



Republic of the Philippines
NATIONAL LIBRARY OF THE PHILIPPINES
Bids and Awards Committee

REQUEST FOR QUOTATION

Date: 16 December 2022

RFQ No.: 65-2022-B

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number **(required)**: _____

The **National Library of the Philippines (NLP)**, through its Bids and Awards Committee (BAC), intends to procure for the **Provision of Preventive Maintenance Service for the Airconditioning Units of the National Library of the Philippines for CY 2023 (LOT Bidding)** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than December 27 2022 at 4:00 PM.**

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Document	Remarks
Copy of 2022 Mayor's or Business Permit	In case not yet available, you may submit your expired 2021 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2022 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment.
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance therewith after award of contract but before payment.
Latest Tax Clearance	Submit a copy of your Latest Tax Clearance Certificate.

For any clarification, you may contact us at telephone no. (02) 5336-7200 local 406 or 412 or email address at bac@nlp.gov.ph.

(Digitally Sgd.)
MARICEL M. UREÑA
BAC Chairperson



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INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All mandatory technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at bac@nlp.gov.ph.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the NLP. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The NLP may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.



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After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Provision of Preventive Maintenance Service for the Airconditioning Units of the National Library of the Philippines for CY 2023 (LOT Bidding)			
TECHNICAL SPECIFICATIONS / SCOPE OF WORK	YES	NO	REMARKS
Provision of Preventive Maintenance Service for the Airconditioning Units of the National Library of the Philippines for CY 2023, 1 Lot			
1. Window-type (2.0HP) (62 units)			
2. Floor Mounted (6HP) (58 units)			
3. Wall Mounted (2.5HP to 4HP) (8 units)			
4. Ceiling Mounted (2HP to 4HP) (14 units)			
Detailed Scope of Works for the Preventive Maintenance Services:			
1. General and Comprehensive Maintenance:			
A. Removal of air filter for cleaning and recommendation for replacement when necessary;			
B. Wiping of the housing with stain remover;			
C. Cleaning of blower assembly;			
D. Application of predictive maintenance by gathering operating parameters such as suction and discharge pressure, temperatures, systems voltage and current;			
E. Inspection of the following: 1. Base pan (remove obstruction, if necessary); 2. Coil and cabinet as needed; 3. Fan motor and blades for wear and damage; 4. Source and abnormal noise and vibration, if applicable; 5. Control box voltage and high voltage contactors, relays switches, and starter switch. 6. Electrical controls and drain line, retightening of electrical controls as necessary.			
F. General cleaning of all serviceable Air-conditioning Units (ACU's) including the external and internal components, such as not limited to: 1. Panel 2. Coiling coils (using power spray); 3. Filter/foam screen; 4. Fan blades; 5. Condenser coil w/ pressure washer; and 6. Flushing of drain lines.			
G. Greasing of motor bearing and other moving parts which require lubrication;			
H. Technical audit of equipment condition including freon			





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charging and actual electrical reading operation of the units;			
I. Drying of internal components using compressed air;			
J. Check of undesirable noise/ vibration and repair the same, if necessary			
K. Check compressor motor performance and recommend repair/replacement necessary;			
L. Check up all moving parts such as fan motor bearing/bushing and shafting evaporator blowers and blades, recommend repair/replacement of parts as may be necessary;			
M. Inspection of all components of the system including electrical control and make necessary adjustments, recommend repair/replacement of parts as may be necessary;			
N. Inspection/check-up of all refrigerant line, recharge freon as may be necessary;			
O. Inspection/check-up of components/ parts for occurrence of corrosion and apply preventive measures, such as re-rusting /application of primer/ re-painting, as maybe necessary.			
P. Maintain preventive maintenance logbook and update service record of each unit.			
Inclusion to schedule of services (minor works without charges except major materials/ parts)			
1. All works under maintenance schedule of services;			
2. Free attendance to all trouble call that need check-up and inspection ;			
3. Minor leak testing for maintenance purposes only;			
4. Minor brazing, soldering, welding painting and fabrication works; and			
5. Labor charges for refrigerant charging services and for replacement of capacitor.			
Schedule of services general and comprehensive maintenance.			
1. Once a year (duration of PMS (May-July 2023)			
Special conditions			
1. Service provider must have employed at least two (2) skilled air-condition technicians with TESDA Refrigeration and Air-conditioning (RAC) National Certificate (NC) II that will be assigned for this contract.			
2. Must be an authorized installer or service center of any three (3) of the following brand: LG, KOPPER, CARRIER, DAIKIN, CONDURA, SHARP, KOLIN.			
Responsibilities of the service provider			
A) Checking and cleaning of the units shall be done under the supervision of the duly designated representative of the procuring entity.			
B) Ensure that the preventive maintenance program is performed/ conducted as scheduled.			
C) Provide basic cleaning materials and chemicals.			
D) Ensure all safety precautionary measures are applied for the workers, employees, guests and properties to avoid accidents and			



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/or damage.			
E) Provide all necessary and appropriate equipment and tools such as pressurized water compressor, push-cart, scaffolds. Safety harness, ladders and among others;			
F) Submit to Supply Section the duly accomplished ACU Preventive maintenance service report;			
Responsibilities of the procuring entity			
A) Designate a representative who shall oversee all the works to be performed by the service provider;			
B) Validate the accuracy of the report of completed works submitted by the service provider;			
C) At the option of the procuring entity, may request for the replacement of designated technician if the former is not satisfied with the performance the latter;			
D) Account for all waste materials of all replaced parts by accomplishing the COA prescribed Report of Waste Materials Form;			
E) Ensure that the service provider adheres to all the conditions set forth in the contract;			
payment			
the service provider shall be paid after preventive maintenance service was performed upon submission of the billing statement.			
Delivery Period: Annually (duration of PMS May-July 2023)			



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FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____
 Account Number: _____
 Account Name : _____
 Branch: _____

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Provision of Preventive Maintenance Service for the Airconditioning Units of the National Library of the Philippines for CY 2023 (LOT Bidding)	
Approved Budget for the Contract	Total Offered Quotation
Three Hundred Thousand Six Hundred Thirty Pesos (300,630.00)	In Words:
	In Figures:

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address/es

