

REQUEST FOR QUOTATION

20 June 2018

Dear Sir/Madam:

Please quote your lowest price on the item listed on the attached Tender form. Please submit your sealed quotation / Tender Form and Conformity to Technical Specifications for the Small Value Method of Procurement in accordance with Section 53.9 of the Implementing Rules and Regulations of RA 9184 for the **PROVISION OF ONE (1) LOT PREVENTIVE MAINTENANCE SERVICES FOR PRECISION AIRCONDITIONING UNITS AT DATA CENTER AT L-SHAPE BLDG. VISAYAS AVE. QC FOR THE PERIOD JULY TO DECEMBER 2018 (SEE ATTACHED TERMS OF REFERENCE FOR THE DETAILS)**

Hereunder is the schedule of bidding activities:

ACTIVITY	DATE, TIME & PLACE
1. Posting of RFQ/Tender Form at PhilGEPS, NFA eBPS & conspicuous places	June 22, 2018 to June 26, 2018
2. Sending of RFQ/Tender Form	June 22, 2018 to June 26, 2018
3. Submission of RFQ/Tender Form	June 26, 2018 at 11 a.m.
4. Opening of RFQ/Tender Form	June 26, 2018 at 2 p.m.

Please submit the **certified photocopies** of the following documents or attach a Cover Letter certifying that the same are certified true copy of the original duly signed by the authorized representative together with your quotation/proposal:

1. Business Permit for the year 2018
2. Annual Income Tax Return 2017 and Certificate of Registration with BIR
3. PhilGEPS Organization / Registration Number for the year 2018

The NFA shall have the right to inspect the goods to confirm their conformity to the Technical Specifications hereto attached.

The NFA reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

ORIGINAL SIGNED

**MARIETTA J. ABLAZA**

Department Manager, GSD and

Chairman, Committee on Shopping and Small Value Procurement

TENDER FORM

TO: MS. MARIETTA J. ABLAZA  
 Chairman, Committee on Shopping and Small Value Procurement  
 NATIONAL FOOD AUTHORITY  
 General Services Department  
 Philsugin Bldg. North Ave., Diliman, Quezon City

After having carefully read and accepted your requirements, we quote you on the items at prices below:

DESCRIPTION	QUANTITY	ABC	OFFER	
			UNIT COST	AMOUNT
PROVISION OF ONE (1) LOT PREVENTIVE MAINTENANCE SERVICES FOR PRECISION AIRCONDITIONING UNITS AT DATA CENTER AT L-SHAPE BLDG. VISAYAS AVE. QC FOR THE PERIOD JULY TO DECEMBER 2018 (SEE ATTACHED TERMS OF REFERENCE FOR THE DETAILS)	ONE (1) LOT	P 300,000.00		

Supplier's Name:	TIN:
Address:	E-mail Address:
Telephone No.	Fax No.
Supplier's Authorized Representative:	Date:
Signature over Printed Name:	<b>Note:</b> 1.SEE ATTACHED TERMS OF REFERENCE FOR THE DETAILS  2. SUPPLIER IS REQUIRED TO FILE PERFORMANCE SECURITY.
Mode of Payment: 30 Working Days (Government Terms)	
Terms of Delivery: 15 Working days after receipt of Approved P.O	
Validity of Offer: 120 days from opening of sealed offer	
Warranty Period: See Item number VIII of the TOR	
Price offered is inclusive of VAT.	

NATIONAL FOOD AUTHORITY

Quezon City

**PROVISION OF PREVENTIVE MAINTENANCE SERVICES OF  
NFA DATA CENTER'S PRECISION AIRCONDITIONING UNITS  
AT L-SHAPED BUILDING, VISAYAS AVE. QUEZON CITY**

**TERMS OF REFERENCE**

I. Project Description

Provision of Preventive Maintenance Services of NFA Data Center's Precision Airconditioning Units for the year 2018.

II. Location of the Project

Two units PACU located at NFA Data Center, L-Shape Building, Visayas Ave., Quezon City

III. Approved Budget of the Contract

The Approved Budget of the Contract (ABC) is P 300,000.00 under GSD COB.

IV. Scope of Work

1. Activities performed shall include but not limited to: inspection of all components, adjustment of setting, replacement of parts, calibration of sensor, review and test protective alarms, tightening of terminal connections, vacuum cleaning, pressure washing, etc.
2. Quarterly check-up of operating parameters like volts, amperes, temperature, humidity, sensitivity, operating pressure, current draw, whichever is applicable.
3. Quarterly check-up of drive belts, cleaning of condensate drain, blower shaft assembly.
4. Quarterly check-up of electrical components to ensure correct voltage and amperage draws.
5. Quarterly check-up of unit for conformance to temperature and humidity set-points.
6. Quarterly check-up of unit for signs of refrigerant leaks.
7. Quarterly check-up of refrigeration system for proper operation.
8. Quarterly check-up and cleaning of evaporator and condenser units.
9. Quarterly check-up and cleaning of air filters.
10. Quarterly check-up and cleaning of evaporator and condenser motor/fans.
11. Quarterly check-up of microprocessor controls and its parameters for temperature conformance.
12. Recommended course of action to followed by the End User to avoid unnecessary downtime in between the schedule preventive maintenance inspections.

V. Duration of the Project : July to December 2018

VI. Qualified Offerors

Interested bidder shall be a supplier or a contractor with the following documents:

1. DTI or CDA or SEC Certificate of registration
2. Mayor's permit
3. PHILGEPS Registration
4. BIR/VAT Registration Certificate
5. Tax Clearance
6. ITR

VII. Offer Validity

Offered price shall remain valid for one hundred twenty (120) calendar days from the date of the opening of offer.

VIII. Obligations of Service Provider:

1. To provide regular on-site preventive maintenance services to PACU equipment every quarter. Such services shall include standard cleaning, adjusting, inspection, calibration and testing procedures designed to ensure that the equipment stay in good working conditions as well as to reduce the possibility of equipment failure.
2. To perform corrective maintenance service this includes diagnostic, correction of equipment malfunction or failure and emergency repair upon the request of the End user.
3. To provide estimates free of charge and to identify defective parts of PACU for replacement/repair if any.
4. To include all major and minor parts in maintenance coverage.
5. To act on service call within twenty-four (24) hours after receipt of call
6. To require employees of service provider to wear their uniforms and IDs while inside NFA premises for proper identification.
7. To submit service report to the End User immediately after completion of every work.
8. To submit compiled annual reports.

IX. Obligations of the NFA

1. To provide a space for the Service Provider's equipment, facilities, and working crew while they are performing their work assignment at NFA;
2. To supervise and oversee the technicians of the Service Provider while performing their duties;

3. To inform the service provider any complaint on malfunction of PACUs;
4. To prepare a preventive maintenance servicing certification to serve as attachment to service provider's claim of payment for services rendered; and
5. To render quarterly evaluation/assessment of service provider's performance;

X. Other Conditions:

1. Defective parts/materials for replacement are subject for double checking and confirmation from GSD;
2. NFA has the right to terminate the contract following guidelines of IRR 9184 under Appendix 4, Roman numeral III A, 1.a, 1.b and 1.c.
  - a. Outside of *force majeure*, the Service Provider/Contractor fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;
  - b. As a result of *force majeure*, the Service Provider/Contractor is unable to deliver or perform any or all of the Goods/Services, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of *force majeure* is deemed to have ceased; or
  - c. The Service Provider/Contractor fails to perform any other obligation under the Contract.
3. All prices for the duration of the contract or as extended shall be fixed and shall not be adjusted during contract implementation.

XI. Performance Security

1. To guarantee the faithful performance by the winning contractor of its obligation under the contract/P.O., such winning contractor shall post a Performance /security within a maximum period of ten (10) calendar days upon receipt of the Notice of Award in any of the following forms and amount:

FORM OF PERFORMANCE SECURITY	AMOUNT OF PERFORMANCE SECURITY (Equal to Percentage of the Total Contract Price)
1. Cash or Cashier's/manager's Check issued by a Universal or Commercial Bank	Five Percent (5%)

2. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Five Percent (5%)
3. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty Percent (30%)
4. Any combination of the foregoing	Proportionate to share of form with respect to total amount of security
5. Bid securing declaration	

2. The performance security shall be denominated in Philippine Pesos and posted in favor of the NFA, which shall be forfeited in the event it is established that the winning contractor is in default in any of its obligations under the contract/P.O.
3. The performance security shall remain valid until issuance by NFA of the final Certificate of Acceptance.
4. The performance security may be released by NFA after the issuance of the Certificate of Acceptance, subject to the following conditions:
  - a) NFA has no claims filed against the contract awardee or the Surety Company;
  - b) It has no claims for labor and materials filed against the contractor; and
  - c) Contractor has complied with other terms of the contract.

## XII. Liquidated Damages

The Contractor shall pay liquidated damages to NFA at the rate of one-tenth of one percent (0.1%) of the cost of delayed service per day of delay. NFA may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract, NFA shall rescind this Contract, without prejudice to other courses of action and remedies open to it.

XIII. Payment:

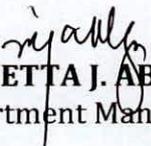
NFA shall pay the Service Provider on a quarterly basis upon receipt of the billing invoice, preventive maintenance servicing certification and its service report from the Service Provider. On its first claim, however, The Service Provider shall also be required to submit the following:

1. Notice of Award
2. Notice to Proceed
3. Contract

All payments made under this Contract/P.O. shall be subject to the usual auditing and accounting rules of NFA and COA

XIV. Breaking Tie

In case that two or more of the offerors are determined and declared as the Lowest Calculated and Responsive Offeror, the NFA shall use "draw lots" in breaking the tie.

  
**MARIETTA J. ABLAZA**  
Department Manager, GSD

