REQUEST FOR QUOTATION

Date: 27 October 2026
RFQ No.: RFQ-AD-2026-040

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 Airconditioning Units for GPPB-TSO** with an Approved Budget for the Contract of **Ninety 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 30 October 2026,** subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

MARK KEVIN M. AGUILA
Building Administrator, Administrative Division
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. **PhilGEPS Organization ID**
b. **Mayor's Permit**
c. **Income Tax Return (ITR)**
d. **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 be accessed through this link: https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.gppb.gov.ph%2Fwp-content%2Fuploads%2F2025%2F08%2FNGPA_Omnibus-Sworn-Statement.docx&wdOrigin=BROWSELINK

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.

Digitally signed by Aguila Mark Kevin Montecillo
Date: 2026.10.26 09:40:59 +08'00'

MARK KEVIN M. AGUILA
Building Administrator, Administrative Division

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 Republic Act (RA) No. 12009 and its Implementing Rules and Regulations (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 Units of Airconditioning Units for GPPB-TSO			
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 Airconditioning Units for GPPB-TSO **<u>Technical Specification</u>** Location: Indoor Units Ceiling – 122 Units Wall Split Type – 32 Units Duct Type – 3 Units Precision Air Conditioning Unit (PACU) – 3 Units Location Outdoor Units Variable Refrigerant Flow – 28 Units PACU Outdoor Condensing Units – 3 Units **Scope of Services:** a) The Service Provider (SP) shall conduct preventive maintenance on all indoor air-conditioning units located from the Ground Floor to the Seventh 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 inspections[1], 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.	**1 lot**		

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) The SP shall maintain cleanliness and orderliness at all maintenance sites and ensure the work area is left clean after each task. **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 technician[2] shall be deployed on all preventive maintenance activities. Personnel must wear company uniforms and valid identification at all times. d) 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. e) On-call services shall be provided at no additional cost for any unexpected air-conditioning malfunction from the Ground Floor to the Seventh Floor between the contract duration. f) The SP shall submit service reports to the BA, with photographs as necessary or upon request.			

g) Post-maintenance inspections must be conducted and documented to confirm the completion and quality of all maintenance activities. h) 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. iii. The SP shall be responsible for preparing and maintaining the checklist form as outlined in Section 3.0 (Maintenance Plan Overview / Schedule of Requirements). **Contract Duration:** The contract shall be valid for nine (9) months starting from the date of issuance and confirmation of Purchase Order (PO). **Confidentiality:** The SP shall keep all building plans, drawings, layouts, and related technical information provided by the GPPB-TSO confidential and use them solely for performing services under this Contract. Access shall be limited to authorized personnel directly involved in the services, and reproduction or disclosure to third parties shall require prior written authorization from the GPPB-TSO, except as required by law. The SP shall safeguard all copies, immediately report any loss or unauthorized access or disclosure to the BA, and return the materials and securely delete or destroy retained copies upon contract completion, termination, or request, except those legally required to be retained. These confidentiality obligations shall remain effective after the Contract ends. **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 thirty (30) 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. *The other terms and conditions are set forth in the attached Terms of Reference (TOR), which forms an integral part of the procurement documentation for this project.*			
********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 thirty (30) 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 Airconditioning Units for GPPB-TSO	
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.

TERMS OF REFERENCE
(RFQ-AD-2026-040)

Detailed Technical Specifications for

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

Technical Specifications

Details of Airconditioning Units		
Location	**Particulars**	**Quantity**
Indoor Units	Ceiling Cassette	122 Units
	Wall Split Type	32 Units
	Duct Type	3 Units
	Precision Air Conditioning Unit (PACU)	3 Units
Outdoor Units	Variable Refrigerant Flow	28 Units
	PACU outdoor condensing units	3 Units
Notes: *For the detailed locations of the air conditioning units, please refer to the attached plan provided.*		

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 Seventh 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 inspections[1], 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.

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

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) The SP shall maintain cleanliness and orderliness at all maintenance sites and ensure the work area is left clean after each task.

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 technician[2] shall be deployed on all preventive maintenance activities. Personnel must wear company uniforms and valid identification at all times.

d) 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.

e) On-call services shall be provided at no additional cost for any unexpected air-conditioning malfunction from the Ground Floor to the Seventh Floor between the contract duration.

f) The SP shall submit service reports to the BA, with photographs as necessary or upon request.

g) Post-maintenance inspections must be conducted and documented to confirm the completion and quality of all maintenance activities.

h) 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.

i) 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 Schedule[3]

1st Month	59 units	Location
Week 1	14 Units to be serviced	Roof deck – VRV/VRF outdoor units, first batch
Week 2	17 Units to be serviced	Remaining 14 VRV/VRF outdoor units and 3 PACU outdoor condensers
Week 3	14 Units to be serviced	Ground Floor – all scheduled AC units
Week 4	14 Units to be serviced	Second Floor – First Batch

2nd Month	62 units	Location
Week 1	13 Units to be serviced	Second floor – remaining units
Week 2	17 Units to be serviced	Third floor – first batch
Week 3	18 Units to be serviced	Third floor - Remaining units, including 3 PACUs
Week 4	14 Units to be serviced	Fourth floor – first batch

3rd Month	70 units	Location
Week 1	14 Units to be serviced	Fourth Floor – remaining units
Week 2	14 Units to be serviced	
Week 3	14 Units to be serviced	Sixth Floor – 24 Units
Week 4	28 Units to be serviced	Seventh Floor – 4 Units

Quarterly Maintenance Schedule Breakdown:

Quarter	No. of Units	Location
1st Quarter (3 Months)	191 Units	Ground Floor – 7th Floor
2nd Quarter (3 Months)	191 Units	

[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.

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.
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.
19. Calibrate time and date settings on controllers

4.0 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.

5.0 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.

6.0 Contract Duration

The contract shall be valid for nine (9) months starting from the date of issuance and confirmation of Purchase Order (PO).

7.0 Confidentiality

The SP shall keep all building plans, drawings, layouts, and related technical information provided by the GPPB-TSO confidential and use them solely for performing services under this Contract. Access shall be limited to authorized personnel directly involved in the services, and reproduction or disclosure to third parties shall require prior written authorization from the GPPB-TSO, except as required by law. The SP shall safeguard all copies, immediately report any loss or unauthorized access or disclosure to the BA, and return the materials and securely delete or destroy retained copies upon contract completion, termination, or request, except those legally required to be retained. These confidentiality obligations shall remain effective after the Contract ends.

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 thirty (30) 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.