Type 4.0TR	AIRCNCARFM4.0TR-16-01	3/31/2016	Admin. Records (C% Ms. Chantel Mae V. Simon)		
53 Non Inverter Type 5.0TR	AIRCNCARFM5.0TR-16-01	3/31/2016	Pre-Need (C% Mr. Dionisio A. Dimpas)		
54 Non Inverter Type 5.0TR	AIRCNCARFM5.0TR-16-02	3/31/2016	Microinsurance (C% Ms. Shayne Rose R. Bulos)		
55 Non Inverter Type 7.5TR	AIRCNCARFM7.5TR-16-01	3/31/2016	Office of the DepCom-LSG (C% Dennis B. Funa)		

REPUBLIC OF THE PHILIPPINES

INSURANCE COMMISSION

1071 United Nations Avenue, Ermita Manila

AIRCON UNITS SCHEDULE OF PREVENTIVE MAINTENANCE

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Omnibus Sworn Statement

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

AFFIDAVIT

- I, **Name**, of legal age, **Status**, Filipino, and residing at **Address**, after having been duly sworn in accordance with law, do hereby depose and state that:
1. I am the duly authorized and designated representative of **Company** with office address at **Address**;
 2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the **Company** in the bidding as shown in the attached of authorization;
 3. **Company** 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;
 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. **Company** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
 6. None of the officers and members of **Company** 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. **Company** complies with existing labor laws and standards; and
 8. **Company** is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the **Small Value Procurement for the One (1) Year Preventive Maintenance Program for Seventy One (71) Air-conditioning Units of the Insurance Commission (IC) Building, Gym-Annex Building, Executive Lounge and Container Vans**

9. **Company** 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.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 2018
at _____, Philippines.

[Bidder's Representative Name/Authorized Signatory]

*SUBSCRIBED AND SWORN to before me this ____ day of **Date**. Affiant exhibiting to me his
Community Tax Certificate No. _____ issued at _____ on
_____.*

*Doc. No.:
Page No.:
Book No.:
Series of 2018*