



REQUEST FOR QUOTATION

Labor for Repair and Maintenance of Air-conditioning Units of Various Offices at MinSU Main Campus

JOR No: 23-020

RFQ No. 2023-107

ABC Amount: Php 81,150.00

Company Name : _____

Address : _____

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the address stated in the last page.

NEMESIO H. DAVALOS, Ph.D.

BAC Chairperson

- Note:
1. All entries must be typewritten.
 2. Delivery Period within ___calendar days.
 3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
 4. Price validity shall be a period of 30 calendar days.
 5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.
 6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
 7. Mode of delivery: [Pick-up (Schedule) [Door to Door Delivery

| Item No. | Unit | ITEM AND DESCRIPTION | QTY. | UNIT PRICE | TOTAL AMOUNT |
|----------|------|---|------|------------|--------------|
| | | Human Resource (Admin Office) Air-con | | | |
| 1 | pc | Human Resource (Admin Office) Air-con Ordinary , installation of unit, install copper pipes (10ft), insulation, wrap around, drainage, replace flare knot 3/8 & 1/4, outdoor bracket, screws & tocks. | 1 | | |
| 2 | pc | Leak test, Flushing of system, vacuum & system reprocess recharging refrigerant | 1 | | |
| | | Engineering Office (Faculty and laboratory Room)-2 units- Windows air-con | | | |
| 3 | pc | 2 units - General Cleaning | 1 | | |
| 4 | pc | 1-unit replace Capacitor | 1 | | |
| | | Auditorium- 2-units-Floor -Mounted Air-con & 1-unit split type Air-con Inverter | | | |
| 5 | pc | 2 units-Floor Mounted Air-con, repair leak test, flushing of system, vacuum & system recharging of refrigerant | 1 | | |
| 6 | pc | 1 unit Split Type Air-con repair leak test, flushing of system, vacuum & System reprocess recharging of refrigerant | 1 | | |
| | | ASTEER Building (Research Office) 2-units Split Type Air-con Inverter | | | |
| 7 | pc | 2-units General Cleaning | 1 | | |
| 8 | pc | 1-unit repair leak test, flushing of system, vacuum & system reprocess, | 1 | | |
| | | Recharging of Refrigerant | | | |
| 9 | pc | 1-unit Additional refrigerant | 1 | | |
| | | Registrar Office (Admin Office)- 1-Floor Mounted Air-con & 2 units Window Type Air-con | | | |



| | | | | | |
|----|----|---|---|--|--|
| 10 | pc | 1-unit F/M general cleaning, additional refrigerant, replace magnetic contractor & Capacitor | 1 | | |
| 11 | pc | 2-units W/A general cleaning | 1 | | |
| | | AGRI-ECO (Conference Room) 2-units Floor Mounted Air-con | | | |
| 12 | pc | 2-units General Cleaning | 1 | | |
| 13 | pc | 1-unit F/M replace capacitor & system reprocess recharging refrigerant | 1 | | |
| | | Computer Laboratory Room (c/o Harold Bangalisan)- 1 unit Window Type Air-con | | | |
| 14 | pc | General Cleaning & replace fan capacitor | 1 | | |
| | | ASTEER Building (DRRM Office c/o Engr. Wilma de los Santos)- 1-unit Window Type Air-con | | | |
| 15 | pc | General Cleaning & replace fan capacitor | 1 | | |
| | | Human Resource (Admin Office) Air-con | | | |
| 1 | pc | Human Resource (Admin Office) Air-con Ordinary , installation of unit, install copper pipes (10ft), insulation, wrap around, drainage, replace flare knot 3/8 & 1/4, outdoor bracket, screws & tocks. | 1 | | |
| 2 | pc | Leak test, Flushing of system, vacuum & system reprocess recharging refrigerant | 1 | | |
| | | Engineering Office (Faculty and laboratory Room)-2 units- Windows air-con | | | |
| 3 | pc | 2 units - General Cleaning | 1 | | |
| 4 | pc | 1-unit replace Capacitor | 1 | | |
| | | Auditorium- 2-units-Floor -Mounted Air-con & 1-unit split type Air-con Inverter | | | |
| 5 | pc | 2 units-Floor Mounted Air-con, repair leak test, flushing of system, vacuum & system recharging of refrigerant | 1 | | |
| 6 | pc | 1 unit Split Type Air-con repair leak test, flushing of system, vacuum & System reprocess recharging of refrigerant | 1 | | |
| | | ASTEER Building (Research Office) 2-units Split Type Air-con Inverter | | | |
| 7 | pc | 2-units General Cleaning | 1 | | |
| 8 | pc | 1-unit repair leak test, flushing of system, vacuum & system reprocess, | 1 | | |
| | | Recharging of Refrigerant | | | |
| 9 | pc | 1-unit Additional refrigerant | 1 | | |
| | | Registrar Office (Admin Office)- 1-Floor Mounted Air-con & 2 units Window Type Air-con | | | |
| 10 | pc | 1-unit F/M general cleaning, additional refrigerant, replace magnetic contractor & Capacitor | 1 | | |
| 11 | pc | 2-units W/A general cleaning | 1 | | |



General Conditions

1. Quotations and other requirements stated below shall be submitted to the **Bids and Awards Committee (BAC) Office, Mindoro State University -Main Campus, Alcate, Victoria, Oriental Mindoro**, Philippines on the date and time stated in this RFP.
2. Supplier shall submit the following requirements:
 - a. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
 - b. PhilGEPS Registration
 - c. Valid Mayor's/Business Permit
 - d. Omnibus Sworn Statement
 - e. BIR Certificate of Registration
 - f. Latest Income/Business Tax Return
 - g. TAX Clearance
 - h. DTI Registration/SEC Certificate
 - i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

Price validity shall be 30 calendar days from the deadline of submission of quotation.

Ocular Inspection

Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and/or TWG Inspections of the BAC prior to the award.

Award

The supplier that submitted the lowest calculated responsive quotation, and passed the inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract.

Evaluation of Quotations

Quotations shall be compared and evaluated of the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Item & Description Requirements
3. Price

Instructions

1. Supplier shall be responsible for the source(s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in MinSU or any of MinSU campuses future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.
3. All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment.

Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

Payment

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.