

REQUEST FOR QUOTATION

PHILIPPINE
PORTS
AUTHORITY



The Philippine Ports authority, Port Management Office of PMO-Panay/Guimaras (PPA, PMO-PNG) through its Bids and Awards Committee for the Procurement of Goods and Consultancy Services and for Engineering Projects will undertake an Alternative Method of Procurement through

NP - Small Value in accordance with Section 34
of the New Government Procurement Act R.A. 12009.

Name of Project: Conduct of Annual Preventive Maintenance Service of Airconditioning and Air Curtain Units
on Selected Offices of PMO-Panay/Guimaras
Note: Quarterly Schedule of PMS
(See Terms of Reference and List of Air Conditioning Units and Air Curtains)

Approved Budget : PHP 144,500 / Quarter
for the Contract

Deadline of Submission : February 16, 2026 / 3:00PM

Requirements:

1. Please quote your best quotation in line with the attached specifications. (Annex A) Unless otherwise the Supplier has a registry file at PPA, PMO-PNG all quotations must be accompanied with the following documents:
 - a. Mayor's/Business Permit
 - b. PhilGeps Registration Certificate
 - c. BIR Certificate of Registration (Form 2303)
 - d. DTI or SEC Registration
 - e. Duly Signed and Notarized Omnibus Sworn Statement (For ABC's above 200,000.00)
2. All quotations shall be inclusive of all cost/s and applicable taxes and shall be valid for a period of thirty (30) calendar days from the deadline of submission of quotations.
3. Quotations received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected.
4. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the signatory or his/her duly authorized representative.
5. Quotations shall be submitted to the BAC-Secretariat, PPA, PMO-Panay/Guimaras, Administration Bldg., Bldg., Brgy. Loboc, La Paz, Iloilo City 5000 or email at supplyunit.ppa.pmpng@gmail.com

For further information, please refer to:

The BAC Secretariat, PPA, PMO-Panay/Guimaras
Telephone Nos.: (033) 3377791 to 93 loc. 102

Very truly yours,


ENGR. JERRY P. ABELLO

Chairperson, Bids and Awards Committee

Date of Posting: February 12 - 15, 2026

Reference

Quotation No.: 26-007
RIV No.: 26-01-016
PR No.: PNG - 10665-10668-26

PRICE QUOTATION FORM

Company/Trader's Name : _____

Address : _____

ITEM NO.	ITEM & DESCRIPTION	(Pls. Specify Brand)	QTY.	UNIT	UNIT PRICE	TOTAL
	Conduct of Annual Preventive Maintenance Service of Airconditioning and Air Curtain Units on Selected Offices of PMO-Panay/Guimaras					
	Note: Quarterly Schedule of PMS					
	BASEPORTS: ICPC, FSP, & IFT					
	<i>ACU-Window Type</i>					
1	0.50HP		2	units		
2	1.0HP		8	units		
3	1.5HP		1	units		
4	2.0HP		27	units		
	<i>ACU Floor Mounted Type</i>					
5	3-Tonner		12	units		
6	5-Tonner		15	units		
	<i>ACU-Wall Mounted Type</i>					
7	2.0HP		7	units		
8	3.0HP		1	units		
9	Air Curtains		7	units		
	TMO - CAPIZ					
	<i>ACU-Window Type</i>					
10	2.0HP		5	units		
	<i>ACU Floor Mounted Type</i>					
11	3-Tonner		6	units		
12	5-Tonner		3	units		
	TMO - ESTANCIA					
	<i>ACU-Window Type</i>					
13	1.0HP		1	units		
14	2.0HP		2	units		
	<i>ACU Floor Mounted Type</i>					
15	5-Tonner		6	units		

PRICE QUOTATION FORM

Company/Trader's Name : _____

Address : _____

ITEM NO.	ITEM & DESCRIPTION	(Pls. Specify Brand)	QTY.	UNIT	UNIT PRICE	TOTAL
	TMO - ANTIQUE					
	ACU-Window Type					
16	1.0HP		3	units		
17	2.0HP		1	units		
	TMO - DUMANGAS					
	ACU Floor Mounted Type					
18	3-Tonner		4	units		
19	5-Tonner		4	units		
20	Air Curtains		3	units		
	TMO - JORDAN					
	ACU Floor Mounted Type					
21	3-Tonner		1	units		
	ACU-Ceiling Mounted Type					
22	3-Tonner		2	units		
23	Air Curtains		2	units		
See attached Terms of Reference and List of Air Condining Units and Air Curtains						
DELIVERY:	Shall be completed within _____ days from receipt of Purchase Order.			GRAND TOTAL :		

The above quoted prices are inclusive of all costs and applicable taxes. page 2 of 2

☐ VAT

☐ NON VAT

Signature Over Printed Name

Mobile/Telephone No.

Date



ACKNOWLEDGMENT RECEIPT

This is to acknowledge receipt of the Request for Quotation, as described inside the box at the right, today . _____
(date)

Quotation No.: _____

RIV No.: 26-007

P.R. No.: 26-01-016

Date: PNG - 10665-10668-26

by: _____
Printed Name & Signature

Tel. No. _____

To be returned not later than: _____



TERMS AND CONDITIONS

ANNUAL PREVENTIVE MAINTENANCE SERVICE OF AIR CONDITIONING/AIR CURTAIN UNITS ON SELECTED OFFICES OF PMO-PANAY/GUIMARAS

Objective:

The Philippine Ports Authority, PMO-Panay/Guimaras intends to engage/procure the services of a qualified/professional air conditioning maintenance service firm (Supplier/Contractor) which can provide manpower, equipment, supplies, materials and technical expertise for the preventive maintenance of ACUs of this Office.

Scope of Work:

The Supplier shall provide preventive maintenance program for One Hundred twenty three (123) Air Conditioning Units (ACUs) and thirteen (12) Air Curtain Units as stated in **Annex A**.

The Supplier shall:

1. Perform the Quarterly Preventive Maintenance Service (PMS) of air-conditioning/air curtain units as stated in Annex A.
2. Conduct the following quarterly and routinary tasks:

	Quarterly Routine Tasks
1	General cleaning/check-up of internal/external components of PMO-Baseport Air Conditioning Units as detailed in Annex – A
2	Inspection of electrical control and make necessary adjustment, recommend repair/replacement of parts as may be necessary.
3	Inspection/check-up of equipment, erosion, de-rust, recommend repair/replacement as may be necessary.
4	Check-up of undesired noise and vibration of the units and recommend repair/replacement as may be necessary.
5	Inspection/check-up of refrigerant lines, pressure and level of the aircon system and recommend repair/replenishment as may be necessary.
6	Greasing of motor bearing and other moving parts that requires lubrications.
7	Check-up all moving parts such as fan motor bearing/bushing and shafting evaporator blowers and blade, recommend repair/replacement of parts as may be necessary.

PORT MANAGEMENT OFFICE – PANAY / GUIMARAS

PPA Administrative Building, Brgy. Loboc, Lapaz, Iloilo City, 5000 Philippines

Tel. Nos.: (033) 337-77-91 to -93; Fax No.: (033) 337-69-45

Website: <http://www.ppa.com.ph>

PMO E-Mail Address: pmo_panay/guimaras@ppa.com.ph / pmoilo@yahoo.com.ph

8	Observation of operation of the compressor performance and recommend repair/replacement, if necessary.
9	Inspect control box voltage and high voltage contactors, relay switches, starter switch.
10	Recommend repair and replacement of the units and parts that should be undertaken.

3. Provide the necessary competent/experienced maintenance personnel, tools, equipment and all the regular supplies needed such as screws, bolts, grease and lubricants, rugs, rubber pads, cleaning chemicals for the maintenance works and tarpaulin to protect documents from getting wet.
4. Submit service report to the General Services Officer (GSO), Admin. Division for every maintenance done.
5. Submit a report on any findings and recommendations supported with a proposal/quotation on parts found to be defective or need for replacement one (1) day after the conduct of the preventive maintenance or emergency service. **NO REPAIR** shall be made without the issuance of the approved purchase, contract or job order from the PPA-PNG.
6. Services for the replacement of parts (capacitor, Overload Relay, Receiver Board and fan motor bearing) and possible minor repairs (re-connection/rewiring of electrical wirings or terminals, minor soldering job) shall be at no cost to the government.
7. The air conditioning unit subject to PMS, identified by PPA for discontinuance with the following reasons, will have the corresponding/proportionate amount deducted from the billing :
 - a. Unserviceable unit/s as declared and confirmed by the PPA Property Inspector
 - b. Pulled-out or transferred unit/s
 - c. Other reasons as identified by the Authority
8. Urgent service call shall also be conducted upon receipt of the notice from the PMO authorized representative.
9. Regular check-up and urgent trouble shooting/urgent calls shall be **free of charge**.
10. Quarterly Preventive Maintenance Service shall be done/completed within fifteen (15) days based on the prescribed schedule and shall deploy at least three (3) personnel to perform the job. In case of failure/delay to perform the services within the time specified, a penalty of one-tenth (1/10) of one percent of the total value of this Order for each day of delay shall be imposed.

NOTE: Schedule will be given by the General Services Unit

Qualifications of the Supplier/Provider:

The provider/contractor shall have the necessary experience, capacity and expertise in providing repair services. For this purpose, the supplier/provider must submit the following requirements:

1. Valid Business and Mayor's Permit
2. Valid PhilGeps Registration Certificate
3. At least a 2-star Refrigeration and Air Conditioning (RAC) Shop/Company as evidenced by a Certificate of Accreditation by the Department of Trade and Industry (DTI)

Duration of the Contract:

Contract duration will start one (1) day after receipt of the Purchase Order until December 31, 2026 (per given schedule).

The authority reserves the right to terminate the service of the Supplier/Contractor at any time prior the end of the contract.

Contract Price and Payment Term:

1. For and in consideration of the performance and accomplishment of the Preventive Maintenance, the provider shall charge per unit and type basis.

The Approved Budget for the Contract **per quarterly schedule is ONE HUNDRED FOURTY-FOUR THOUSAND FIVE HUNDRED PESOS only (PhP 144,500.00)**. Subject to pertinent laws on government contracts and auditing procedures.

2. The contract price is inclusive of all duties and taxes.
3. NO CHANGES shall be made on the contract price by reason of escalation in currency or any other reasons.
4. Check payment shall be made available after completion of work and submission of complete documents after every maintenance schedule is done.

Submitted by:


CHERYL N. LASTER
 End-User/
 Acting Manager, Administrative Division

Approved by:


ALLEN M. ROJO
 Port Manager

Philippine Ports Authority
Air Conditioning Units/Air Curtain
Preventive Maintenance Schedule
PMO Panay/Guimaras
CY 2026



Location	Serial Number	Brand	Type	HP	Number of Units Cleaned	Number of Units Uncleaned	Total Number of Units	Remarks
ADMIN. DIVISION								
a. Admin. Manager	19132404-26829	Kolin	WINDOW	2 HP				
b. Staff	EL600276	Koppel	FLOOR	3 TR				
c. Staff	19031901-23336	Kolin	WINDOW	2 HP				
d. Stockroom - Office Supply	K12P-C040-5308/51CHG-RAC-KEL	Kelvinator	WINDOW	1 HP				
e. Stock Room - Janitorial Supply	CT258925X	KOPPEL	WINDOW	1.5 HP				
f. Stock Room - Accountable forms	286510164140150102	Everest	WINDOW	0.5HP				
g. Admin GSU ext. office	4918-0409040	Carrier	WINDOW	2 HP				
FINANCE DIVISION								
a. Finance Manager	1221090150129	York	WINDOW	2 HP				
b. Staff	EL600012	Koppel	FLOOR	3 TR				
c. Staff	13761607-17929	Kolin	WINDOW	2 HP				
d. Cashier	19132408-26812	Kolin	WINDOW	2 HP				
e. Cashier	69212759	Panasonic	WINDOW	1 HP				
f. Cashier	1221090150134	York	WINDOW	2 HP				
g. Cashier	4918-0409043	Carrier	WINDOW	2 HP				
RECORDS UNIT								
PORT SERVICES DIVISION								
a. Manager	1221090150081	York	WINDOW	2 HP				
b. Staff	4918-0409052	Carrier	WINDOW	2 HP				For Repair
c. Staff	19031907-23874	kolin	WINDOW	2 HP				
SAFETY/HEALTH UNIT								
a. Unit 1	4918-0409044	Carrier	WINDOW	2 HP				For Repair
b. Unit 2	19132404-24646	kolin	WINDOW	2 HP				
O P M								
a. PM's Room	E020350	Daikin	WALL	2 HP				
b. PM's Room	19031901-23691	Kolin	WINDOW	2 HP				
c. staff	19031901-24007	kolin	WINDOW	2 HP				
d. staff	19132408-27104	kolin	WINDOW	2 HP				
CONFERENCE ROOM								
a. Unit 1	EL600260	Koppel	FLOOR	3 TR				
E S D								
a. Staff	EL 599912	Koppel	FLOOR	3 TR				
b. Staff	EL 600005	Koppel	FLOOR	3 TR				
c. Staff	E020341	Daikin	WALL	2 HP				
d. Manager	1221090150075	York	WINDOW	2 HP				
e. Manager	4918-0409052	Carrier	WINDOW	2 HP				
PANTALAN								
C O A								
a. COA Chief	6-26597-750330	Hisense	WALL	2 HP				
b. Staff	231067-00396	Koppel	WALL	2 HP				
GUESTHOUSE								
a. Room 1	13761607-17967	Kolin	WINDOW	2 HP				
b. Room2	Y2CUPACC50391V	Samsung	WINDOW	1 HP				
c. Living room	19031907-23951	Kolin	WINDOW	2 HP				
ICPC Office								
a. Manager	501639R	Samsung	WINDOW	1 HP				
b. Staff	EL599921	Koppel	FLOOR	3 TR				
c. Photo Copier Machine Area	E020147	Daikin	WALL	2 HP				
IT Room								
a. staff	13528175	Carrier	WINDOW	2 HP				
PM's QUARTER								
a. Living Room	D20905676011472917005	Carrier	WALL	3 HP				For repair
b. PM's Room	19132404-26829	Kolin	WINDOW	2 HP				
c. PM's Room	4918-0409053	Carrier	WINDOW	2 HP				
POWERHOUSE								
P P D								
a. Stacom Office	19132408-95992	Kolin	WINDOW	2 HP				
b. 2nd floor	F12PC0288618	Carrier	WINDOW	1 HP				
c. Staff	1381907-13537	Kolin	WINDOW	2 HP				
d. Staff	13751607-13461	Kolin	WINDOW	2 HP				
e. Extension Office - Unit 1	112CUPACC501482/D898-28979R-3	Samsung	WINDOW	1 HP				
f. Extension Office - Unit 2	D202178840311150090	Everest	WINDOW	0.5 HP				
FORT SAN PEDRO								
1. FSP-Office								
a. Unit 1	EL600017	Koppel	FLOOR	3 TR				
b. Unit 2	EL600270	Koppel	FLOOR	3 TR				
2. 2ND Floor								
a. Unit 1	G002139	Daikin	FLOOR	3 TR				
b. Unit 2	G000931	Daikin	FLOOR	5 TR				

FSP-IPTB									
a. Unit 1	G000853	Daikin	FLOOR	3 TR					
b. Unit 2	G001700	Daikin	FLOOR	5 TR					
c. Unit 4	K001509	Daikin	FLOOR	5 TR					
d. Unit 5	K001424	Daikin	FLOOR	5 TR					
e. Unit 6	K001496	Daikin	FLOOR	5 TR					
f. Unit 7	K001425	Daikin	FLOOR	5 TR					
g. Unit 8	K001423	Daikin	FLOOR	5 TR					
h. Unit 9	K001433	Daikin	FLOOR	5 TR					
Nurse station	54122000E8C3A200170287	Midea	WALL	2 HP					
FSP-IPTB- X-Ray Section									
a. Unit 1	G000888	Daikin	FLOOR	3 TR					
b. Unit 2	309HAFM5C867	LG	FLOOR	5 TR					
TICKETING CLERK	1372160-24207	KOLIN	WINDOW	1 HP					
FSP- Air Curtain									
a. Office Entrance Door		KDK	Air Curtain						
b. X-Ray Section		KDK	Air Curtain						
c. X-Ray Section		KDK	Air Curtain						
d. IPTB Exit Door 1		KDK	Air Curtain						
e. IPTB Exit Door 2		KDK	Air Curtain						
ILOILO FASTCRAFT TERMINAL-Office									
Unit 1	49180409054	Carrier	WINDOW	2 HP					
Unit 2	304HA5H8K457	LG	WALL	2 HP					
Unit 3	403TAZF01445	LG	WINDOW	1 HP					
ILOILO FASTCRAFT TERMINAL-PTB									
a. Waiting Area	G001071	Daikin	FLOOR	3 TR					For Repair
b. Waiting Area	K001458	Daikin	FLOOR	5 TR					
c. Waiting Area	K001410	Daikin	FLOOR	5 TR					
d. Waiting Area	K001457	Daikin	FLOOR	5 TR					
e. Waiting Area	K001469	Daikin	FLOOR	5 TR					
f. Waiting Area	K001465	Daikin	FLOOR	5 TR					
g. Waiting Area	K001471	Daikin	FLOOR	5 TR					
IFT-AIR CURTAIN									
a. X-Ray Section	362	KDK	Air Curtain						
b. IPTB Entrance	362	KDK	Air Curtain						
TMO-DUMANGAS									
a. Unit 1	G001089	Daikin	FLOOR	3 TR					
b. Unit 2	G001069	Daikin	FLOOR	3 TR					
c. Unit 3	G001091	Daikin	FLOOR	3 TR					
d. Unit 4	G001068	Daikin	FLOOR	3 TR					
e. Unit 5	K001460	Daikin	FLOOR	5 TR					
f. Unit 6	K001466	Daikin	FLOOR	5 TR					For Repair
g. Unit 7	K001511	Daikin	FLOOR	5 TR					For Repair
h. Unit 8	K001498	Daikin	FLOOR	5 TR					
AIR CURTAIN									
a. X-Ray Section	362	DDK	Air Curtain						
b. PTB	362	DDK	Air Curtain						
c. PTB	362	DDK	Air Curtain						
PORT OF JORDAN									
a. Office	42BFMFSUCAR03TEAR14PC-0597867	Carrier	FLOOR	3TR					
a PTB	611KCQX00F92	LG	CEILLING	3 TR					
c. PTB X-ray	611KCSF00F94	LG	CEILLING	3 TR					
AIR CURTAIN									
a. X-Ray Section	14021507-15476	KOLIN	Air Curtain						
b. PTB	14021507-14771	KOLIN	Air Curtain						
TMO-CAPIZ									
a. Unit 1	13681607-43708	KOLIN	WINDOW	2 HP					
b. Unit 2	13681607-42815	KOLIN	WINDOW	2 HP					
c. Unit 3	13681604-39308	KOLIN	WINDOW	2 HP					
d. Unit 4	13681607-23245	KOLIN	WINDOW	2 HP					
e. Unit 5	13681607-44082	KOLIN	WINDOW	2 HP					
f. Unit 6	G001714	Daikin	FLOOR	3 TR					
g. Unit 7	G001870	Daikin	FLOOR	3 TR					
h. Unit 8	G001865	Daikin	FLOOR	3 TR					
i. Unit 1	G001862	Daikin	FLOOR	3 TR					
j. Unit 2	G001077	Daikin	FLOOR	3 TR					
k. Unit 3	G001086	Daikin	FLOOR	3 TR					
l. Unit 4	K002222	Daikin	FLOOR	5 TR					
m. Unit 5	K002189	Daikin	FLOOR	5 TR					
n. Unit 6	K002193	Daikin	FLOOR	5 TR					

TMO-Estancia

a. Office	19031907-23883	KOLIN	WINDOW	2 HP				
b. Office	19031907-23873	KOLIN	WINDOW	2 HP				
c. Office	K002183	Daikin	FLOOR	5 TR				
d. Office	K002187	Daikin	FLOOR	5 TR				
e. Office	19838484	Sharp	WINDOW	1 HP				
f. PTB	K002186	Daikin	FLOOR	5 TR				
g. PTB	K002180	Daikin	FLOOR	5 TR				
h. PTB	K002050	Daikin	FLOOR	5 TR				
i. PTB	K002184	Daikin	FLOOR	5 TR				

TMO-Antique

a. Unit 1	19132404-96883	KOLIN	WINDOW	2 HP				
b. Unit 2	19132408-23235	KOLIN	WINDOW	1 HP				
c. Unit 3	286510164I440150021	Everest	WINDOW	1 HP				
d. Unit 4	P140FF0311782	Sanyo	WINDOW	1 HP				

TOTAL:	
Window Type	50
Wall Type	8
Floor	51
Ceiling	2
Air Curtain	12
Total	123

Prepared by:

JAN FRANCIS F. MAYOR
Building Electrician A

Noted:

CHRISTIAN MARK D. GERAWA
Engineering Assistant