

ANNEX "A"

Price Proposal Form

Date: _____

Mr. Arnold B. Villegas

Chairperson, BAC-PGS

PMO NCR South, Gate 1, South Harbor,

Port Area, Manila, NCR

Sir:

After having read and examined the Request for Quotation RFQ No. 2022.04.012, the receipt of which is hereby duly acknowledged, the undersigned offer for the **PROCUREMENT OF SERVICE PROVIDER FOR QUARTERLY PREVENTIVE MAINTENANCE OF AIR-CONDITIONG UNITS OF PPA PMO NCR South**. In conformity with the said Request for Quotation for the sum stated hereunder:

Item No. / Lot No.	Total Quantity (A)	Item Description (Agency's Minimum Technical Specifications and Requirements)	Approved Budget for the Contract (ABC)	Statement of Compliance		Bidder's Offer		
				YES	NO	Brand Name, Model, and Other Remarks	Unit Price (B)	Total Amount per Item (AxB)
1	LOT	Procurement of Service Provider for Quartely Preventive Maintenance for Air-conditioning Units of PMO NCR South (Base port and TMO Pasig)	PHP 300,000.00					

We undertake, if our Proposal is accepted, to perform the services/deliver the goods as identified in the Terms and Conditions.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and your Notice of Award or Purchase Order, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed name

Office Telephone / Mobile No.

Emai Address/es

REQUEST FOR QUOTATION

Kind of Procurement Activity:		SMALL-VALUE PROCUREMENT	
Deadline of Submission of Bids:		Wednesday, April 13, 2022, 10:00 AM	
RFQ No.:	22-04-0012	Date:	April 02, 2022
PR No.:	SH-6495-22	Date:	March 14, 2022

Philippine Ports Authority-PMO NCR South (PMO NCS), through its Bids and Awards Committee (BAC-PGRS), intends to engage the services of Bidder/Supplier/Contractor for the Procurement of Service Provider for Quarterly Preventive Maintenance for Airconditioning Units of PMO NCR South (Base port and TMO Pasig), in accordance with Section 53.9 (Small Value Procurement) of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The ABC (Approved Budget for the Contract) for the project is Three Hundred Thousand Pesos only in words and PHP 300,000.00 in figures.

TYPE	QUANTITY	UOM	ABC (In Peso)
WINDOW TYPE	21	Units	PHP 700.00 per unit
UNDER CEILING TYPE	5	Units	PHP 1,650.00 per unit
CEILING CASSETTE TYPE	35	Units	PHP 1,950.00 per unit
WALL MOUNTED	29	Units	PHP 1,650.00 per unit

Please quote your best offer for the Item(s) described above subject to the Terms and Conditions provided herein (please see attached Terms of Reference). Submit your quotation duly signed by you or your authorized representative not later than **13 April 2022 at 3:00 PM**. Copies of the eligibility documents shall be submitted with your proposal:

- 2022 Mayor's/Business Permit
- DTI Certificate / SEC (Securities and Exchange Commission) Registration
- Tax Clearance
- BIR 2303
- PhilGEPS membership certificate or PhilGEPS Registration Number

The winning Bidder/Supplier shall accomplish a notarized Omnibus Sworn Statement and submitted prior to the issuance of Notice of Award.

Quotations may be submitted via a.) electronic mail at afdejesus@ppa.com.ph, or b.) delivering documents to Supply Unit-Administrative Section. For further inquiries, you may contact +63 2 8522-4009 or 63 2 8525-5264 local 512

Respectfully,


ARNOLD B. VILLEGAS
 BAC Chairperson-PGRS

TECHNICAL SPECIFICATIONS

Philippine Ports Authority

Port Management Office NCR South

Item No. 1	Service Provider for Preventive Maintenance of Air-Conditioning Units	Qty. 1	Unit Lot	ABC (In Phil. Peso) Php300,000.00
SPECIFICATIONS		STATEMENT OF COMPLIANCE		
I. GENERAL REQUIREMENT The work required is the supply of labor, materials, tools, and equipment necessary to carry out the Preventive maintenance of Air-conditioning Units in the Port Management Office of NCR South and its Terminal Office, which include inspection, assessment, general cleaning, and recommendations to enhance the performance of the equipment.				
II. SCOPE OF WORK A. Quarterly Preventive Maintenance/General Cleaning of Air-Conditioning Units (ACU) must include, but not limited to: 1. One time check-up and standard preventive maintenance of all air-conditioning units including all internal components as prescribed by the equipment manufacturer. 2. General cleaning of air filter, evaporator and condenser coil, blower wheel, propeller blade, drain pan, and pump, and cabinet assembly. 3. Wiping of housing with stain remover.				

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| <ol style="list-style-type: none">4. Straightening of dented fins5. Inspection and cleaning of the following:<ul style="list-style-type: none">➤ Base pan for restricted drain opening (remove obstruction as necessary)➤ Coiling coils and cabinet as needed (use power spray)➤ Fan motor and fan blades for wear and damage, lubricates as needed➤ Check-up of unit for abnormal noise and vibration of the unit➤ Condenser coil (with pressure washer)➤ Drain line (flushing)➤ Check-up of electrical controls, and all other internal components of the units6. Greasing and lubrication of bearing and other moving parts or rotating parts, as needed7. Application of predictive maintenance by gathering operating parameters such as suction and discharge pressure, temperatures, system voltage, and current.8. Check-up of the controls, compressor motor, including electrical components, electrical wiring, and tightening of electrical terminals | |
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| <ol style="list-style-type: none">9. Testing for leaks on pipe assembly, including coil assembly of the unit10. Check-up of the voltage supply, full load/load currents and phase sequence of the electrical power supply11. Check-up of the pressure of the compressor and refrigerant on the system and replenishment of the same, if necessary12. General service and inspection of all the components of the air-conditioning system13. Inspect the drain line and de-clogging of the drain line, drain pump, and drain pan of the air-con units14. Use compressed air for drying of internal components15. Check-up and repair of equipment corrosion, derust, which include preparation with primer and repainting of affected parts16. Assembly and start up17. Check-up of all moving parts such fan motor bearing/bushing and shafting evaporator blowers and blade, and recommendation of repair/replacement of parts, if necessary18. Submit test sheets and inspection report prepared and signed by the air-con technician, indicating his findings, diagnosis, and recommendations. Gather data, including voltage, | |
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amperes pressure for the gas coolant, temperature, room temperature and necessary data remarks, as needed

19. On recommendation for spare parts replacement, like magnetic contactors, capacitors, temperature sensor, compressor and other related parts that should be undertaken and submission if complete item specifications and price quotation that may be used as reference (cost of labor and materials) within two (2) days upon detection of defects, after every conduct of regular inspections, the service payment shall be on a send-bill basis
20. Any additional work not mentioned in the foregoing items shall be billed separately.
21. Cleaning of working area and cleaning site
22. The Preventive Maintenance Service Provider must have a Mechanical Engineer in the roster of personnel.
23. Submission of Quarterly Report to Property & Supply unit. Detailed report may be requested for further explanation of any findings during preventive maintenance
24. Submit a proposed preventive maintenance/cleaning schedule of the ninety (90) Air-Conditioning Units to

the General Services Unit-Administrative Section for approval and proper coordination with the office concern.

25. Secure an approval from the Office concerns on the approved proposed schedule of cleaning and testing/inspection of the ACU, which may vary depending on the availability of the end-user's office.

B. Other Services

1. Emergency "Call-in" Provisions
2. Free check-up, troubleshooting and minor repair
3. Should respond with 24 hours upon receipt of call
4. Cost of replacement of parts is excluded
5. Prepare and submit clear and detailed service report including the findings and recommendations for evaluation

C. The Service Provider shall:

1. Inspect all Air-Conditioning Units at PPA-PMO NCR South, including its Terminal Office.
2. Submit inspection/analysis and recommendation report. The report includes detailed description of activities to be performed on each unit, summarized breakdown of parts that needs to be replaced including its estimated

cost, and those ACU that beyond economical repair.

3. Perform all works during office hours and observe due courtesy so as not to hamper the office /agency operation
4. Shoulder all expenses and repair of all affected and damaged government and private property intentionally or unintentionally, by its workers while performing their work
5. Submit pertinent documents needed for the payment for service rendered based on completed Quarterly Scope of Work, subject for approval of General Services Units-Administrative Section

D. Compliance with PPA-PMO NCS Existing Rules and Regulations.
The Service Provider shall:

1. Observe compliance of all existing rules and regulation of the agency while inside the premises.
2. Ensure safety of all personnel, equipment, and facilities during and after every work.
3. Submit their personnel to security procedures, undergo checking of bags, vehicle and body frisking upon entry and exit at the PMO compound.
4. Submit list of all tools, supplies and equipment that will be brought inside

the PPA PMO NCS premises.

5. Service Provider personnel must wear company identification cards and uniform.
6. Secure a Permit to Operate to the Safety and Environmental Management Office (SEMO) with the list of all personnel, and in cases the personnel will be altered, three (3) days prior to schedule being requested.
7. Secure a Gate Pass from Supply Unit – Administrative Section for waste materials or excess supplies/spare parts if deemed necessary after completion of work.

E. Guarantee period and other obligations

The Service Provider shall:

1. Provide guarantee period for the workmanship for at least 3 months.
2. In case the ACU bogged down while on guarantee period, the Service Provider shall repair the same free of charge including labor, parts, and consumables.
3. Must always ensure a hazard-free, orderly and clean work area after every activity.
4. Submit to GSU-Administrative Section report in every activity conformed by concerned Administrative Officer

together with GSU staff in charge of ensuring that the needed service was conducted properly and according to the approved schedule.

F. Notes

1. Inclusive of taxes and other charges
2. List of Air-conditioning units per assignment/room:
TOTAL No. OF AIR-CONDITIONING UNITS:
90

III. SCHEDULE OF PREVENTIVE MAINTENANCE

The schedule of preventive maintenance, subject to change of schedule within the quarter / period due to important office activities shall be as follows:

- 1) 2nd Quarter - within 10 calendar days after issuance of NTP (subject to change of schedule within the quarter/period due to important Office activities)
- 2) 3rd Quarter - July 30, 2022
- 3) 4th Quarter – November 15, 2022

TERMS OF REFERENCE

QUARTERLY PREVENTIVE MAINTENANCE OF PPA-PMO NCR South AIR-CONDITIONING UNITS

I. OBJECTIVE

1. The Philippine Ports Authority – Port Management Office NCR South intends to engage the services of a qualified 3rd party Service Provider/Contractor for the Preventive Maintenance of Air-Conditioning Units (ACU) for a maximum of nine (9) months but not later than December 31, 2022.
2. To engage duly authorized and with the necessary expertise, experience, and capacity to maintain efficiently and safely the ACU operations.
3. To prolong the service life and obtain peak performance of the equipment.
4. To avoid premature breakdown and costly repair of equipment.

II. GENERAL REQUIREMENT

The work required is the supply of labor, materials, tools, and equipment necessary to carry out the Preventive maintenance of Air-conditioning Units in the Port Management Office of NCR South and its Terminal Office, which include inspection, assessment, general cleaning, and recommendations to enhance the performance of the equipment.

III. APPROVED BUDGET OF THE CONTRACT (ABC)

The ABC for the project is Three Hundred Thousand Pesos (PHP300,000.00), inclusive of all applicable government taxes and service charges.

IV. SCOPE OF WORK

- A. Quarterly Preventive Maintenance/General Cleaning of Air-Conditioning Units (ACU) must include, but not limited to:
1. One-time check-up and standard preventive maintenance of all air-conditioning units including all internal components as prescribed by the equipment manufacturer.
 2. General cleaning of air filter, evaporator and condenser coil, blower wheel, propeller blade, drain pan, pump, and cabinet assembly.
 3. Wiping of housing with stain remover.
 4. Straightening of dented fins
 5. Inspection and cleaning of the following:
 - Base pan for restricted drain opening (remove obstruction as necessary)
 - Coiling coils and cabinet as needed (use power spray)

- Fan motor and fan blades for wear and damage, lubricates as needed
 - Check-up of unit for abnormal noise and vibration of the unit
 - Condenser coil (with pressure washer)
 - Drain line (flushing)
 - Check-up of electrical controls, and all other internal components of the units
6. Greasing and lubrication of bearing and other moving parts or rotating parts, as needed
 7. Application of predictive maintenance by gathering operating parameters such as suction and discharge pressure, temperatures, system voltage, and current.
 8. Check-up of the controls, compressor motor, including electrical components, electrical wiring, and tightening of electrical terminals
 9. Testing for leaks on pipe assembly, including coil assembly of the unit
 10. Check-up of the voltage supply, full load/load currents and phase sequence of the electrical power supply
 11. Check-up of the pressure of the compressor and refrigerant on the system and replenishment of the same, if necessary
 12. General service and inspection of all the components of the air-conditioning system
 13. Inspect the drain line and de-clogging of the drain line, drain pump, and drain pan of the air-con units
 14. Use compressed air for drying internal components
 15. Check-up and repair of equipment corrosion, derust, which include preparation with primer and repainting of affected parts
 16. Assembly and start up
 17. Check-up of all moving parts such fan motor bearing/bushing and shafting evaporator blowers and blade, and recommendation of repair/replacement of parts, if necessary.
 18. Submit test sheets and inspection reports prepared and signed by the air-con technician, indicating his findings, diagnosis, and recommendations. Gather data, including voltage, amperes pressure for the gas coolant, temperature, room temperature and necessary data remarks, as needed
 19. On recommendation for spare parts replacement, like magnetic contactors, capacitors, temperature sensors, compressors and other related parts that should be undertaken and submitted if complete item specifications and price quotation that may be used as reference (cost of labor and materials) within two (2) days upon detection of defects, after every conduct of regular inspections, the service payment shall be on a send-bill basis.
 20. Any additional work not mentioned in the foregoing items shall be billed separately.
 21. Cleaning of working area and cleaning site

22. The Preventive Maintenance Service Provider must have a Mechanical Engineer in the roster of personnel.
23. Submission of Quarterly Report to Property & Supply unit. A detailed report may be requested for further explanation of any findings during preventive maintenance
24. Submit a proposed preventive maintenance/cleaning schedule of the ninety (90) Air-Conditioning Units to the General Services Unit-Administrative Section for approval and proper coordination with the office concern.
25. Secure an approval from the Office concerns on the approved proposed schedule of cleaning and testing/inspection of the ACU, which may vary depending on the availability of the end-user's office.

B. Other Services

1. Emergency "Call-in" Provisions
2. Free check-up, troubleshooting and minor repair
3. Should respond within 24 hours upon receipt of call
4. Cost of replacement of parts is excluded
5. Prepare and submit a clear and detailed service report including the findings and recommendations for evaluation

C. The Service Provider shall:

1. Inspect all Air-Conditioning Units at PPA-PMO NCR South, including its Terminal Office.
2. Submit inspection/analysis and recommendation report. The report includes a detailed description of activities to be performed on each unit, summarized breakdown of parts that need to be replaced including its estimated cost, and those ACU that beyond economical repair.
3. Perform all work during office hours and observe due courtesy so as not to hamper the office /agency operation
4. Shoulder all expenses and repair of all affected and damaged government and private property intentionally or unintentionally, by its workers while performing their work
5. Submit pertinent documents needed for the payment for service rendered based on completed Quarterly Scope of Work, subject for approval of General Services Units-Administrative Section

D. Compliance with PPA-PMO NCS Existing Rules and Regulations. The Service Provider shall:

1. Observe compliance with all existing rules and regulations of the agency while inside the premises.
2. Ensure safety of all personnel, equipment, and facilities during and after every work.

3. Submit their personnel to security procedures, undergo checking of bags, vehicle and body frisking upon entry and exit at the PMO compound.
4. Submit list of all tools, supplies and equipment that will be brought inside the PPA PMO NCS premises.
5. Service Provider personnel must wear company identification cards and uniform.
6. Secure a Permit to Operate to the Safety and Environmental Management Office (SEMO) with the list of all personnel, and in case the personnel will be altered, three (3) days prior to schedule being requested.
7. Secure a Gate Pass from Supply Unit – Administrative Section for waste materials or excess supplies/spare parts if deemed necessary after completion of work.

E. Guarantee period and other obligations

The Service Provider shall:

1. Provide a guarantee period for the workmanship of at least 3 months.
2. In case the ACU bogged down while on guarantee period, the Service Provider shall repair the same free of charge including labor, parts, and consumables.
3. Must always ensure a hazard-free, orderly and clean work area after every activity.
4. Submit to GSU-Administrative Section report in every activity conformed by concerned Administrative Officer together with GSU staff in charge of ensuring that the needed service was conducted properly and according to the approved schedule.

F. Notes

1. Inclusive of taxes and other charges
2. List of Air-conditioning units per assignment/room:

AIRCON TYPE / BRAND	CAPACITY	No. of Unit
GROUND FLOOR - PMO NCS ADMIN. BLDG		
ADMIN. SECTION		
<i>ceiling mounted cassette type / LG</i>	2HP	5
<i>wall mounted / LG</i>	2HP	2
SUPPLY UNIT		
<i>under ceiling mounted / CARRIER</i>	5TR	1
FINANCE-CASHIERING (GF-Admin Bldg)		
<i>wall mounted / LG</i>	2HP	1
MARINE UNIT		
<i>wall mounted / LG</i>	2HP	2
PABX/SERVER ROOM		
<i>wall mounted / LG</i>	2HP	1

LOBBY/ENTRANCE DOOR	Window type / CONDURA	2HP	1
	under ceiling mounted / CARRIER	5TR	1
PORT POLICE DIVISION			
	ceiling mounted cassette type / LG	2HP	4
	wall mounted / LG	2HP	6
	Window type / CONDURA/PANASONIC	2HP	4
PMO NCS CANTEEN			
	under ceiling mounted / CARRIER	5TR	2
2ND FLOOR PMO NCS ADMIN. BLDG.			
OPM-PM'S OFFICE			
	ceiling mounted cassette type / LG	2HP	2
	wall mounted / LG	2HP	2
OPM-STAFF			
	ceiling mounted cassette type / LG	2HP	2
	wall mounted / LG	2HP	1
OPM-RECEIVING AREA			
	wall mounted / LG	2HP	1
CONFERENCE ROOM			
	ceiling mounted cassette type / LG	2HP	3
STATISTIC UNIT			
	ceiling mounted cassette type / LG	2HP	3
	wall mounted / LG	2HP	1
WAITING AREA / HALLWAY			
	under ceiling mounted / CARRIER	5TR	1
RESOURCE MGT. DIVISION(RMD)			
	ceiling mounted cassette type / LG	2HP	2
	wall mounted / LG		2
FINANCE SECTION			
	ceiling mounted cassette type / LG	2HP	4
FINANCE-VRMU			
	wall mounted / LG	2HP	1
REAL ESTATE MGT. DIVISION (REMD)			
	ceiling mounted cassette type / LG	2HP	5
	wall mounted / LG		2
COMMISSION ON AUDIT (COA)			
	ceiling mounted cassette type / LG	2HP	3
	wall mounted / LG		1
PEMMECO/PANTALAN			
	ceiling mounted cassette type / LG	2HP	2
	wall mounted / CARRIER	2HP	2
FIELD OFFICE/BARRACKS			
REAL ESTATE MGT. DIVISION (REMD)			
	Window type / PANASONIC /CARRIER	2HP	5
GSU-DRIVERS			

MARINE UNIT	Window type / PANASONIC /CARRIER	2HP	2
	Window type / PANASONIC /CARRIER	2HP	2
TERMINAL MGT. OFFICE - PASIG			
OFFICE			
POB	Window type / PANASONIC /CARRIER	2HP	7
	wall mounted / KOPPEL	2HP	4
Total No. of Units			90

V. SCHEDULE OF PREVENTIVE MAINTENANCE

The schedule of preventive maintenance subject to change of schedule due to important office activities shall be as follows:

- 1) 2nd Quarter - within 10 calendar days after issuance of NTP (subject to change of schedule within the quarter/period due to important Office activities)
- 2) 3rd Quarter - July 30, 2022
- 3) 4th Quarter – November 15, 2022

VI. OBLIGATION OF THE SERVICE PROVIDER

1. Conduct the quarterly preventive maintenance, check-up, and related minor repairs according to schedule to ensure reliable operation of the Air-conditioning units during the period coverage. Quotation must include the supplies/materials needed for replacement (breakdown of materials cost shall also be provide).
2. Provide qualified technicians, supervision, tools, and equipment necessary to conduct the regular preventive maintenance check-up, and related corrective repairs.
3. Undertakes minor adjustments and repairs as required in the manufacturer's periodic schedule. Labor and supplies, at no cost to PPA PMO NCR South.
4. Submits Service Report to the end-users or GSU representative upon completion of work, before leaving the site. Detailed incident Report may also be requested for further information needed.
5. In case of major repair, the service provider will submit quotation of materials, and spare parts needed, including scope of work to be done (for property no longer under warranty).
6. Dispatch of the technicians on request of service assistance must be done within 24 hours upon receipt of the complaint.
7. Designate a head office-based personnel who will be responsible for managing and providing administrative support services 24/7 support

through phone and email, including regular holidays, special holidays and government announced holidays. On-call support services must also be provided in situations that require the presence of personnel, as urgently needed to perform critical activities. Response time is within 3 hours from receipt of call.

VII. DUTIES AND RESPONSIBILITIES OF PPA PMO NCR SOUTH

The PPA-PMO NCR South, through General Service Unit – Administrative Section, shall closely monitor the implementation of the preventive maintenance activity in accordance with the specifications and conditions of the Contract.

During each scheduled preventive maintenance, an authorized representative of PPA-PMO NCR South shall be available to supervise the procedures and ensure that office properties, such as computers and other equipment, are secured.

VIII. PAYMENT SCHEDULE

Payment to the Service Provider shall be made on a quarterly basis upon acceptance of PPA-PMO NCR South, subject to the submission of billing statement, duly accomplished service report forms and other documentary requirements.

IX. LIQUIDATED DAMAGES

Non-compliance with the Terms and Conditions stated in the Contract will result in the payment of corresponding penalties/liquidated damages of the Contract Price by the winning Service Provider. PPA-PMO NCR South reserves the right to rescind the contract after the Service Provider fails to comply for a maximum of three (3) periods, without prejudice to other courses of action and remedies open to it.

X. DISPUTE RESOLUTION

1. In the matter of dispute, should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation, and arbitration, in the order of application. The venue of the proceedings shall be in the city of Manila. In case of a court suit, the venue shall be the courts of competent jurisdiction in the city of Manila, to the exclusion of all other courts; and
2. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties