



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6199090  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** DOT Air-conditioning Units for Cleaning and Preventive Maintenance  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2019-05-0096	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Airconditioning Maintenance Services		
<b>Approved Budget for the Contract:</b>	PHP 415,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	6 Month/s		
<b>Client Agency:</b>		<b>Date Published</b>	18/05/2019
<b>Contact Person:</b>	FELICISIMO EVANGELISTA MAXIMO Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 peles.maximo@yahoo.com	<b>Last Updated / Time</b>	17/05/2019 16:10 PM
		<b>Closing Date / Time</b>	21/05/2019 05:00 AM

#### Description

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

Air-conditioning units for Cleaning and Preventive Maintenance.

1. Conduct quarterly scheduled cleaning and 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, and add refrigerant if needed.
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, should provide price quotation prior to replacement.
12. On quarterly scheduled cleaning, provide gantt chart / or timeline chart on a year based schedule on all accu units
13. Service and emergency calls during normal working hours with maximum two (2) hours response time.

Excluded in the contract are the following:

1. Cost of labour and supervision for major repairs, recharging, and 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 provide a detailed quotation prior to billing.

Scheduled quarterly cleaning and check-up: (2 times cleaning or 2 quarters only)

Item Description	Rating	Quantity
1 Split type ACCU / wall mounted	2HP	49
2 Split type ACCU/ceiling cassette	4HP	85
3 Split type ACCU/floor mounted	5HP	12
4 Split type ACCU/ ceiling suspended	4HP	8
5 Window type accu	2HP	2
-----Total AC units-----		156

Proposed Budgetary Cost (total): Php 415,000.00 Quarterly cleaning for July to December 2019 (2-cleaning)

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 an authorized service center/provider 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.

Legal/Technical requirements to be submitted by bidders:

1. Registration Certificate from Sec or DTI or CDA
2. Current Mayor's Permit
3. Tax Clearance per Exec. Order 398, series of 2005, as finally received and approved by the BIR.

#### 4. Certificate of Philgeps Registration

Mr Rolando A. Bautista  
Chief, General Services Division  
Department of Tourism  
Tel No: 459-5200 to 30 local 110  
Telefax: 890-0189

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#### **Other Information**

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.

#### **REQUIRED VALID DOCUMENTS TO BE SUBMITTED:**

1. Current Mayor's / Business Permit/BIR Certificate of Registration (Individual)
2. PhilGEPS Registration Number or Platinum Membership
3. Latest Annual Income or Business Tax Return (for ABC's above Php500,000.00)
4. Duly Notarized Omnibus Sworn Statement (original or certified true copy)

Kindly submit your quotation for the above requirement in a sealed envelope (indicating the solicitation number) enclosed with the required valid documents addressed to Mr. Felicisimo E. Maximo at the Department of Tourism Building, # 351 Sen.Gil Puyat Avenue, Makati City.

**Created by** FELICISIMO EVANGELISTA MAXIMO

**Date Created** 17/05/2019

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