



**REQUEST FOR QUOTATION NO.: 2022-05-020**

Date: May 30, 2022

**Procurement Title** : Supply and Delivery of Annual Service Preventive Maintenance of various Air-conditioning units of CFO for CY 2022 to FY 2023.

**Purchase Request No.** : 2022-05-043

**Approved Budget for the Contract** : PhP 257,000.00 Vat Inclusive

Sir/Madam:

The Commission on Filipinos Overseas invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. Quotations must be placed in **TWO (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope (COPY 1) should contain copies of the documents. Please submit your sealed envelopes at the **2nd floor, Administrative and Finance Division, New Golden City Builders Building, 1388 F. Icasiano St. cor. F. Gernale St. Paco, Manila** on or before **June 03, 2022, 10:00 A.M.**

**I. General Terms and Condition:**

1. Quotations should be addressed to the CFO Bids and Awards Committee and must be placed in **two (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope should contain copies of the documents;
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
3. Quotations should be inclusive of all cost and applicable taxes;
4. The following documents should be submitted **along with the sealed quotation**:
  - PhilGEPS Registration Number/Certificate;
  - Mayor's/Business Permit;
  - BIR Form 2303 Certificate;
  - SEC or DTI Certificate;
  - Notarized Omnibus Sworn Statement;
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.





Republic of the Philippines • Office of the President  
**COMMISSION ON FILIPINOS OVERSEAS**  
KOMISYON SA MGA FILIPINO SA IBAYONG DAGAT



COMPANY NAME : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
PhilGEPS REGISTRATION No.: \_\_\_\_\_ VALID UNTIL: \_\_\_\_\_

ITEM DESCRIPTION	TOTAL COST (VAT INCLUSIVE)	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/ OFFER AMOUNT (VAT INCLUSIVE)
<p>Supply and Delivery of Annual Service Preventive Maintenance of various Air-Conditioning units of CFO for CY 2022 to 2023.</p> <p>Scope of Work:</p> <ul style="list-style-type: none"><li>➤ Mobilization and Preparation of equipment/tools intended for completion of work.</li><li>➤ General Cleaning of external surface of evaporator coil and condensing units.</li><li>➤ General Cleaning of Air Filters, condensing Fan and Motor Blade, Evaporator Blower.</li><li>➤ Cleaning Drainage System (De-Clogging)</li><li>➤ Checking of fan motor bushing and bearing, shafting of alignment.</li><li>➤ Re-Tightening of mounting brackets, bolts and screw if needed.</li><li>➤ Checking and perform minor adjustment of minor parts and accessories, if necessary.</li><li>➤ Checking of any refrigerant leaks, oil leaks and amperes reading.</li><li>➤ Energizes the unit, check parameters and observation.</li><li>➤ Site Clean-Up and De-mobilization of tools and equipment.</li><li>➤ NOTE: MUST HAVE AN On-call Technician.</li><li>➤ Submit quarterly report before leaving the area.</li></ul> <p>TYPE OF AIRCONDITION</p> <ul style="list-style-type: none"><li>➤ Window Type Air-condition - 11 units</li><li>➤ Floor Mounted Type Air-condition - 18 units</li><li>➤ Ceiling Mounted Type Air-condition - 5 units</li><li>➤ Wall/Split Type Air-condition - 29 units</li><li>➤ Cassette Type Air-condition - 2 units</li><li>➤ QUARTERLY PAID AMOUNTING of <b>Php 64,250.00</b></li></ul>	PhP 257,000.00	<b>PhP 257,000.00</b>	

After careful evaluation of the General Terms and Conditions, Technical Specifications, and Schedule, I/WE hereby accept and submit our quotation based on the items and prices above.



Management  
System  
ISO 9001:2015  
www.tuv.com  
ID 118843362



Tel: (+632) 552-4700 (connecting all depts.) • Fax: (+632) 561-8332  
Email: [info@cfo.gov.ph](mailto:info@cfo.gov.ph) • Website: [cfo.gov.ph](http://cfo.gov.ph) • Facebook: [commissiononfilipinosoverseas](https://www.facebook.com/commissiononfilipinosoverseas)  
Citigold Center, 1345 President Quirino Avenue cor. President Osmeña Highway, Manila 1007, Philippines



The CFO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

\_\_\_\_\_  
Signature over printed name (Owner/Authorized Representative)

Telephone/Mobile No.: \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Date : \_\_\_\_\_

For Further information, please refer to:

**KEESHIA MAE L. ACEDERA**  
Procurement Officer

Email: [bac.secretariat@cfo.gov.ph](mailto:bac.secretariat@cfo.gov.ph)  
Tel. No: [8552-4792](tel:8552-4792)