



# AFP Retirement and Separation Benefits System

Camp General Emilio Aguinaldo, Quezon City

Aug 3, 2020

## REQUEST FOR QUOTATION

Please quote your lowest price on the items listed below, subject to the conditions also listed below, stating the shortest time of delivery and submit your quotation duly signed by your authorized representative not later than **11:00 a.m. 23 Sept. 2020** to this address:

**General Services Department**  
**AFP Retirement and Separation Benefits System (AFPRSBS)**  
**424 Capinpin Avenue, Camp General Emilio Aguinaldo, Quezon City**

Name of Project/ Brief Description	Cleaning Services and Repair of Air Conditioning Units for AFPRSBS
Approved Budget for the Contract (ABC)	Php 215,400.00

### NOTES:

1. All entries in the Quotation Form shall be typewritten.
2. Quotation Form shall be submitted in a **sealed envelope**.
3. Bidders shall submit with their quotations/services offered.
4. Quoted prices shall be inclusive of value-added taxes and other applicable taxes and shall be firm and valid for a period of at least thirty (30) days from the date of receipt of quotation and shall be binding upon the supplier within the period.
5. As a Government Owned and Controlled Corporation (GOCC), the AFPRSBS shall deal only with legitimate suppliers which issue BIR-registered official receipts.
6. Accreditation requirements shall be submitted in a **separate sealed envelope**, which shall include the following:
  - a. Certified True Copy of the Department of Trade and Industry (DTI) or Securities and Exchange Commission (SEC) Registration Certificate;
  - b. Certified True Copy of Valid and Current Mayor's Permit and/or Business Permit;
  - c. Certified True Copy of the Bureau of Internal Revenue (BIR) Registration Certificate with Taxpayer's Identification Number (TIN) and Tax Clearance;
  - d. Certified True Copy of the Philippine Government Electronic Procurement System (PhilGEPS) Registration Certificate; and

- e. Original Copy of the Corporate Secretary's Certificate designating the company's authorized representative to submit and sign the bid and to sign any and all contracts and documents pertaining to the placement and acceptance of orders.

## 7. SUBMISSION BY ELECTRONIC or ONLINE MEANS

In addition to the submission of sealed bids as discussed in the as stated in the foregoing, Bidders can submit bids thru electronic or online means in accordance with the Government Procurement Policy Board (GPPB) Resolution No. 09-2020 as guided by the following procedures:

7.1) All procurement related documents to include the eligibility requirements and bid proposals may be submitted electronically to this e-mail address [afprsbsbacsec@gmail.com](mailto:afprsbsbacsec@gmail.com) on or before the closing date and time specified in the Bidding Documents as published in the Philippine Government Electronic Procurement System (PhilGEPS). The electronic documents must be sent through the **bidder's valid company e-mail account** or through the **e-mail address of the bidder's duly authorized representative**.

7.2) The receipt of electronic submission shall be acknowledged by the AFPRSBS BAC Secretariat through an e-mailed reply from the official AFPRSBS e-mail account [afprsbsbacsec@gmail.com](mailto:afprsbsbacsec@gmail.com). A Bid receipt page for the official time of submission as well as the e-mail acknowledgment of the submission shall be printed by the AFPRSBS BAC representative for reference and audit trail.

7.3) Bid documents to be submitted through electronic means must be saved in two (2) separate compressed archive folders in "WinRAR" or "ZIP" archive format. These should be sent simultaneously to the [afprsbsbacsec@gmail.com](mailto:afprsbsbacsec@gmail.com). The **first compressed archived folder** which shall contain the technical component of the bid, including the eligibility requirements under Section 23.1 of the IRR for the procurement of Goods and Infrastructure Projects shall be labelled as "**Technical Bid**", while the **second compressed archived folder** which shall contain the financial component of the bid shall be labelled as "**Financial Bid**".

7.4) The electronic Bidding Documents contained in each of the compressed archive folders must be **password-protected**. The passwords for accessing the files will be disclosed by the bidders' duly authorized representatives to the AFPRSBS BAC Secretariat only during the actual bid opening which will be done face-to-face through videoconferencing using Google Meet. The invite for the videoconferencing shall be sent to the bidder's valid company e-mail account and/or e-mail address of the bidder's duly authorized representative.

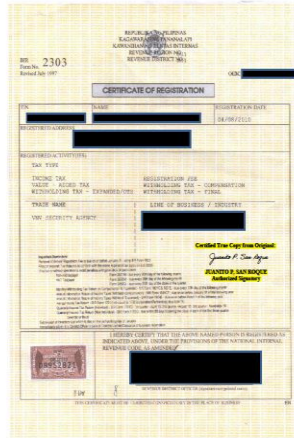
7.5) Electronic Bidding Documents not in compressed archive folders and are not password-protected, shall be rejected. However, submitted bids that are not properly compressed and not password-protected may be accepted provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of improperly compressed or not password-protected folder, or for its premature opening.

7.6) The Bidding Documents to be submitted through electronic means should be **scanned copies of the original documents** in PDF/JPEG file format. Each scanned document must bear the markings "**Certified True Copy from Original**" **duly signed by the bidder's authorized**

**signatory.** Each document must be saved in PDF/JPEG file format using this **file name format:** **“Name of Bidder - Title of the Original Document”**. Examples are shown below:



**File Name:**  
ABC Company – DTI  
Certificate of Registration



**File Name:**  
ABC Company – BIR  
Certificate of Registration



**File Name:**  
ABC Company – Mayor's  
Business Permit

7.7) As with manual submission, Bidders may modify or withdraw their electronic bid submission at any time before the deadline for the submission and receipt of bids. Where a bidder modifies its Bid, it shall not be allowed to retrieve its original Bid and shall only be allowed to send another Bid equally secured, properly identified, and labelled as **“Technical Bid Modification”** and **“Financial Bid Modification”**. The time indicated in the latest Bid receipt page generated shall be the official time of submission. Electronic bids submitted after the deadline shall not be accepted.

7.8) Electronic Bidding Documents, including the eligibility requirements under Section 23.1 of the IRR, submitted after the deadline shall not be accepted by the BAC Secretariat. The BAC Secretariat shall generate a Bid receipt page for the official time of late submission which should be saved and printed for reference and audit trail. The BAC Secretariat shall likewise record in the minutes of bid submission and opening, the bidder's name, its representative and the time the late bid was submitted.

8. Prior to cleaning services and repair, the AFPRSBS will require service provider/s to inspect all units as per attached Inventory List.
9. Cleaning Services and Repair will only be authorized during Saturdays, Sundays and Holiday/s.
10. Job Order / Contract shall be awarded to the bidder with the lowest calculated bid.
11. Delivery period from Notice of Award and/or Purchase Order shall be within thirty (30) calendar days.
12. Repair and Maintenance are subject to inspection, with payment processing to commence only after acceptance by the AFPRSBS.
13. Terms of payment within fifteen (15) calendar days from date of acceptance. Warranty on both parts and services shall be good for a period of at sixty (60) days from date of acceptance by the AFPRSBS.
14. AFPRSBS reserves the right to post-qualify any supplier and/or to reject any or all submitted quotations without thereby incurring any liabilities to the affected bidder/supplier or bidders/suppliers.

15. Request for Quotation may be downloaded from the AFP-RSBS website. For further information, please call at telephone numbers 8912-1858 / 8912-1868.and look for Ms. Bernadette Soriano



**MARIA GRACITA C. GARCIA**  
**Head, General Services Department**

**ATTY ROLANDO G. BORJA**  
**Head, Corporate Services Group**

**INVENTORY OF AIR CONDITIONING UNITS**  
As of June 2020

<b>Air con Type</b>	<b>Qty</b>	<b>Unit</b>	<b>Location</b>	
Carrier WM Inverter 3HP	2	Units	CD	For cleaning
Carrier FM 3TR (old)	2	units	CD	For cleaning
Koppel WM 2HP(clinic)	1	unit	HR	For cleaning and repair
Carrier FM 3TR	2	units	LD	For cleaning
Carrier WM 1.5HP(CSG)	1	unit	LD	For cleaning and repair
Carrier FM Inverter	2	units	Board Room	For cleaning
Koppel CM 2.5 HP (projector room)	1	unit	Board Room	For cleaning
Carrier WM 1.5	1	unit	Office of the Pres	For cleaning
Koppel CM 3TR	1	unit	Xerox Treasury	For cleaning and repair
Carrier WM 1.5HP (HD,TD)	1	unit	TD	For cleaning and repair
Koppel FM 3TR (inside)	1	unit	TD	For cleaning
Carrier FM 3TR	1	unit	TD Lobby	For cleaning
Koppel CM 3TR	2	units	MG Records Room	For repair and For cleaning
Koppel FM 3TR	1	unit	MG Lobby	For cleaning
Koppel FM 3TR	2	units	MG	For cleaning and repair
Kolin CC Inverter (server)	1	unit	MISO	For cleaning
Koppel CC Inverter 3TR (server)	1	unit	MISO	For cleaning and repair
Koppel CM Inverter 3TR(inside)	1	unit	MISO.	For cleaning
Carrier FM 3TR	1	unit	Records Room (204) PMED	For cleaning

Carrier WM Inverter 3HP	1	unit	AMD	For cleaning
KOLIN WM Inverter 1.5HP	1	unit	EVP	For cleaning
Carrier FM 3TR	2	units	CMA	For cleaning
Koppel FM 3TR	2	units	PMED	For cleaning and repair (1 unit)
Carrier CM 2HP(old)	1	unit	PMED	For cleaning
Carrier 2.5 HP	1	unit	IMG	For cleaning
Koppel CM 3TR3	3	units	MSD	For cleaning and repair (1 unit)
Carrier FM 3TR	2	units	Canteen	For cleaning

**TOTAL**

**38 Units**

Inspected by:

JONEDY SANTOS  
GSD

RYAN LOPEZ  
Supervisor, D 'Triumph

Noted by:

  
Maria Gracita Garcia  
Head, GSD

## QUOTATION FORM

			<b>PRICE</b>
	<b>Repair and maintenance of 38 Air Conditioning Units</b>		

After having carefully read and accepted your conditions above, I/We quote you on the item at the price noted above.

**Name of Bidder:** \_\_\_\_\_

**Delivery Period:** \_\_\_\_\_

**Price Validity :** \_\_\_\_\_

\_\_\_\_\_  
Printed Name & Signature of Authorized Representative

\_\_\_\_\_  
Date Submitted

Name of Company \_\_\_\_\_  
\_\_\_\_\_

TIN \_\_\_\_\_

Tel. Nos. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail address: \_\_\_\_\_