



REQUEST FOR QUOTATION (RFQ)

PREVENTIVE MAINTENANCE OF 15TR PRECISION AIRCONDITIONING UNIT

Procuring Entity : DBP Head Office
 Solicitation Number : P-CFMD-23-00036
 Date of Posting/Canvass : 03/08/2023
 Deadline of Submission : 03/13/2023 (4:00 PM)
 Approved Budget for the Contract (ABC) : ₱825,000.00

Item	Quantity	Unit Cost	Total Cost
Kindly refer to the attached Scope of Services for details and other conditions.			

Please be guided by the following:

1. All entries in the proposal/quotation must be typewritten.
2. Price quotation must be based on the Terms of Reference (TOR) / Scope of Work/Services (SOW) / Technical Specifications (TS), as applicable and must be duly signed by the vendor’s representative.
3. Price quotation (Unit Cost) must be inclusive of VAT and other applicable taxes/charges.
4. The open price quotation must include the documentary requirements (see below) and must be submitted through the email address below or to the Procurement Unit-PIMD, DBP Head Office, Sen. Gil Puyat Ave., cor. Makati Ave., Makati City.
5. No down-payment or advanced payment.
6. Price quotation with incomplete documentary requirement shall not be considered for evaluation.
7. Signed copy of this RFQ by the supplier’s authorized representative should be attached with the submitted proposal.

Documentary Requirements:

- Proof of PhilGEPS Registration;
- Mayor’s/Business permit for the current year;
- Omnibus Sworn Statement (For ABC’s above P50K); Secretary’s Certificate (If partnership/Corporation)
- Business/Income Tax Return (For ABC’s above P500K);
- Samples/Brochure/Data Sheet, as necessary and/or other documents as specified in the TOR / SOW / TS.

For submission of proposal and any inquiry, you may contact the following personnel:

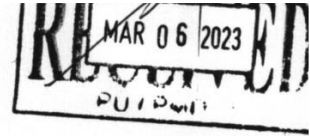
EMMA B. CASTRO / ebcastro@dbp.ph / 8818-9511 local 2603 Direct Line: 8812-9428

Putting your name and signature below signifies that you have read and understood the Development Bank of the Philippines’ Data Privacy Notice (via <https://www.dbp.ph/dbp-data-privacy-notice/>) and expressly consent to the processing of your personal and/or sensitive personal information in the manner and for the purpose provided in said Notice. You understand and accept that this will include access to personal data and records submitted, which may be regarded as personal and/or sensitive personal data as provided under the Data Privacy Act of 2012.

Name of Company/Supplier: _____

Authorized Signatory: _____ **Date:** _____
Signature over Printed Name

DEVELOPMENT BANK OF THE PHILIPPINES
SCOPE OF SERVICES
Preventive Maintenance of Two (2) 15 TR Aircondition Unit



I. **Approved Budget for the Contract:** P 825,000.00 (inclusive of VAT/applicable taxes)

II. **Scope of Services:**

Item and Technical Specifications	Quantity	Description	Unit Cost
15 TR Aircondition Unit	2 unit	1. Dismantling of defective filter drier and motor compressors. 2. Supply and installation of two (2) pcs. brand new filter drier. 3. Supply and installation of two (2) pcs. brand new motor compressor. 4. Supply and installation of four (4) pcs. band new V-belts. 5. Supply and installation of all brand-new fuses. 6. Brazing of leaks. 7. System process and flushing with R-141b and nitrogen gas. 8. Leak testing using nitrogen. 9. Vacuuming and charging with Refrigerant-407c. 10. Descaling of shell and tube condenser. 11. Cleaning of cooling coils and fins, blower blades and air filter. 12. Testing and commissioning. 13. Test run and observed the operation.	P 825,000.00

III. **Conditions of the Contract:**

- The Supplier shall ensure that the items delivered are in accordance with the specifications required by the DBP. DBP has the right to reject delivery if item/s delivered were found to be defective and not according to the required specifications/model.
- The DBP may terminate/cancel the Purchase Order (PO) when the supplier fails to deliver, perform and comply with its obligation.
- Completion/Delivery Period:** The Supplier shall deliver the items within thirty (30) calendar days after receipt of Notice to Proceed (NTP).
- Point of Delivery:** DBP Building, Receiving Section of the Inventory Management Unit- Procurement and Inventory Management Department (IMU-PIMD), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.
- Warranty:** In order to ensure manufacturing and installation defects shall be corrected by the Supplier, a warranty security shall be required from the Supplier for a minimum period of **three (3) months** after the acceptance by DBP of the delivered items. The obligation for the warranty shall be covered by at least one percent (1%) of the total ABC. The said amount shall only be released after the lapse of the warranty period. Provided, however that the items delivered are free from patent and latent defects and all the conditions imposed have been fully met.

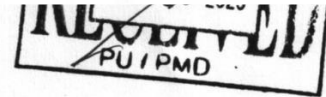
IV. **Documentary Requirements:**

Interested Supplier/s must submit the following:

- Proposal/Quotation
- Valid/current PhilGEPS Certification with Registration Number
- 2023 Mayor's/Business Permit
- Omnibus Sworn Statement
- Income/Business Tax Return

VI. **Payment:**

- Payment shall be processed after completion of delivery subject to complete documents for payment (i.e. Billing Statement/Statement of Account, Certificate of Completion/Acceptance, if applicable).
- For every day of delay, 1/10 of 1% of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to deliver the items on time.



Recommended:

[Redacted Signature]

EDWIN C. DIZON
Acting Head, RMU
Office Order No.529 dated 29 December 2022

Approved by:

[Redacted Signature]

AVP JOSE C. DELA FUENTE
Acting Head, CFMD
Per Office Order No. 276 dated 27 June 2022