



Republic of the Philippines  
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING  
SRA Compound, Annex II Building Ext,  
North Avenue, Diliman, Quezon City  
(02) 8351-8120, (02) 8294-9741

## REQUEST FOR QUOTATION

Date: **December 6, 2024**

RFQ No.: **084-24**

**Name of Supplier / Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**TIN:** \_\_\_\_\_

The **Department of Agriculture - Bureau of Agricultural and Fisheries Engineering (BAFE)**, through its **Bids and Awards Committee (BAC)**, intends to procure the **SUPPLY, DELIVERY AND INSTALLATION OF AIR-CONDITIONING UNIT (ACU) FOR AFD AND PPMD (SECOND POSTING)** which will be undertaken in accordance with Section 53.9 (Small Value Procurement) of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided on the last page of this Request for Quotation (RFQ). Submit your quotation/proposal **duly signed by you or your duly authorized representative** not later than **December 11, 2024, at 12:00 noon**.

To support your eligibility to participate in government procurement, the following **mandatory requirements** shall be submitted along with a signed quotation/proposal:

1. **Valid Mayor's/Business Permit\***;
2. **Proof of PhilGEPS Registration (Screenshot of Organization Profile or Certificate of PhilGEPS Platinum Membership)\*; and**  
*\*Valid PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's/Business Permit and PhilGEPS Registration/Certificate Number.*
3. **Notarized Omnibus Sworn Statement** preferably using the GPPB-prescribed form, for Approved Budget of Contract (ABC) **above P50,000.00**.

Open quotations may be submitted personally at **BAC Secretariat Office, BAFE Office, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City**. Alternatively, an electronic copy of the signed quotation/proposal and other eligibility requirements should be submitted at email address **afd.procurement22@gmail.com**.

For any clarification, you may contact us at telephone no. **(02) 8273-2474 loc. 3351** or at **afd.procurement22@gmail.com**.

**RHODORA R. CONCEPCION**  
BAC Secretariat Head





**INSTRUCTIONS**

1. Accomplish this RFQ correctly, completely, and legibly.
2. Do not alter the contents of this form in any way.
3. Failure to comply with any mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

1. Please quote your best offer for the items below. **Please do not leave any blank items. Items with no price indicated shall be considered non-compliant but specifying "0" (zero) or "-" (dash) for the said item would mean that it is being offered for free to the Government;** and
2. The information stated below shall be the basis for evaluating and calculating your quotation.

ITEM DESCRIPTION/ SPECIFICATION	QUANTITY  (A)	UNIT	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	PLEASE FILL IN YOUR OFFERED PRICE PER UNIT  (B)	PLEASE FILL IN YOUR TOTAL OFFERED PRICE  (AxB)	OFFERED BRAND & MODEL  (IF APPLICABLE)
<b>Supply, Delivery and Installation of Air-Conditioning Unit (ACU) for AFD and PPMD (Second Posting)</b>							
Window Type, 2hp	1	unit	55,000.00	55,000.00			
Split Type, 2.5hp	1	unit	65,000.00	65,000.00			
<b>TOTAL</b>			-----	<b>120,000.00</b>			

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

*\*Please see attached Itinerary of Travel on pages 5-7.*





<b>FINANCIAL OFFER</b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>One Hundred Twenty Thousand Pesos Only (PhP 120,000.00)</b>	In words: _____ _____

**Terms of Payment:**

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and Under Acceptance of the product. Bank Transfer shall be charged against the creditor's account.

**Payment Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Branch: \_\_\_\_\_

**Sir/Madam:**

After carefully reading and accepting the Terms and Conditions, I/We submit our quotation for the item/s indicated above.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Contact No./ Email Address





### TERMS AND CONDITIONS

1. Bidders shall provide the correct and complete information required in this form.
2. Price quotation/s must be valid for a period of <b>ONE HUNDRED TWENTY (120) CALENDAR days</b> from the submission date of quotation.
3. Price quotation/s, to be denominated in Philippine pesos shall include all taxes, duties, and/or levies payable, including delivery charges.
4. Partial bid/s is/are allowed for requirements to be procured by lot.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
7. Awarding shall be done by <b>LOT</b> . Award of the contract shall be made to the single/lowest calculated quotation (for goods and infrastructure) or, the single/highest rated offer (for consulting services), which complies with the minimum technical specifications and other terms and conditions stated herein.
8. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by you or any of your duly authorized representative/s.
9. Delivery and/or Installation Period: <b>Fourteen (14) calendar days upon receipt/conforme of the Work Order (W.O.)</b>
10. The DA-BAFE shall have the right to inspect and/or test the goods to validate their conformity to the technical specifications.
11. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DA-BAFE 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.
12. Payment shall be made thirty (30) days after delivery and acceptance of the item (s) and upon the submission of the required supporting documents, i.e, delivery receipt and/or billing statement, by the supplier. <b>Payments shall be based on actual services delivered.</b>
13. 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 DA-BAFE shall rescind 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.
14. The Winning Bidder shall submit the <b>originally-signed</b> quotation/proposal and other eligibility requirements (Certified True Copy) personally or via courier prior to payment of the completed contract.



### TECHNICAL SPECIFICATIONS

#### SUPPLY, DELIVERY, AND INSTALLATION OF AIR-CONDITIONING UNIT (ACU) FOR AFD AND PPMD

##### I. OBJECTIVE

To provide a conducive office and a good working environment.

##### II. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is **One Hundred Twenty Thousand Pesos (Php 120,000.00)** inclusive of all government taxes and charges, professional fees, and other costs.

##### III. ITEM SPECIFICATIONS AND COST ESTIMATES

ITEM/PARTICULARS	QTY	UNIT COST	TECHNICAL SPECIFICATIONS
Window Type	1 unit	55,000.00	<ul style="list-style-type: none"> <li>• Minimum Cooling Capacity: 2 HP</li> <li>• Voltage:220-240</li> <li>• Single Phase, 60 Hz</li> <li>• Inverter Technology</li> <li>• With Remote Controller (Battery included)</li> <li>• Refrigerant: R410A, R32 or any better refrigerant</li> <li>• Automatic on and off timer</li> <li>• With Provision for cleaning of the anti-bacterial filter</li> <li>• With user manual</li> <li>• With Auto Air Swing</li> <li>• Shall include labor and materials with free installation of the ACU</li> <li>• Shall fit in the size of a concrete opening of 65 cm x 43 cm</li> <li>• Minimum warranty:               <ul style="list-style-type: none"> <li>➢ 1 year on parts and services</li> <li>➢ 5 years on Compressor</li> </ul> </li> </ul>
Split-type	1 unit	65,000.00	<ul style="list-style-type: none"> <li>• Minimum Cooling Capacity: 2.5 HP</li> <li>• Voltage:220-240</li> <li>• Single Phase, 60 Hz</li> <li>• Type: Split Type, High Wall Mounted with Inverter Technology</li> <li>• Refrigerant: R410A, R32, or any better Refrigerant.</li> <li>• Protection: with Power Surges &amp; Fluctuating Electrical Protection</li> </ul>



			<ul style="list-style-type: none"> <li>• With Provision of cleaning of the anti-bacterial filter.</li> <li>• With Remote Control and included battery</li> <li>• With user manual</li> <li>• With the external circuit breaker and its casing</li> <li>• With necessary copper and/or piping</li> <li>• Shall include labor and materials with free installation</li> <li>• Free metal support bracket</li> <li>• Shall include the additional materials (Stranded Wire, PVC Pipe and breaker 20amp)</li> <li>• Minimum warranty:             <ul style="list-style-type: none"> <li>➢ 1 year on parts and services</li> <li>➢ 5 years on Compressor</li> </ul> </li> </ul>
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**IV. SCHEDULE OF DELIVERY AND INSTALLATION**

Goods and services shall be delivered and installed within Fourteen (14) calendar days upon receipt/conformance of the Work Order (WO).

**V. ADDITIONAL REQUIREMENTS**

Conduct a site inspection and submit a certificate of site survey upon submission of proposal.

**VI. INSPECTION AND TESTS PROCEDURE**

- A. Inspector and/or Supply Officer may reject the unit or part thereof that falls to pass any test and/or inspection or does not conform to specifications.
- B. Inspector and/or Supply Officer will issue an Inspection and Acceptance Report (IAR) upon determining that the delivered ACU is usable and in good working condition.

**VII. AFTER-SALES SERVICE**

The winning bidder must be available for 8x5 technical support for the duration of the warranty/contract with an available 24x7, thru email, phone, or remote, 8x5 NBD onsite support, 24-hour response time starting from the time of the report, and immediate supply of the service unit just in case the device is unrecoverable.

**VIII. PAYMENT**

One-time payment shall be made upon completion of Supply, Delivery, and Installation of ACU subject to submission of the following documents:

- a. Certificate of Warranty
- b. Certificate of Replacement for defective items/parts; and
- c. Sales Invoice/Delivery Receipt



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