



Republic of the Philippines
**GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE**

REQUEST FOR QUOTATION

**Date: 30 October 2025
RFQ No.: RFQ-AD-2025-014**

Company/Business Name: _____
Address: _____
Business/Mayor's Permit No.: _____
TIN: _____
PhilGEPS Registration Number (**required**): _____

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)**, through its Bids and Awards Committee (BAC), intends to procure the project **Preventive Maintenance of Air-conditioning Units for the GPPB – TSO Building** with an Approved Budget for the Contract of **Nine Hundred Fifty Thousand Pesos (PhP950,000.00)** through **Section 34 Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **5:00 PM of 5 November 2025**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

ATTY. MA. JOZZENNE CLAIRE M. BELTRAN-CARANDANG
Chairperson, Bids and Awards Committee
Government Procurement Policy Board – Technical Support Office Building,
Commonwealth Avenue, UP Diliman Campus, Quezon City
Telephone No. 02 5322 6222
Email: bacsec@gppb.gov.ph

Interested service provider shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- a. **Valid Mayor's/Business Permit**
- b. **PhilGEPS Registration Number**
- c. **Notarized Omnibus Sworn Statement** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. Template may access to this link: https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.pdf
- d. **Income/Business Tax Return**

The Head of the Procuring Entity (HoPE) of the GPPB-TSO reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the BAC Secretariat at 02 5322-6222 or send email to bacsec@gppb.gov.ph.

By the Authority of the Bids and Awards Committee:

ENGR. DIPHDALYN A. SALAZAR
Vice-Chairperson, Bids and Awards Committee



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 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 bacsec@gppb.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 e-mail 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 GPPB-TSO. 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 GPPB-TSO 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

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

Preventive Maintenance of Air-conditioning Units for the GPPB – TSO Building			
Minimum Technical Specifications	Quantity	Offered Technical Specification/ Service	Statement of Compliance (“Comply” or “Not Comply”)
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification			
PREVENTIVE MAINTENANCE OF AIR-CONDITIONING UNITS FOR THE GPPB – TSO BUILDING	1 Lot		
Indoor Units – 132 units <ul style="list-style-type: none"> • Model – Panasonic Ceiling Cassette and Wall-mounted Outdoor Units – 46 units <ul style="list-style-type: none"> • Model – Panasonic Variable Refrigerant Flow (VRF) <p>NOTE: <u>Please see/refer to attached Terms of Reference for additional details (Annex A)</u></p>			
*****nothing follows*****			

FINANCIAL OFFER:

Terms of Payment:

Payment shall be in accordance with the schedule of delivery through Land Bank's LDDAP-ADA/Bank Transfer Facility, within fifteen (15) days after receipt of billing and issuance of certificate of acceptance by end-user. In case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name (should be the exact account name as registered in the bank): _____

Bank 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.

Preventive Maintenance of Air-conditioning Units for the GPPB – TSO Building	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
Nine Hundred Fifty Thousand Pesos (PhP950,000.00)	In words:
	In figures:

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

TERMS OF REFERENCE

**PREVENTIVE MAINTENANCE OF AIR CONDITIONING UNITS FOR THE
GOVERNMENT PROCUREMENT POLICY – BOARD TECHNICAL SUPPORT
OFFICE BUILDING**

Technical Specifications

Details of Airconditioning Units		
Indoor Units	Model	"Panasonic" Ceiling Cassette and Wall- Mounted
	Quantity	132 units
Outdoor Units	Model	"Panasonic" Variable Refrigerant Flow (VRF)
	Quantity	46 units
Notes: For the detailed locations of the air conditioning units, please refer to the highlighted units in the attached aircon layout plan in "Annex A"		

1.0 Scope of Service

- a) The Service Provider (SP) shall conduct preventive maintenance on all indoor air-conditioning units located from the Ground Floor to the Fifth Floor, including the corresponding outdoor units installed on the roof deck of the Government Procurement Policy Board – Technical Support Office (GPPB-TSO) Building.
- b) Pre- and post-maintenance inspections¹, along with duly accomplished service reports and inspection findings, shall be submitted to and approved by the Building Administrator (BA)
- c) Preventive maintenance shall be performed on weekdays after office hours and weekends, unless otherwise directed and approved by the BA.
- d) The SP shall attend to trouble calls and emergency service requests free of charge, during both regular and off-business hours.
- e) The SP shall monitor all air-conditioning units to ensure adequate cooling in all office areas and confirm that units are in proper working condition after maintenance.
- f) The SP shall prevent any damage during maintenance. Any damage caused shall be repaired by the Service Provider at no additional cost to the GPPB-TSO.
- g) A real time digital monitoring system capable of tracking the maintenance status of all air-conditioning units shall be provided.
- h) The SP shall maintain cleanliness and orderliness at all maintenance sites and ensure the work area is left clean after each task.

¹ Pre and Post maintenance inspection shall be accompanied by supporting documents signed by the Building Administrator.

2.0 Duties and Responsibilities of Service Provider

- a) The SP shall provide all necessary labor, related preventive maintenance materials, tools, equipment, supervision, and support required for the preventive maintenance of the air-conditioning system. All tools and equipment must be in good working condition.
- b) The service accomplishment reports must align with pre-maintenance inspection reports, which must be signed and approved by the BA.
- c) The GPPB-TSO reserves the right to terminate the contract at any time should the service be found ineffective, without obligation to pay for unsatisfactory services rendered. License technician² shall be deployed on all preventive maintenance
- d) activities. Personnel must wear company uniforms and valid identification at all times.
- e) The SP shall exercise diligence to prevent illness, accidents, or injury. Any such incidents shall be the sole responsibility of the Service Provider, including all medical expenses.
- f) On-call services shall be provided at no additional cost for any unexpected air-conditioning malfunction from the Ground Floor to the Fifth Floor between the contract duration.
- g) The SP shall submit service reports to the BA, with photographs as necessary or upon request.
- h) Post-maintenance inspections must be conducted and documented to confirm the completion and quality of all maintenance activities.
- i) A designated Quality Control Supervisor shall visit the premises at least once a month or as requested to:
 - i. Coordinate with the BA in evaluating maintenance effectiveness.
 - ii. Provide Heating, Ventilation, and Air Conditioning (HVAC) recommendations based on unit conditions.
- j) The SP shall be responsible for preparing and maintaining the checklist form as outlined in Section 3.0 (Maintenance Plan Overview / Schedule of Requirements).

² Tesda NC II – RAC Servicing (PACU/CRE or DomRac).

3.0 Schedule of Requirements

Maintenance Schedule³

1 st Month	75 units	Location
Week 1	23 Units to be serviced	Roofdeck - Outdoor Units
Week 2	23 Units to be serviced	
Week 3	14 Units to be serviced	GF: All units
Week 4	15 Units to be serviced	Second Floor

2 nd Month	47 units	Location
Week 1	15 Units to be serviced	Second Floor
Week 2	12 Units to be serviced	Third Floor
Week 3	10 Units to be serviced	
Week 4	10 Units to be serviced	

3 rd Month	56 units	Location
Week 1	14 Units to be serviced	Forth Floor
Week 2	14 Units to be serviced	
Week 3	14 Units to be serviced	Fifth Floor
Week 4	14 Units to be serviced	

Quarterly Maintenance Schedule Breakdown:

Quarter	No. of Units	Location
1 st Quarter (3 Months)	178 Units	Ground Floor – 5 th Floor
2 nd Quarter (3 Months)	178 Units	

Maintenance Plan Overview

Outdoor Units:

1. Check and clean the evaporator unit, air filter, fan blades, vents, blower, condenser coil; and front grill assembly.
2. Check amperage and operating voltage of the units.
3. Lubricate fan motor bearing and other moving parts of the unit.
4. Check damper, knobs, thermostat, and selector switch.
5. Check and clean all electrical control and components (relay, overload connection, capacitor, etc) for any signs of wear or corrosion.
6. Check noise level and adjust to minimum.
7. Clean metal casing and sump.
8. Check suction and discharge operating pressures.
9. Check electrical for grounding, short and open circuits, rewire if necessary.
10. Remove and clean dust and grime build-up from evaporator and condenser coils.

³ The BA reserves the right to revise or alter the preventive maintenance schedule/location based on the operational needs and priorities of the GPPB-TSO.

11. Tighten any loose connections and check the integrity of the wiring and ensure proper insulation.
12. Measure refrigerant pressure and refill it necessary to maintain efficiency.
13. Listen for any unusual sounds from compressor, fan, or motor.
14. Inspect refrigerant levels and check for any visible signs of leakage.
15. Perform a visual inspection of the ducts to ensure there are no blockages, leaks, or damage.
16. Check the condensate drain pan and drain lines for any clogs or build-ups.
17. Run a system performance check to ensure the air conditioner is operating at optimal efficiency.

Indoor Units:

1. Check and clean the evaporator unit, air filter, fan blades, vents, and front grill assembly.
2. Calibrate thermostats to ensure correct temperature readings.
3. Check amperage and operating voltage of the units.
4. Lubricate fan motor bearing and other moving parts of the unit.
5. Clean drain pans and eliminate clogging.
6. Inspect and test leaks.
7. Check and clean all electrical control and components (relay, overload connection, capacitor, etc.) for any signs of wear or corrosion.
8. Check noise level and adjust to minimum.
9. Check suction and discharge operating pressures.
10. Check electrical for grounding, short and open circuits, tighten any loose connections and check the integrity of the wiring.
11. Addition of refrigerant to undercharged air conditioning units.
12. Listen for any unusual sounds from fan or motor.
13. Inspect refrigerant levels and check for any visible signs of leakage.
14. Check for unusual noises, odors, or vibrations.
15. Verify that the system is cooling properly and that temperature levels are as per the thermostat setting.
16. Check the condensate drain pan and drain lines for any clogs or build-ups.
17. Clear out any blockages to ensure water can drain properly.
18. Run a system performance check to ensure the air conditioner is operating at optimal efficiency.

4.0 Limitations of Responsibility

The SP will not cover preventive maintenance of the following facilities:

- a) Preventive maintenance shall not cover 6th floor and 7th floor indoor units together with its corresponding Variable Refrigerant Flow (VRF) units.
- b) Air- units serving the Data Center and Network Operating Server Room are also excluded from the scope.

5.0 Other Requirements

- a) The SP shall be liable for any property damage caused by personnel negligence and shall immediately replace or restore damaged items to prevent work disruption.
- b) In case of emergencies during preventive maintenance schedule (e.g., water interruption, power failure), the service provider must monitor the situation and report it immediately to BA.
- c) A standard checklist approved by the GPPB-TSO, along with monthly preventive maintenance documentation, shall be submitted.

- d) A complete record of reports and checklists must be maintained to track the history of each maintenance activity.
- e) GPPB-TSO through BA reserves the right to request personnel replacement in cases of unsatisfactory performance or misconduct, to avoid workflow disruption.
- f) The SP shall submit a list of at least five (5) similar projects, supported by necessary documentation.

6.0 Services standard

- a) The SP must have engaged in air conditioning maintenance for a minimum of Five (5) years, as evidenced by the necessary supporting documents.
- b) Personnel shall maintain professional conduct in all interactions with GPPB-TSO staff.
- c) Work shall be coordinated with the BA before starting and must not disrupt office operations unless it is an emergency.
- d) Cooperation with GPPB-TSO and Security Personnel is required to maintain security during maintenance work.
- e) Good housekeeping must be observed at all times; tools, machines, and work areas must be kept clean and orderly.

7.0 Contract Duration

The contract shall be valid for six (6) months starting from the date of issuance of the Purchase Order.

8.0 Payment Terms

- a) Payment shall be based on the actual number of air conditioning units serviced and may be made on a monthly or quarterly basis.
- b) Payment shall be made through Landbank's List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) or Bank Transfer Facility, within fifteen (15) calendar days after receipt of the billing statement and issuance of Inspection and Acceptance from the End-User. In case accounts maintained in other banks, bank transfer fees shall be chargeable against the creditor's account.
 - i. Banking Institution.
 - ii. Account Number
 - iii. Account Name (should be the exact account name as registered in the bank).
 - iv. Bank Branch.