



PHILIPPINE PORTS AUTHORITY - PORT MANAGEMENT OFFICE OF MISAMIS ORIENTAL/CAGAYAN DE ORO

REQUEST FOR QUOTATION

Date: 09 September 2026
Quotation No.: 2026-013

Company Name: _____

Address: _____

Business/Mayor's Permit No.: _____

Tax Identification Number (TIN): _____

PhilGEPS Registration Number (required prior to award): _____

The Philippine Ports Authority - Port Management Office of Misamis Oriental/Cagayan de Oro, through its Bids and Awards Committee (BAC), intends to procure the project **Preventive Maintenance/Inspection and Diagnosis of HVAC Systems 1G, 2G and 3G at the Passenger Terminal Building, Port of Cagayan de Oro** with Approved Budget for the Contract (ABC) of **Four Hundred Twenty Thousand (Php 420,000.00) inclusive of VAT** through **Section 34 Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **10:00 AM of 18 September 2026**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

MEDARDO I. SOSOBRADO, JR.

BAC Chairperson/Division Manager A - Port Police

Philippine Ports Authority - Port Management Office of Misamis Oriental/Cagayan de Oro

Port Area, Brgy. Macabalan, Cagayan de Oro City

Contact No. +639662304911

Email: moc_supply@ppa.com.ph

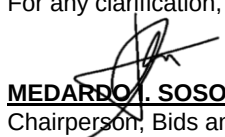
Interested service provider/supplier shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- a. **Valid Mayor's/Business Permit**
- b. **PhilGEPS Registration Number**

c. **Notarized Omnibus Sworn Statement** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

The Head of the Procuring Entity (HoPE) of the PPA PMO MO/C reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the Supply and Procurement Unit at +639662304911.


MEDARDO I. SOSOBRADO JR.

Chairperson, Bids and Awards Committee

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.

2. The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

3. **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

4. Quotations may be submitted through electronic mail at **moc_supply@ppa.com.ph**

5. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.

2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.

3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.

4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.

5. Quotations exceeding the Approved Budget for the Contract shall be rejected.

6. In case of two or more bidders are determined to have submitted the **Most Economically Advantageous and Responsive Bid**, the PPA PMO MOC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

7. Award of contract shall be made to the Most Economically Advantageous and Responsive Bid which complies with the technical specifications, requirements and other terms and conditions stated herein.

8. The item/s shall be delivered according to the accepted offer of the bidder.

9. Item/s delivered shall be inspected on the scheduled date and time of the PPA PMO MOC. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

10. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.

13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Preventive Maintenance/Inspection and Diagnosis of HVAC Systems 1G, 2G and 3G at the Passenger Terminal Building, Port of Cagayan de Oro					
Minimum Technical Specifications		Quantity	Unit	Offered Technical Specification/Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification					
I. Preventive Maintenance/Inspection and Diagnosis of HVAC Systems 1G, 2G and 3G at the Passenger Terminal Building					
1	I. Inspection and Assessment - Conduct visual inspection of all HVAC components under System 1G, 2G and 3G - Check refrigerant levels and conduct refrigerant leak testing - Inspect and assess thermostats and control systems error for accuracy and functionality II. Supply of technical expertise, labor, materials, tools and equipment for the deep cleaning of the following components of each system: a.) Fan Coil Units b.) Evaporator Coil Units c.) Condensing Coil Units d.) Air Filters and Fans e.) Air Vents and Ducts	1	LOT		
2	III. Location of Units System 1G (Ground Floor) a.) 10 units 5.0 HP Ceiling Cassette Type (System 1G-a) b.) 1 unit 2.0 HP Wall Mounted Type (System 1G-c) System 2G (Ground Floor) a.) 11 units 5.0 HP Ceiling Cassette Type (System 2G-a) b.) 3 units 1.0 HP Wall Mounted Type (System 2G-d) System 3G (Ground Floor) a.) 9 units 5.0 HP Ceiling Cassette Type (System 3G-a) b.) 2 units 4.0 HP Ceiling Cassette Type (System 3G-b)	1	LOT		

3	IV. Conduit of System Reprocess for Systems 1G, 2G and 3G - Flushing/Cleaning of refrigerant lines and components to remove contaminants - Replacement of filter driers (if required) - Evacuation of the system using a vacuum pump to remove air - Holding vacuum test to ensure no presence of leaks or moisture - Oil checking and replenishment (if applicable) - System start-up and operational testing	1	LOT		
4	V. Refrigerant Management - Check refrigerant levels and refill refrigerant (R 410-A) if necessary, ensuring compliance with environmental regulations - Refoaming or Re-Insulation on HVAC Copper Tubes of Systems 1G, 2G and 3G VI. Error Code Management - Detecting System Fault indicated at Control Panel - Troubleshooting Error Code - Logging and Tracking Corrective Actions VII. Testing and Commissioning NOTE: DAIKIN AUTHORIZED SERVICE CENTER OR PROVIDER 1. Warranty: 6 Months on Workmanship 2. Warranty: 12 Months on Parts/Materials 3. Submit Detailed Technical Service Report shall be submitted and Date of Completion is stated.	1	LOT		
II. Timetable of the Contract/Delivery Terms • Delivery shall be completed within Twenty-Five (25) calendar days from receipt of the Purchase Order. • Delivery shall be made to PMO Misamis Oriental / Cagayan de Oro, Admin Division, Bldg. 2, Port of Cagayan de Oro, Macabalan, Cagayan de Oro City during office hours (Monday to Friday excluding holidays).					
III. RESPONSIBILITIES OF THE BIDDER: The contractor shall undertake full responsibility for proper execution, completion and warranty of all works under this project in accordance with applicable standards, manufacturer requirements and NGPA regulations. General Responsibilities • Perform all works in accordance with approved plans, specifications and scope of work. • Provide all necessary labor, tools, equipment, supervision and consumables required to complete the project. • Ensure that all activities comply with applicable codes, safety standards and environmental regulations. • Coordinate closely with End-User/Procuring Entity for scheduling and work execution to avoid disruption of terminal operations. The procuring entity reserves the right to award the waived item/s from the next responsive bidder or another supplier, when necessary, to ensure operational continuity.					

Liability for Delayed Delivery For unjustified delay in delivery, Liquidated Damages shall be imposed at a rate of 0.10% (One Tenth of One Percent) of the unperformed portion of the contract per calendar day of delay. The total Liquidated Damages shall not exceed ten percent (10%) of the total contract price, after which the Procuring Entity may rescind the contract in accordance with rules and regulations under the NGPA.			
IV. Payment Terms Payment shall be made to the winning bidder only upon full completion and final acceptance of the work by the PMO MO/C, through the ESD, upon submission of all required billing and supporting documents. No advance or progress payment shall be allowed under this Contract. The total contract amount shall be released after project completion, subject to the usual government accounting, auditing and tax deduction requirements.			
V. BIDDER QUALIFICATIONS AND OTHER INFORMATION The Bidder must meet the following minimum qualifications: 1.) Eligibility Requirements The Bidder must be an Authorized Service Provider of Daikin and shall submit the following: • Valid Certificate of Authorized Service Provider - o Issued by Daikin or Its Official Distributor • Business Registration Documents - o DTI/SEC Registration - o Valid Mayor's/Business Permit - o BIR Registration - o Updated PhilGEPS Registration Certificate 2.) Technical Qualifications The Bidder must demonstrate capability to service VRV and Split-Type HVAC Systems: • At least three (3) to five (5) years experience in VRV HVAC System Preventive Maintenance and Repair • Proven experience with Daikin VRV Systems and Inverter-Type Units • Submission of list of completed similar projects			
3.) Professional Requirements The Bidder shall assign qualified personnel with the following credentials: • Licensed Engineer (Preferably with HVAC Specialization) • Certified HVAC Technicians - o With Trainings or Certification from Daikin or Equivalent. 4.) Tools and Equipment Capability The Bidder must possess the following minimum tools and equipment: • Refrigerant Recovery Machine • Vacuum Pump with Micron Gauge • Digital Manifold Gauges • Leak Detection Equipment (Electronic and/or Nitrogen Setup) • Electrical Testing Instruments (Multimeter, Clamp Meter, Insulation Tester) • Coil Cleaning Equipment (Pressure Washer)			

5.) Service Capability Requirements • Capability to Perform Diagnostics, Repair and Reprogramming of Daikin Systems • Access to Genuine Spare Parts and Refrigerants • Ability to Provide Technical Support and After-Sales Service • Availability for Emergency Response within Agreed Time 6.) Warranty and After Sales Support • 6 Months Warranty on Workmanship • 12 Months Warranty on Parts/Materials • Manufacturer's Warranty for all Supplied Parts • Commitment to Provide Post-Maintenance Technical Support 7.) Compliance Requirements The Bidder shall comply with: • Applicable Philippine Mechanical and Electrical Codes • Occupational Safety and Health Standards (OSHS) • Environmental Regulations on Refrigerant Handling and Disposal			
---	--	--	--

Financial Offer:

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Preventive Maintenance/Inspection and Diagnosis of HVAC Systems 1G, 2G and 3G at the Passenger Terminal Building, Port of Cagayan de Oro					
Approved Budget for the Contract: Four Hundred Twenty Thousand (Php 420,000.00) inclusive of VAT.					
Items		Quantity (A)	Unit	Offered Price Per Unit (B)	Total Offered price per item (A x B)
1	I. Inspection and Assessment - Conduct visual inspection of all HVAC components under System 1G, 2G and 3G - Check refrigerant levels and conduct refrigerant leak testing - Inspect and assess thermostats and control systems error for accuracy and functionality II. Supply of technical expertise, labor, materials, tools and equipment for the deep cleaning of the following components of each system: - a.) Fan Coil Units - b.) Evaporator Coil Units - c.) Condensing Coil Units - d.) Air Filters and Fans - e.) Air Vents and Ducts	1	LOT		

2	III. Location of Units System 1G (Ground Floor) a.) 10 units 5.0 HP Ceiling Cassette Type (System 1G-a) b.) 1 unit 2.0 HP Wall Mounted Type (System 1G-c) System 2G (Ground Floor) a.) 11 units 5.0 HP Ceiling Cassette Type (System 2G-a) b.) 3 units 1.0 HP Wall Mounted Type (System 2G-d) System 3G (Ground Floor) a.) 9 units 5.0 HP Ceiling Cassette Type (System 3G-a) b.) 2 units 4.0 HP Ceiling Cassette Type (System 3G-b)	1	LOT		
3	IV. Conduit of System Reprocess for Systems 1G, 2G and 3G - Flushing/Cleaning of refrigerant lines and components to remove contaminants - Replacement of filter driers (if required) - Evacuation of the system using a vacuum pump to remove air - Holding vacuum test to ensure no presence of leaks or moisture - Oil checking and replenishment (if applicable) - System start-up and operational testing	1	LOT		
4	V. Refrigerant Management - Check refrigerant levels and refill refrigerant (R 410-A) if necessary, ensuring compliance with environmental regulations - Refoaming or Re-Insulation on HVAC Copper Tubes of Systems 1G, 2G and 3G VI. Error Code Management - Detecting System Fault indicated at Control Panel - Troubleshooting Error Code - Logging and Tracking Corrective Actions VII. Testing and Commissioning NOTE: DAIKIN AUTHORIZED SERVICE CENTER OR PROVIDER 1. Warranty: 6 Months on Workmanship 2. Warranty: 12 Months on Parts/Materials 3. Submit Detailed Technical Service Report shall be submitted and Date of Completion is stated.	1	LOT		

After having carefully read and accepted your General Conditions, I/We quote you on the item(s) at prices noted above.

Printed Name / Signature

Position / Designation

Tel. No. / Cellphone No.

email address

Date: _____

(PR No. CDO-2942-26)