



Republic of the Philippines Department of Agriculture AGRICULTURAL CREDIT POLICY COUNCIL

28/F One San Miguel Avenue (OSMA) Bldg., San Miguel Ave cor Shaw Blvd., Ortigas Center 1605 Pasig City Tel. Nos. 8634-3320 to 21; 8634-3326/ Fax Nos. 8634-3319;8584-3861



Management System ISO 9001:2015



Date: RFQ No.

January 23, 2024 2024 - 005

REQUEST FOR QUOTATION (RFQ)

The Agricultural Credit Policy Council (ACPC) through the Bids and Awards Committee (BAC), intends to procure:

SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF TWO (2) UNITS 5TR CEILING CASSETTE AIR-CONDITIONING UNITS

Approved Budget for the Contact : PhP 750,000.00 Purchase Request/s No : 2024-01-026

Mode of Procurement : NP-Small Value Procurement (Sec. 53.9)

Interested bidders/supplier of known qualifications are hereby invited to submit quotation signed by its authorized representative at the below address and/or thru email to the following addresses:

Agricultural Credit Policy Council
28F One San Miguel Ave. Building, San Miguel Ave.
cor. Shaw Blvd., Ortigas Center, Pasig City
procurement@acpc.gov.ph

Rachel A. Bustamante Head, BAC Secretariat

Supplier who will submit proposals with the Lowest Calculated quotations shall be selected. A copy of below list of requirements shall be submitted on or before **February 6, 2023 (Tuesday)**, **5PM**.

Documentary Requirements:

- Mayor's/Business Permit (in case of expired permit, submit a copy of recently expired permit and Official Receipt as proof of renewal)
- 2. PhilGEPS Registration Certificate
- 3. Notarized Omnibus Sworn Statement

INSTRUCTION TO SUPPLIER

- Submit your quotation using the prescribed Quotation
 Form (Annex A of the RFQ).
- Accomplish the Quotation Form and do not alter the contents of the form in any way.
- Non-compliance with the submission of the <u>accomplished prescribed/standard Quotation Form</u> and <u>Documentary Requirements within the prescribed</u> <u>deadline</u> shall automatically be disqualified.

Very truly yours,

MSCasuga
MSCasuga (Jan 23 0024 11:38 GMT+8)

DIR. MAGDALENA S. CASUGA

BAC CHAIRPERSON

nel Bustamante (Jan 23, 2024 11:12 GMT+8)

QUOTATION FORM

| Name of Company | : |
|-----------------------|----------|
| Address | : |
| Contact Person | : |
| Contact Number | : |
| Email address | : |

After having carefully read and accepted the Terms and Conditions of this RFQ specified Annex B, hereunder is our quotation/s for the item as follows:

SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF TWO (2) UNITS 5TR CEILING CASSETTE AIR-CONDITIONING UNITS

(ABC: PhP 750,000.00)

| Item | DESCRIPTION | Qty | Unit | Unit Cost | Total |
|------|--|--------|------|------------|-------|
| 1 | Supply, Delivery, Installation and Commissioning of Two (2) units 5TR Ceiling Cassette Air-Conditioning Units | 1 | lot | | |
| | TERMS OF REFERENCE (Attached in Annex C) | | | | |
| | ** Nothing Follows** | | | | |
| | (Price Proposal must be VAT Incl | usive) | | TOTAL COST | |

I hereby certify to comply and deliver all the above requirements.

| Signature o | ver Printed Name |
|-------------|------------------|
| Position | and Designation |
| | |

TERMS AND CONDITION

I. VALIDITY OF PRICE QUOTATIONS AND OTHER IMPORTANT REMINDERS

- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies Payable.
- Price validity shall be valid for a period of thirty (30) calendar days from the date of submission.
- Warranty shall be for a minimum of three (3) months for supplies & materials; one (1) year for equipment, three (3) years for IT equipment from date of acceptance by the end-user.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- The bidders are required to submit brochures, pictures and technical data pertaining to the brand and model of the item being offered.
- In case two or more bidders are determined to have submitted the Lowest Calculated Quotation, ACPC shall adopt a tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- Award of Contract shall be made to the supplier/bidder with the lowest quotation and who has complied with the minimum technical specifications and other terms and conditions stated herein.

II. DOCUMENTARY REQUIREMENTS

The following Eligibility Requirement must be submitted along with your quotation:

- a. Mayor's/Business Permit
- b. PhilGEPS Registration Certificate
- c. Omnibus Sworn Statement

III. DELIVERY SCHEDULE AND ACCEPTANCE

- The Service Provider/Supplier must complete all works within thirty (30) days from the conforme/approval of the Purchase Order (P0).
- The items shall be delivered according to the requirements specified herein.
- ACPC shall have the right to inspect and/or to test the goods to confirm their conformity to the specifications. Supplier shall, within 3 calendar days from notice, replace all defective items at no cost to the ACPC.

IV. PAYMENT TERMS AND LIQUIDATED DAMAGES

 Payment shall only be processed after the submission of billing statement/invoice and upon completion of delivery of all services listed in the Purchase Order/ Contract as well as upon inspection and acceptance of the goods by the end-user.

| | PAYMEN' | Γ DETAILS: |
|----------------------|---------|------------|
| Banking Institution: | | |
| Account Number: | | |
| Account Name: | | |
| Branch | | |

• 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.

V. DEADLINE OF SUBMISSION

• Quotations duly signed by the supplier's authorized representative should be submitted to the <u>BAC Secretariat</u> not later than <u>February 6, 2023 (Tuesday).5PM</u> through a sealed envelope at the ACPC office in 28F One San Miguel Ave. Building, San Miguel Ave. cor. Shaw Blvd., Ortigas Center, Pasig City or through email. Quotations submitted after the said deadline shall not be accepted and considered. Any erasures or overwriting shall be valid only if these are signed or initialed by the bidder or his/her authorized representative/s.

| I hereby declare that I understand and acknowledge the terms a | and conditions listed. |
|--|-----------------------------|
| | Signature over Printed Name |
| | Position and Designation |
| | Date |

TERMS OF REFERENCE (TOR)

I. TERMS AND CONDITIONS

The Service Provider/Supplier must complete all works within thirty (30) days from the conforme/approval of the Purchase Order (PO).

II. SCOPE OF WORKS

The scope of works of the supplier for this project includes, but is not limited to the following:

- 1. Mobilization and demobilization to complete the requirements;
- 2. Provision of all labor and materials needed for the installation of two (2) brand new air condition units, including fabrication of brackets, piping, and the likes;
- 3. The two (2) units brand new air conditioners shall be installed at the 30F One San Miguel Ave Bldg. San Miguel Ave cor. Chaw Blvd, Pasig City (30F ACPC Office);
- 4. Drilling of holes for the provision of refrigerant lines;
- 5. Provision of temporary board up for the safety and cleanliness of the property during installation;
- 6. Conduct of testing to determine that the newly installed air-conditioning units are in good working conditions; and
- 7. Provision of operator's manual and conduct of training for the operation and maintenance to be attended by GSS personnel.

III. TECHNICAL SPECIFICATIONS

The minimum specifications are as follows:

Two (2) units

Ceiling Cassette Air-conditioning Unit

Inverter Type, 5TR, Eco-friendly,

Fast Cooling, Auto Swing, Turbo

Function, Under/Over Voltage Protection

Drain Pipe System with Drain Pump

Service Circuit Breaker

Chipping works for pipe hole

With installation, commissioning, and labor

5-year warranty on major parts and 10-year warranty on motor compressor

IV. DUTIES AND RESPONSIBILITIES OF SUPPLIER

- 1. Conduct a site inspection prior to the bid submission and work execution to determine actual site conditions;
- 2. Carry out properly the works stated in this TOR under the supervision of the GSS;
- 3. Provide all the supervision, labor, materials, and equipment, which may be required. All materials on site shall be deemed to be the property of ACPC;
- 4. Provide ACPC the necessary documentation requirements such as certificate of warranty and operations of the project prior to the processing of the payment;
- 5. Repair, including the replacement of any defective parts within the one (1) year warranty period shall be an account of the service provider with no additional cost to ACPC:
- 6. Responsible of all the safety requirements of all activities on the site; and
- 7. Observe minimum health protocols while in the premises of ACPC.

V. DUTIES AND RESPONSIBILITIES OF ACPC

- 1. Through the GSS, provide certification of site inspection done by the supplier as part of the bidding requirements;
- 2. Provide the supplier access to ACPC premises for the mobilization of all materials, tools, equipment and personnel necessary for the implementation of the project.
- 3. Notify the supplier of the minimum health and safety protocols that shall be observed while in the premises.
- 4. Supervise and monitor the implementation of the project to ensure proper execution of work in accordance with the specifications and conditions of the TOR;
- 5. Issue the supplier a certificate of completion and final acceptance upon satisfactory completion of the projects.

VI. ADDITONAL REQUIREMENTS

The supplier must submit, as part of the technical requirements, a copy of certification from GSS that the supplier has conducted site inspection of the installation site.

VII. WARRANTY

All installation works and materials used shall be guaranteed against all defects for a period of one (1) year after the issuance of Certificate of Acceptance.

VIII. TERMS OF PAYMENT

Onetime payment shall be processed within thirty (30) calendar days upon receipt of necessary attachments. Bank transfer fee shall be charged against the supplier's/creditor's account, if any.

I hereby certify to comply and deliver all the above requirements.

| Si | gnature over | Printed Name |
|----|--------------|---------------|
| | Position an | d Designation |
| | Е | Date |