



# PHILGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 4712912  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Preventive Maintenance of Airconditioning Units  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2017-08-0219 (2nd Posting)	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods - General Support Services	<b>Document Request List</b>	0
<b>Category:</b>	Airconditioning Maintenance Services	<b>Date Published</b>	08-Aug-2017
<b>Approved Budget for the Contract:</b>	PHP 497,600.00	<b>Last Updated / Time</b>	08-Aug-2017 00:00 AM
<b>Delivery Period:</b>	1 Year/s	<b>Closing Date / Time</b>	11-Aug-2017 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaalmazan@yahoo.com.ph		

#### Description

TERMS OF REFERENCE  
 GENERAL SERVICES WORKS & SERVICES  
 Department of Tourism  
 351 Sen Gil Puyat Ave., Makaty City

Air-conditioning units for Cleaning and Preventive Maintenance.

1. Conduct quarterly scheduled check-up and standard preventive maintenance of the air conditioning unit as per prescribed by the equipment manufacturer.
2. Conduct measurement for the air conditioner supply temperature & room temperature including reading of equipment working temperature.
3. Conduct necessary greasing/lubrication of bearing or any rotating parts as needed.
4. Conduct general cleaning of evaporator and condenser coil, blower wheel, propeller blade, drain pan and drain pump and cabinet assembly.
5. Conduct check-up of controls, compressor motors, and fan motor including electrical components and tightening of electrical terminals.
6. Conduct testing for leaks on pipe assembly including coil assembly of the unit.

7. Conduct check-up of the supply voltage, full load / load currents and phase sequence (if necessary) of the electrical power supply, check all electrical terminals and control wiring of the equipment.
8. Conduct check-up for the pressure for the compressor and refrigerant on the system.
9. Conduct inspection for the drain line and de-clogging of the drain line and drain pump and drain pan of the equipment.
10. Submit test sheets/inspection report including any findings and recommendation. Gather data includes voltage, amperes, pressure for the gas coolant, temperature, room temperature, and remarks and necessary data needed. (Gathering of data is based before and after the PMS).
11. On recommendations for parts replacements (like magnetic contactors, capacitors, temperature sensor, Freon and minor repair, etc.) after every conduct of regular inspections, the service payment shall be on send-bill basis.

Excluded in the contract are the following:

1. Cost of labour and supervision for major repairs, recharging, system re-process, overhauling, repainting & rehabilitation jobs undertaken in the shop.
2. Major repairs shall include:
  - Rewinding & repair or replacement of compressor motor, pump motor, fan motor.
  - Repair or replacement of spare parts, evaporator, condenser, refrigerant, piping system.
  - Repair or replacement of chassis, panel fan blade etc.
  - System reprocess of refrigerant and piping system.
3. Cost of spare parts or material used in both file and shop repairs.
4. Cost of expendable items such as refrigerant, nitrogen & oxy-acetylene gases welding rods, wires and cables
5. Re-piping of existing refrigerants line and drain lines
6. Any additional work not mentioned in scope of maintenance shall be billed separately.

Item Description	Rating	Qty	unit	Budgetary cost/year
1 Split type ACCU / wall mounted 2HP	49	Units	Php	156,800.00
2 Split type ACCU/ceiling cassette 4HP	85	Units	Php	272,000.00
3 Split type ACCU/floor mounted 5HP	12	Units	Php	38,400.00
4 Split type ACCU/ ceiling suspended 4HP	8	Units	Php	25,600.00
5 Window type accu 2HP	2	Units	Php	4,800.00
<b>Total Budgetary Cost Total accu units</b>	<b>156</b>		<b>Php</b>	<b>497,600.00</b>

Proposed Budgetary Cost (total): Php497,600.00 for One (1) year

Payment procedure: Government procedure  
 Submission of summary of services rendered  
 Submission of billing statement  
 Payment shall be based on actual service rendered

All works must be inspect by the supplier/bidder/contractor are advised to inspect the site prior to the delivery of works/goods and service required.

Aggregate bid for all the goods and service requirement preferred.

Terms and Condition:

1. The company should be authorized service centre by Daikin, Panasonic and Kopel.
2. The company should be five (5) years in business
3. The company should be available every time the department need their services (on-call).
4. The contractor shall be responsible for any accidental damages of the air-condition unit occurred during the performance of their job.
5. The contractor shall provide the necessary tools and equipment to be used such as pressurized water compressor, pushcart, natural detergent and other necessary equipment.
6. The contractor shall provide the basic cleaning materials and detergent to undertake the preventive and regular maintenance.
7. Safety consideration, safety tools and equipment such as Personal Protective Equipment (PPE).
8. Contractor shall provide one (1) certified air-condition technician on duty five days a week from 8:00am to 5:00pm during their work.

Contact Details:

Engr. Noel E. Villamayor and Mr. Rolando A. Bautista  
 General Services Division  
 Department of Tourism  
 Tel No: 459-5200 to 30 local 110 Telefax: 890-0189

Deadline for the submission of quotation: August 11, 2017 5:00 pm

Note: The winning bid shall be determined based on the proposal with the most

advantageous financial package cost provided that the amount of the bid does not exceed the above total budget.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & Company Name in a sealed envelope, addressed to Ms. Maria Alma Almazan at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

**PLEASE SUBMIT THE FOLLOWING DOCUMENTS:**

1. Current Mayor's/Business Permit
2. Philgeps Registration Number
3. Latest Income/Business Tax Return
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

**Created by** Maria Alma O Almazan

**Date Created** 07-Aug-2017

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