



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 Fifty Five (55) Airconditioning Units of the Insurance Commission (IC) Building, Executive Lounge and Container Vans
REFERENCE NO./PR NO.	RIS No. 2017- 03-122
LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET FOR THE CONTRACT FOR ONE (1) YEAR PREVENTIVE MAINTENANCE PROGRAM FOR 55 AIRCONDITIONING UNITS	Three Hundred Twenty Six Thousand Four Hundred Fifty Pesos (Php326,450.00)
DELIVERY PERIOD	Ten (10) calendar days upon receipt of the Notice to Proceed
DEADLINE OF SUBMISSION OF SEALED QUOTATION	26 May 2017 at 12:00NN

The **SEALED QUOTATION** with the enclosed **REPLY SLIP** must be submitted **not later than 12:00NN, 26 May 2017** to the Administrative Division in the contact information below:

Contact persons: Mr. Rey M. Gannaban – IC Administrative Aide I
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

LORNA D. DE LEON
Division Manager
Administrative Division

22 May 2017

TERMS OF REFERENCE

Small Value Procurement for One (1) Year Preventive Maintenance Program for Fifty Five (55) Airconditioning Units of the Insurance Commission (IC) Building, Executive Lounge and Container Vans

I. Scope

The supplier/bidder shall bid for one (1) year preventive maintenance program for Fifty Five (55) airconditioning units (ACUs) enumerated below and shall not exceed to the Approved Budget for Contract (ABC) of **Php326,450.00**:

- 1 Unit 10.0TR Floor Mounted (FM)
- 9 Units 7.5TR – FM
- 19 Units 5.0TR – FM
- 1 Unit 4.0TR - FM
- 10 Units 3.0TR – FM
- 5 Units 1.5HP – Wall Mounted (WM)
- 9 Units 2.0HP - Window Type (WT)
- 1 Unit Matrixclima – FM

Refer to the attached IC's list of 55 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 complete calendar 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 platform.
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. Checkjng 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 receive during office hours must be attended within 2 working days.
18. All other works as in monthly check up.

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 and acceptance circumstances.

III. SPECIAL CONDITIONS

Qualifications of the Supplier/Bidder

1. The supplier/bidder must be a holder of a valid business license 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.

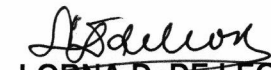
8. Any termination of the agreement (howsoever occasioned) shall not affect any accrued rights or liabilities of either Party nor shall it affect the coming into force or the continuance in force of any provision hereof which is expressly or by implication intended to come into or continue in force on or after such termination.

Miscellaneous

9. The failure of either party to enforce its rights based on the agreement under this 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 this 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 this 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 this Terms of Reference.

IV. GENERAL CONDITIONS

13. This 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 present the original copies of the following documents for verification/validation :
 - a. Mayor's Business Permit;
 - b. Proof of PhilGEPS Registration Number; and
 - c. Income/Business Tax Return;
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.


LORNA D. DE LEON
Division Manager
Administrative Division

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

SCHEDULE OF PREVENTIVE MAINTENANCE

AIRCON TYPE/DESCRIPTION	PROPERTY NUMBER	DATE PURCHASED	LOCATION/DIVISION
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	Former Office Of Depcom Funa (Hearing A)
25 Carrier 1.5HP WT	AIRCONCAR1.5HP-WT03	12/14/2013	Office of CAD Division Chief (Hearing Room B)
26 Carrier 1.5HP WT	AIRCONCAR1.5HP-WT04	12/14/2013	Hearing Room (Adjacent to CAD's Record Room) (Atty. Paulo Mabolo Office)
27 Koppel 5.0TR FM FCU-BF273174	AIRCONKOP5TR-13-01	7/5/2013	Accounting Division
28 Koppel 10TR KFM-120E0; KPC-601V0	AIRCONKOP10TR-11-01	9/13/2011	Depcom MSSG Reception Area
29 Koppel 5.0TR FM GB249011	AIRCONKOP5TR-10-01	1/22/2010	Actuarial Division
30 Koppel 5.0TR FM HB249133	AIRCONKOP5TR-10-02	1/22/2010	Statistics Division
31 Koppel 5.0TR FM GB249007	AIRCONKOP5TR-10-03	1/22/2010	Office of Depcom for LSG
32 Koppel 7.5TR FM KB249106	AIRCONKOP7.5TR-10-04	1/22/2010	Life Division
33 Koppel 3.0TR FM MB248214	AIRCONKOP3TR-10-05	2/22/2010	Chapel
34 Carrier 5.0TR FM 0722527	AIRCONCAR5TR-09-93	5/8/2009	Executive Lounge, IC Canteen
35 Panasonic WT 8N06025012	AIRCONPANWT-08-90	2008	Container VAN
36 Carrier 5.0TR FM 021203612	AIRCONCAR5TR-08-88	1/2/2008	Administrative Division
37 Carrier 5.0TR FM 021203618	AIRCONCAR5TR-08-87	1/2/2008	Planning Division
38 Koppel 3TR WM	AIRCONKOP3TR-07-01	2007	Data Center
39 Matrixclima Precision FM	AIRCONMAT-06-01	12/31/2006	Data Center
40 Carrier WT 014100827	AIRCONCARWT-02-72	12/14/2001	Small room leading to rest room of Brokers Div.
41 Carrier 3.0 TR FM	AIRCONCAR-01-80	12/1/2017	Fuction Room
42 Carrier 3.0TR FM 02139624	AIRCONCAR3TR-02-77	1/16/2002	Rating Div. (Batasan Hall)
43 Uni-Air WT 2M001872	AIRCONUNIWT-00-51	2/10/2000	Hearing Room
44 Carrier 3.0 TR FM 386587	AIRCONCAR3TR-08-86	1/2/2008	Cashier
45 Inverter Type 1.5HP	AIRCNCARWM1.5HP-16-01	3/31/2016	Office of the DC-MSSG Mini Conference Room (C% Ms. Rachel Dolar)
46 Inverter Type 2.0HP	AIRCNCARWM2.0HP-16-01	3/31/2016	Property & Supply Room (C% Ms. Jenina Vergara)
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)

10.0TR FM=1
7.5TR FM=9
5.0TR FM=19
4.0TR FM=1
3.0TR FM=10
2.0HP WT=9
1.5HP WT=5
Matrixclima=1
Total 55-Units

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 and Reference (TOR) for the **Small Value Procurement for the One (1) Year Preventive Maintenance Program for Fifty Five (55) Airconditioning Units of the Insurance Commission (IC) Building, Executive Lounge and Container Vans**, I/We quote you on the items at prices noted below:

Quantity	Unit of Measure	Item and Description	Cost
1	unit	10.0TR Floor Mounted	Php
9	units	7.5TR Floor Mounted	
19	units	5.0TR Floor Mounted	
1	unit	4.0TR Floor Mounted	
10	units	3.0TR Floor Mounted	
9	units	2.0HP Window Type	
5	units	1.5HP Window Type	
1	unit	Matrixclima Precision Floor Mounted	
		Total Cost	Php
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.			

In compliance with the Terms of Reference, certified true copies of the following required valid 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: _____