



Office of the President of the Philippines
PRESIDENTIAL MANAGEMENT STAFF

Malacañang

PMS-BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Office of the President-Presidential Management Staff (OP-PMS), through its Bids and Awards Committee (BAC), hereby invites all interested providers to quote their *lowest price*, subject to the General Conditions stated herein, and to submit the said quotation duly signed by its representative not later than **04 December 2020 (Friday)**:

NAME OF PROJECT : **SUPPLY, DELIVERY AND INSTALLATION OF TWO (2) UNITS OF 5-TONNER CEILING-MOUNTED SPLIT-TYPE INVERTER AIR CONDITIONER FOR THE PMS EXTENSION OFFICE AT THE 4/F NEB, MALACANANG**

TERMS OF REFERENCE :

I. Background and Rationale

The procurement for the supply, delivery and installation of two (2) units of 5-Tonner ceiling-mounted split-type inverter air conditioner shall provide the needed additional air-conditioning units and/or replacement of the old and low efficient ones at the Presidential Management Staff (PMS) Extension Office, 4/F New Executive Building (NEB), Malacanang.

II. Legal Basis

Section 10, Rule IV of the Implementing Rules and Regulations (IRR) of R.A. No. 9184, Series of 2016, provides that, "*All procurement shall be done through competitive bidding, except as provided in Rule XVI of the IRR (Alternative Mode of Procurement).*"

III. Scope of Operations

1. The prospective bidders shall bid for the supply, delivery and installation of two (2) units of 5-Tonner ceiling-mounted split type inverter air conditioner for the PMS Extension Office.
2. The supply, delivery and installation of two (2) units of 5-Tonner ceiling-mounted split-type inverter air conditioner shall include the provision of 18 ft. and 75 ft. length copper tubes, rubber insulations, pipe fittings, PVC drain pipes, electrical wirings, circuit breakers with enclosures, fabrication and installation of steel frames and platforms, polyethylene tapes, nitrogen for flushing, welding materials, delivery and hauling, balancing and commissioning, and other sundry materials needed to complete the installation including tools, labor and technical supervision.

IV. Timeline/Schedule of Delivery

The duration for the supply, delivery and installation of the required air-conditioning units, including testing and commissioning, shall be within fifteen (15) days upon receipt of the Notice to Proceed.

V. Terms of Payment

Payment shall be made upon completion and acceptance of the project, subject to deduction of applicable taxes and 5% retention fee. For every day of delay in the project completion shall be subject to penalty equivalent to 1/10 of 1% of the cost of the unperformed portion.

VI. Warranty

Upon completion and acceptance, the warranty for the installation including the materials used shall be one (1) year while the manufacturer's standard warranty provided for the supply of the required air-conditioning units still remain.

VII. Approved Budget for the Contract

The approved budget for the contract is **Five Hundred Thirty Thousand Six Hundred Sixty Four Pesos and 96/100 (P530,664.96)**.

GENERAL CONDITIONS:

1. All quotations must be typewritten in the company's letterhead.
2. The PhilGEPS Registration Certificate/Number, Mayor's or Business Permit, Income or Business Tax Return and Omnibus Sworn Statement shall be attached to the quotation.
3. The prospective bidders may submit an offer that provides for superior quality and/or better terms and conditions at **no extra cost** to the PMS.
4. All quotations shall be considered as **fixed prices** and are, therefore, **not subject to price escalation** during contract implementation.
5. All transactions are subject to withholding of appropriate taxes and fees.

For further inquiries, please coordinate with Atty. Julius P. Alegrado or Ms. Dianne Therese C. Rimando at telephone number (02) 8733-4888 or at cellphone number 0917 817 3257. The Quotation may be submitted through e-mail at bac@pms.gov.ph.

The PMS reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding 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.

The PMS assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid.


Asec. MA. VIVIAN R. PUNO
Chairperson, PMS-Bids and Awards Committee