



## REQUEST FOR QUOTATION

### SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR OF TOSHIBA VRF AIROCONDITONG SYSTEMS FOR THE 3<sup>RD</sup> FLOOR OF ERLSD BUILDING

#### RFQ NO. EMB-SVP-GOODS-ERLSD-2022-009

1. The *Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB)* hereinafter referred to as the “*Purchaser*” now requests for submission of price quotations for the procurement of the aforesaid items described in the Technical Specifications/Scope of Works/Terms of Reference.

No.	Description	QTY/UOM	Unit Price	ABC
1	<b>Supply of Labor and Materials for the Repair of Toshiba VRF Airocnditioning Systems for the 3<sup>rd</sup> Floor of ERLSD Building</b>	1 lot		<b>950,000.00</b>
	Replacement of defective PCB boards for the four (4) VRF units (Outdoor Units)	4 lots		
	Replacement of brand-new compressors with rating and specifications the same as the existing for the four (4) VRF units (Outdoor Units)	4 lots		
	Check-up and Repair of all the minor parts of the VRF units such as but not limited to the fan motors, control wirings, and electrical systems	6 lots		
	System Reprocessing and other processes necessary for the complete functionality of the VRF Systems	6 lots		
	General cleaning of all the units and charging of new refrigerants	6 lots		
	Check-up and Repair of all the defective parts of the Fan Coiled Units (FCUs) or indoor units.	26 units		
	Testing and Commissioning	1 lot		

2. A set of technical requirements is provided in Attachment/s. Item/s listed under the *Purchaser’s Technical Specifications/Terms of Reference* must be complied with on a pass-fail basis. *Failure to meet any one of the requirements may result in the rejection of the quotation.* The Approved Budget for this contract is **PhP 950,000.00.**
3. Bidding procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act 9184.

4. It is the intent of the Purchaser to evaluate the bid/quotation on a **lot basis**, and an award will be made to the bid/quotation or combination of quotations resulting in the lowest evaluated quotation meeting the Purchaser's technical specifications.
5. **Quotations in two (2) copies (one (1) original and one (1) certified true copy)** must be delivered at the address below on or before **August 2, 2022, at 10:00 a.m.**

**EMB, AFMD-BAC SECRETARIAT**

Department of Environment and Natural Resources

Environmental Management Bureau

Ground Floor, EMB Administrative Bldg., (formerly HRDS Bldg.),

DENR Compound, Visayas Avenue, Diliman, Quezon City

6. Prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental costs to the delivery site/s if the contract is awarded.
7. Bid/quotation submission shall be typewritten and must be placed in a sealed envelope marked as **SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR OF TOSHIBA VRF AIROCONDITONG SYSTEMS FOR THE 3RD FLOOR OF ERLSD BUILDING UNDER EMB-SVP-GOODS-ERLSD-2022-009.**

Sealed bids must be **hard copy** forwarded to the above-cited address. Submission must be on or before the indicated date and time. **Late bids and proposals above the ABC shall be automatically disqualified.**

8. Bids/quotations shall be valid for ninety (90) calendar days from the deadline of submission of bids.
9. The delivery or completion period shall be within **ninety (90) calendar days after the receipt of the Notice to Proceed.** The supplier must inform the Purchaser at least three (3) days before the date of delivery. The delivery will be made only during working days and hours.
10. Delivery Sites:

**Environmental Management Bureau**

Ground Floor, EMB Administrative Bldg., (formerly HRDS Bldg.),

DENR Compound, Visayas Avenue, Diliman, Quezon City

Attention: EMB BAC Secretariat

11. The applicable rate for late deliveries is one-tenth (1/10) of one (1) percent of the cost of the unperformed portion of the contract for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of the contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the contract amount, the Purchaser shall rescind the contract without prejudice to other courses of action and remedies open to it.
12. The Purchaser reserves the right to accept or reject any quotation, and to annul the bidding/shopping process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder/bidders. The Purchaser also reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall functionality of the material and the capability of the supplier to perform the contract.
13. Participating service provider/s must abide by the existing health, safety, environment, quality and other related laws and procedures as prescribed by the Philippine Government.

14. The prospective bidder shall submit the following: (Please refer to item no. 2 for reference)
- a) Quotation Form with bid price and Technical Specifications;
  - b) Mayor's/Business Permit;
  - c) PhilGEPS Registration number/Proof of PhilGEPS Registration; and
  - d) Tax Clearance or Annual Income Tax Return
15. Omnibus Sworn Statement- must be submitted on or before issuance of Contract of Agreement.

July 26, 2022

**ENGR. ESPERANZA A. SAJUL**  
BAC Chairperson



Republic of the Philippines Department of Environment and Natural Resources ENVIRONMENTAL MANAGEMENT BUREAU  <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 1	<b>SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR OF TOSHIBA VRF AIROCNDITIONG SYSTEMS FOR THE 3<sup>RD</sup> FLOOR OF ERLSD BUILDING</b>		Quantity: 1 LOT
Country of Origin:		Brand/Model:	
All items listed under the purchasers' specifications must be complied on a pass-fail basis. Failure to meet any one of the requirements may result to rejection.			
QTY	UOM	Purchaser's Specifications	Bidder's Specifications
1	LOT	<b>SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR OF TOSHIBA VRF AIROCNDITIONG SYSTEMS FOR THE 3<sup>RD</sup> FLOOR OF ERLSD BUILDING</b>	
4	Lots	Replacement of defective PCB boards for the four (4) VRF units (Outdoor Units)	
4	Lots	Replacement of brand-new compressors with rating and specifications the same as the existing for the four (4) VRF units (Outdoor Units)	
6	Lots	Check-up and Repair of all the minor parts of the VRF units such as but not limited to the fan motors, control wirings, and electrical systems	
6	Lots	System Reprocessing and other processes necessary for the complete functionality of the VRF Systems	
6	Lots	General cleaning of all the units and charging of new refrigerants	
26	Units	Check-up and Repair of all the defective parts of the Fan Coiled Units (FCUs) or indoor units.	
1	Lot	Testing and Commissioning	

**Name of company** : \_\_\_\_\_  
**Postal address** : \_\_\_\_\_  
**Email address** : \_\_\_\_\_  
**Telephone & Fax No.** : \_\_\_\_\_  
**Signature over printed name** : \_\_\_\_\_  
**Designation** : \_\_\_\_\_



Department of Environment and Natural Resources  
**ENVIRONMENTAL MANAGEMENT BUREAU**  
 DENR Compound, Visayas Avenue, Diliman, Quezon City 1116  
 Tel.Nos. (632)8539-4378; Mobile Nos. 0939 919 2804; 0939 908 5460  
 Website: [www.emb.gov.ph](http://www.emb.gov.ph) Email: [recordsco@emb.gov.ph](mailto:recordsco@emb.gov.ph)



Management System  
 ISO 9001:2015  
 ISO 14001:2015  
 www.tuv.com  
 ID 910602227



Subject : **TERMS OF REFERENCE**

Project: **Supply of Labor and Materials for the Repair of Toshiba VRF Airconditioning Systems for the 3rd Floor of ERLSD Building**

Location: DENR Compound, Visayas Avenue, Brgy. Vasra, Quezon City and National Ecology Center, East Avenue, Quezon City

#### **I. GENERAL SCOPE OF WORKS**

- a. Replace all the defective Printed Circuit Boards (PCB) of the four (4) VRF units (Outdoor units)
- b. Replace defective compressors with brand-new ones with rating and specifications the same as the existing for the four (4) VRF units (Outdoor Units)
- c. Check-up and Repair of all the minor parts of the VRF units such as but not limited to the fan motors, control wirings, and electrical systems.
- d. Perform system reprocessing and other processes necessary for the complete functionality of the VRF Systems.
- e. Check-up and Repair all the defective parts of the Fan Coiled Units (FCUs) or indoor units.
- f. Perform general cleaning on all units and charge them with new refrigerants.
- g. Perform all minor repair works and replace minor parts for the complete functionality of ACUs.
- h. Submit Testing and Commissioning Report and Warranty Certificate

#### **II. INSTALLATION**

- The Contractor shall be responsible for all required materials needed in the installation, equipment and personnel to manage, administer, and supervise the project. All workmanship shall be of good quality and performed in a skillful manner as determined by the supervisor in charge.
- Refrigerants must be reclaimed in proper containers. No refrigerant may be evacuated into the atmosphere.
- The Contractor is responsible for the proper disposal of units and materials removed from the building.
- Equipment and materials shall be carefully handled, properly stored, and adequately protected to prevent damage before and during installation, in accordance with the manufacturer's recommendations. Damaged or defective items shall be replaced. The contractor will be responsible for security of all materials and equipment.

- The Contractor shall at all times keep the work area free from accumulation of waste materials. Upon completing construction, the Contractor shall remove all temporary facilities and leave the project site in a clean and orderly condition acceptable to the authorized representative of EMB.

**III. TESTING**

- Check the line voltage before energizing the power.
- Switch ON The power.
- Verify the proper orientation of the compressor.
- Measure the current drawn and record them.
- Verify the proper operation of the thermostat, supply air temperature.
- Check for abnormal noise and vibration on start-up. Rectify as/if required.
- After about an hour operation, check that all nuts/bolts, screws, clamps, etc. are tight and secure for external units.
- Compressor current and cooling temperature shall be tested and demonstrated.
- Run equipment, observe its operation, and read instruments and gauges, including Volt-ohm meters;
- Find out temperature gauges and adjust mechanisms, including valves, pumps and controls to direct levels of fluid, temperature, and pressure.
- Record the name plate data of the ACUs in the commissioning data sheet.
- Record the ampere or voltage drawn by the compressor or fan of the outdoor unit.
- Record the refrigerant pressure of the outdoor units.
- Ensure compliance to the manufacturer's instruction as applicable.
- Water drain shall be checked by flowing water

**IV. Acceptance**

- Acceptance shall be based on the testing, performance demonstration and satisfactory working of ACUs

**V. Others**

- The contractor must comply to the code of conduct at all times in providing their services.
- Workers must observe proper decorum in performing the installation.
- Workers must minimize the noise especially when performing works during office hours.
- Workers must wear proper uniform and PPE while working in the EMB premises such as face masks and/or face shields.
- Workers must check in and out in the guard's desk before and after working.

## **OTHER REQUIREMENTS**

### **1. Quotation Submission Requirements**

- Supplier must submit a duly accomplished and signed Price Quotation, and Supplier's line by line Technical Specifications compliance;
- Supplier must accomplish/fill all required pages to facilitate documentation;
- Supplier must be PhilGEPS registered;
- Business Permit/License Permit;
- Tax Clearance or Annual Income Tax Return;
- Supplier must comply with the Scope of Work; and
- Failure to follow the above requirements may result in outright rejection of submitted quotation/s; and

### **2. Evaluation and Awarding of Quotation**

- a. The Purchaser will evaluate and compare the offers, which have been determined as responsive pursuant to the completeness of the purchaser requirements
- b. Compliance to the technical specifications
- c. Awards shall be made to the lowest evaluated and responsive quotation.
- d. Submission of requirements containing false information or falsified documents that contain false information or concealment of such information in order to influence the outcome of eligibility screening or any other stage of the procurement process may result in Blacklisting Guidelines as provided in the IRR of RA 9184.

### **3. Terms of Payment**

- 100% of the contract price will be paid upon verification/inspection and acceptance of the services in compliance to existing government auditing and accounting procedures.

**QUOTATION FORM**

Date: \_\_\_\_\_

**Attention: AFMD-BAC Secretariat**

Environmental Management Bureau  
 G/Floor, EMB Administrative Bldg., (formerly HRDS Bldg.),  
 DENR Compound, Visayas Avenue, Diliman, Quezon City

- 1) Having examined the subject Request for Quotation (RFQ) including the Technical Specifications, we, the undersigned offer to supply and deliver the following:

NO.	Description	Delivery Site	Qty	UOM	Unit Price	Total Price
1	<p><b>SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR OF TOSHIBA VRF AIRCONDITIONING SYSTEMS FOR THE 3RD FLOOR OF ERLSD BUILDING</b></p> <p>Replacement of defective PCB boards for the four (4) VRF units (Outdoor Units)</p> <p>Replacement of brand-new compressors with rating and specifications the same as the existing for the four (4) VRF units (Outdoor Units)</p> <p>Check-up and Repair of all the minor parts of the VRF units such as but not limited to the fan motors, control wirings, and electrical systems</p> <p>System Reprocessing and other processes necessary for the complete functionality of the VRF Systems</p> <p>General cleaning of all the units and charging of new refrigerants</p> <p>Check-up and Repair of all the defective parts of the Fan Coiled Units (FCUs) or indoor units.</p> <p>Testing and Commissioning</p>	<p>EMB Central Office DENR Compound, Visayas Avenue, Diliman, Quezon City</p>	<p>1</p> <p>4</p> <p>4</p> <p>6</p> <p>6</p> <p>6</p> <p>26</p> <p>1</p>	<p>LOT</p> <p>Lots</p> <p>Lots</p> <p>Lots</p> <p>Lots</p> <p>Units</p> <p>Lot</p>		

- 2) We undertake, if our Quotation or bid is accepted, within **ninety (90) calendar days after the receipt of the Notice to Proceed.**



- 3) We agree to abide by this Quotation/bid for a period of ninety (90) days after the deadline of submission specified in the RFQ.
- 4) We understand that payment for items delivered will be made to the winning supplier after the inspection and acceptance of goods delivered.

**Name of company** : \_\_\_\_\_

**Postal address** : \_\_\_\_\_

**Email address** : \_\_\_\_\_

**Telephone & Fax No.** : \_\_\_\_\_

**Signature over printed name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project

Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*