



REQUEST FOR QUOTATION (RFQ)

1. The Philippine Ports Authority - Port Management Office of Batangas (PPA-PMOB) through its Bids and Awards Committee (BAC) will undertake procurement for the **Preventive Maintenance of Various Type of Air-conditioning Units at TMO Tablas, Odiongan, Romblon and TMO Romblon, Romblon for the period of Six (6) Months** in accordance with **Section 53.9, Small Value Procurement** and relevant provisions of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are the following:

- a. Name of Project : **Preventive Maintenance of Various Type of Air-conditioning Units at TMO Tablas, Odiongan, Romblon and TMO Romblon, Romblon for the period of Six (6) Months**
- b. Reference No. : **BAC-BGS-025(S4)-2025**
- c. Approved Budget : **Php 157,500.00**
for the Contract (ABC)
- d. Source of Fund : **PPA Corporate Funds**
- e. Item Description :

Item No.	Qty.	Unit	Item Description / Technical Specification	Unit Cost	Total Amount (in Php)
1	1	lot	Preventive Maintenance of Various Type of Air-conditioning Units at TMO Tablas, Odiongan, Romblon and TMO Romblon, Romblon for the period of Six (6) Months <i>See Terms of Reference – Annex "A"</i>	157,500.00	157,500.00
TOTAL Amount (in Php)					157,500.00

Quotations received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected.

- f. Delivery Site : **PPA TMO Tablas, Odiongan, Romblon
PPA TMO Romblon, Romblon**
- g. Delivery Period : **Six (6) months**
2. The duly conformed **Terms of Reference (Annex "A")**, duly accomplished **Price Quotation Form (Annex "B")** and **Omnibus Sworn Statement (Annex "C")** together with the **CERTIFIED TRUE COPY** of the following documents: a) Valid Mayor's / Business permit; and b) Valid PhilGEPS Registration / Registration Number, shall be submitted in a sealed envelope by mail, courier or hand carried to the PMOB-BAC on or before **9:00 a.m. of 10 October 2025** at the **Legal Unit, 6/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City** addressed to:

COMPANY: (Indicate the name of the Company)
NAME OF PROJECT: (Indicate the name of the Project)

JEFREN P. PANGANIBAN
Chairperson, PMOB-BAC
Philippine Ports Authority
Port Management Office of Batangas
PPA Administration Building,
Port Access Road, Calicanto,
Batangas City 4200

Failure to comply with the instructions and to submit the required documents shall be ground for disqualification.

Bids will be opened at 10:00 a.m. of the same date.

- 3. Prospective bidder shall be a duly licensed Filipino citizens/sole proprietorship; partnerships, organizations, cooperatives duly organized under laws of the Philippines or a joint venture with at least sixty percent (60%) interest or outstanding capital stock belongs to Filipino Business partner.
- 4. All quotations shall be inclusive of the applicable Value Added Tax (VAT) and shall be valid for a period of ninety (90) calendar days from the deadline of submission of quotations
- 5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the signatory or his/her duly authorized representative/s.
- 6. The project shall be awarded to the winning supplier determined to be the Single or Lowest Calculated and Responsive Quotation.
- 7. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of Purchase Order not completed within the prescribed completion period shall be imposed per day to day of delay. The PPA may rescind the agreement once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of purchase order, without prejudice to other courses of action and remedies open to it.
- 8. To guarantee the faithful performance of the winning Contractor of its obligations under the contract, it shall post a Performance Security in any of the following forms:

Form of Security	Minimum Amount % of Total Contract Price
Cash, Certified Check, Cashier's Check, Manager's Check, Bank Draft or Irrevocable Letter of Credit	Five Percent (5%)
Bank Guarantee	Five Percent (5%)
Surety Bond	Thirty Percent (30%)

- 9. A warranty security shall be required from the winning bidder for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring entity of the delivered supplies. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period. Provided, however, that the supplies delivered are free from patent and latent defects.
- 10. The contractor/service provider must have a functional OSH policy and program as provided in pertinent rules and regulations.
- 11. For the information, you may contact BAC Secretariat Head at Telephone No. **(043) 723-0164**.


JEFREN P. PANGANIBAN
Chairperson, PMOB-BAC

TERMS OF REFERENCE

Preventive Maintenance of various type of Air Conditioning Units at TMO Tablas, Odiongan, Romblon and TMO Romblon, Romblon for the period of Six (6) Months

1. INTRODUCTION

Human resources is one of the organization's lifeblood that should be protected and nurtured to sustain high level work efficiency and productivity. Their basic needs that should be provided include, among others, a good working environment to safeguard their mental and physical well-being. Study shows that uncomfortable working condition such as high level of room temperature in a work area has negative effect on safety and health of employees.

In regard to the IT and other Office Equipments, high heat levels place them in considerable danger, threatening damage to hardware, software and drastically impacts performance.

The provision, therefor, of air conditioning units to address this problem is very essential in all workstations.

Noteworthy is that preventive works and maintenance of the equipment are necessary to guarantee its good running condition, and to ultimately maximize its service life.

2. OBJECTIVES

- 2.1. To ensure that all air conditioning units of TMO Tablas and TMO Romblon are in good condition at all times in order to provide comfort to its employees, port users and stakeholders, and to prevent work interruptions brought by unfavorable environmental working conditions;
- 2.2. To maximize the service life of all air conditioning units installed at TMO Tablas and TMO Romblon through the conduct of regular check-up and maintenance by competent service provider;
- 2.3. To promote energy conservation at the TMOs by achieving and maintain the optimum use of all installed air conditioning units;
- 2.4. To save on time, effort and resources of TMOs and its personnel brought by intermittent shut down of air conditioning units and the scouting of reliable service providers that will implement the repair works;
- 2.5. To engage the services of a competent contractor for the **Preventive Maintenance of various type of Air Conditioning Units at TMO Tablas and TMO Romblon** for the period of six (6) months through alternative

mode of procurement in accordance with Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations.

3. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **ONE HUNDRED FIFTY SEVEN THOUSAND FIVE HUNDRED PESOS (Php 157,500.00)**, Philippine Currency inclusive of VAT.

4. SCOPE OF WORK

4.1. The following activities shall cover the check-up, repair and maintenance works:

4.1.1. Quarterly provisions of services which include:

- 4.1.1.1. Test equipment for normal operation
- 4.1.1.2. Pull down of AC units (for window type)
- 4.1.1.3. General cleaning of the unit
- 4.1.1.4. Check-up/cleaning of air filter, panel, condenser and evaporator
- 4.1.1.5. Check-up/tightening of electrical termination, remote control and switches
- 4.1.1.6. Checking of all actual current/voltage
- 4.1.1.7. Greasing/oiling of all rotating motor
- 4.1.1.8. Check-up/inspection of load/current/amperes
- 4.1.1.9. Check-up of room temperature
- 4.1.1.10. Checking/inspection of abnormal sound and sign of leak at the system
- 4.1.1.11. Cleaning of drain pan/line
- 4.1.1.12. Perform necessary repairs
- 4.1.1.13. Visual inspection of equipment
- 4.1.1.14. Check refrigerant pressure
- 4.1.1.15. Touch up painting of rusty parts
- 4.1.1.16. Attend to field trouble calls
- 4.1.1.17. System reprocessing & flushing (if necessary)
- 4.1.1.18. Submit service report to PPA representative for every service undertaken and give recommendation, if necessary.

4.2. Areas and Units Covered

4.2.1. TMO TABLAS

The specific description of each air conditioning unit and the areas covered by the check-up, repair and maintenance works are as follows:

LIST OF VARIOUS TYPE OF AIR-CONDITIONING UNITS AT TMO Tablas, Odiongan, Romblon					
ACU No.	ACU CODE	AREA/LOCATION	MAKE	CAPACITY	TYPE OF UNIT
TMO Tablas Offices					
1	PAC-1	Lobby Area	Carrier	3TR	Floor Standing
2	WAC-1	DM's Office	Sharp	1.5HP	Window Type
3	WAC-2	DM's Quarter	Sharp	1.5HP	Window Type

4	WAC-3	PPD Office	Carrier	1.5HP	Window Type
5	WAC-4	PPD Quarter	Sharp	1.5HP	Window Type
6	WAC-5	Male Quarter	Carrier	1.5HP	Window Type
7	WAC-6	Female Quarter	American Home	1.0HP	Window Type
Passenger Terminal Building					
8	PAC-2	X-Ray Baggage Scanner	Carrier	3TR	Floor Standing

Summary of Air Conditioning Unit Type:

3TR Floor Standing, Split Type	-	6
1HP – 1.5HP, various Window Type	-	6
Total	-	8

4.2.2. TMO ROMBLON

The specific description of each air conditioning unit and the areas covered by the check-up, repair and maintenance works are as follows:

LIST OF VARIOUS TYPE OF AIR-CONDITIONING UNITS AT TMO Romblon					
ACU No	ACU CODE	AREA/LOCATION	MAKE	CAPACITY	TYPE OF UNIT
TMO Romblon Offices					
1	PAC-R-1	CASHIER / LOBBY	LG	3TR	Floor Mounted
2	PAC-R-2	PANTRY / VISITOR'S LOUNGE	GREE	3TR	Floor Mounted
3	PAC-R-3	ACTING DIVISION MANAGERS OFFICE / 2 ND FLOOR	CARRIER	3TR	Floor Mounted
4	WAC-R-1	OFFICE / 2 ND FLOOR	GREE	1HP	Window Type
5	WAC-R-2	STAFF AREA / 2 ND FLOOR	LG	2HP	Window Type

Summary of Air Conditioning Unit Type:

3TR Floor Mounted	-	3
1HP – 2HP, various Window Type	-	2
Total	-	5

5. TECHNICAL REQUIREMENTS

The competent and qualified service provider must meet the following technical requirements:

5.1. Manpower Complement (Minimum)

Four (4) service technicians

5.2. Equipment (Minimum)

- 1 unit pressure washer and its accessories with cleaning materials
- Service vehicle

5.3. Consumables (Minimum)

- Power and water supply shall be provided by PPA
- Consumable such as capacitor, freon etc shall be provided by the contractor.
- Materials or spare parts, such as but not limited to a fan motor and compressor, shall be procured in accordance with the provisions of R.A. 9184 and its revised IRR.

6. TERMS AND CONDITIONS

6.1. Obligations and Responsibilities of the Contractor

- 6.1.1. See to it that employees assigned to perform the services shall wear complete uniform and the required personal protective equipment (PPE) for the task to be performed. They shall at all times wear their Identification Card issued by their employer and the Port Access Pass.
- 6.1.2. Attend to field trouble call and perform the necessary check-up and repair, free of charge and without additional cost to PPA.
- 6.1.3. Free pull out, delivery and re-installation of the repaired unit.
- 6.1.4. Prior to the conduct of actual services, the CONTRACTOR shall inform the PPA representative its schedule to be undertaken at least one (1) day before the scheduled service.
- 6.1.5. The Parties, likewise, agree that the employees of the CONTRACTOR are not employees of the PPA. The PPA shall not in any way be liable or responsible for any physical injury or damages, including death sustained or caused by any of the employees of the CONTRACTOR whether or not occurring during the performance of their duties. The CONTRACTOR agrees and binds itself to indemnify the PPA of whatever injuries or damages caused or occasioned or contributed to by failure, negligence or conduct of the CONTRACTOR arising out of or in connection with or on the occasion of the performance of this Agreement.
- 6.1.6. The CONTRACTOR shall at all times stand solely liable and responsible for the enforcement of, and compliance with all existing laws, rules and regulations and binds itself to save and hold PPA free and harmless from any and all liabilities, losses, damages, judgments, fines and penalties arising from and by reason of this Terms of Reference (TOR) and its implementation.
- 6.1.7. No Employer – Employee relationship between PPA and the personnel assigned to it shall exist. Said personnel are to be considered employees of the Contractor.
- 6.1.8. The CONTRACTOR guarantees and warrants availability, quality and genuineness of all materials, supplies and accessories to be delivered and used in the rendition of service under the Contract. It shall in its own account and expenses rectify any defect(s) which may be discovered in accordance with the provision of Section 62 of the 2016 Revised IRR of R.A. 9184.

- 6.1.9. The CONTRACTOR agrees and binds itself to hold PPA free and blameless from any damage, claims, liabilities or legal actions which may be brought by any third party whatsoever by reason of this Contract.
- 6.1.10. The CONTRACTOR shall strictly comply with all existing PPA rules, regulations, policies and guidelines.
- 6.1.11. The CONTRACTOR shall provide personnel, as stated under Manpower Complement of this TOR, that possess the following qualifications requirements:
 - 6.1.11.1. Should be physical fit to work;
 - 6.1.11.2. Should have the technical knowledge to perform the required task;
 - 6.1.11.3. Should be able to read and write;
 - 6.1.11.4. Must be of good moral character; and
 - 6.1.11.5. Should not have been held convicted of a crime more than once.

6.2 PERFORMANCE SECURITY

- 6.2.1 To guarantee the faithful performance of the winning Contractor of its obligations under the contract, it shall post a Performance Security in any of the following forms:

Form of Performance Security	Minimum Amount % of Total Contract Price
Cash, certified check, cashier's check, manager's check, bank draft or irrevocable letter of credit	Five Percent (5%)
Bank guarantee	Five Percent (5%)
Surety Bond	Thirty Percent (30%)

6.3. RIGHTS AND AUTHORITY OF PHILIPPINE PORTS AUTHORITY

- 6.3.1. Grant the Contractor the sole and exclusive **Contract for the Preventive Maintenance of various type of Air-Conditioning Units at TMO Tablas and TMO Rombon** within its vicinity subject to the scope of undertaking to be prescribed thereafter.
- 6.3.2. PPA may cause the removal/change of personnel who violated existing laws, PPA rules and regulations and those who are found incompetent.
- 6.3.3. PPA may cancel/rescind or terminate the contract in case of unsatisfactory service provided by the CONTRACTOR.
- 6.3.4. PPA may call the CONTRACTOR to conduct emergency check-up or repair of units without additional cost to PPA.

7. PARAMETER FOR PAYMENT

7.1. For and in consideration of the full, satisfactory and faithful performance by the Contractor of all its undertaking defined and provided for under this Terms and Conditions (TOR) and contract documents the Authority agrees to pay the amount prescribed on the agreement signed inclusive of 12% Value Added Tax, payment to be made quarterly computed on daily basis at the unit bid price work, actually performed upon submission of the following supporting documents;

7.1.1. Pictures taken before and after actual service; and

7.1.2. Service reports duly signed by PPA representative.

7.2. Any or all payment/s to be made shall be subjected to existing accounting and auditing rules and regulations.

8. DURATION OF CONTRACT

The duration of contract shall be for a period of six (6) months from the date of execution of contract.

9. PROJECT PROCUREMENT AND REQUIREMENTS AND PROCEDURE

The procurement of the project shall be made through Alternative mode of Procurement particularly Small Value Procurement in accordance with Sec. 53.9 of the 2016 Revised IRR of RA 9184.

Recommending Approval:


MARGARITA EMELYN B. VILLAMOR

End-User / Division Manager A, Administrative Division

Approved by:


AURORA A. MENDOZA

Port Manager

Conforme:

(Authorized Signatory/Representative)

Price Quotation Form

Date: _____

JEFREN P PANGANIBAN
Chairperson, PMOB-BAC
Philippine Ports Authority
Port Management Office of Batangas
PPA Administration Building,
Port Access Road, Calicanto,
Batangas City 4200

Dear **Mr. Panganiban**,

We hereby submit our quotation for the procurement of the project, entitled: **Preventive Maintenance of Various Type of Air-conditioning Units at TMO Tablas, Odiongan, Romblon and TMO Romblon, Romblon for the period of Six (6) Months** to wit:

Item No.	Qty.	Unit	Item Description / Technical Specification	Unit Cost	Quoted Amount (in Php)
1	1	lot	Preventive Maintenance of Various Type of Air-conditioning Units at TMO Tablas, Odiongan, Romblon and TMO Romblon, Romblon for the period of Six (6) Months <i>Per Terms of Reference – Annex "A"</i>		
TOTAL Amount (in Php)					

The above quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name / Position / Signature of Authorized Representative Over Printed Name

Name of Company

Company Address

Contact Number

Email Address

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____, of legal age, _____, _____, and residing at
[Name of Affiant] [Civil Status] [Nationality]

_____ [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 _____ with
[Name of Bidder]
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 _____, as shown in the attached _____
[Name of the Procuring Entity] [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. _____ is not "blacklisted" or barred from bidding by the
[Name of Bidder]

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 approved 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. _____ is authorizing the Head of the Procuring Entity
[Name of Bidder]
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]

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 following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure 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.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of _____ at _____, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her _____, with his/her photograph and signature appearing thereon,
[insert type of government identification card used]
with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of _____.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____