

## REQUEST FOR QUOTATION

### SVP NO: 2025-031

PhilHealth Region III, through its Bids and Awards Committee, intends to procure the following:

<b>Project Title</b>	<b>PREVENTIVE MAINTENANCE OF AIRCONDITIONING UNITS OF LHIO BALER FOR 1<sup>ST</sup> -4<sup>TH</sup> QTR OF CY 2025</b>
<b>Approved Budget for the Contract</b>	<b>Php 76,000.00</b>
<b>Mode of Procurement</b>	<b>Small value</b>
<b>Deadline of Submission</b>	<b>May 19, 2025</b>

#### GENERAL CONDITIONS:

1. All entries must be typewritten or written legibly in print.
2. Price validity shall be for a period of **90 calendar days**
3. Requirements to be submitted by the lowest calculated bidder:
  - a. 2024 Mayor's Permit or Business Permit
  - b. DTI or SEC Registration Certificates (whichever is applicable)
  - c. BIR Registration Certificate
  - d. PhilGEPS' Proof of Registration or PhilGEPS Certificate
  - e. PhilHealth Certificate of Updated Contribution
  - f. Omnibus Sworn Statement (if applicable)
  - g. Annual Income / Business Tax Return (if applicable)

The completed form shall serve as your formal quotation. Please submit your proposal to PhilHealth Region 3, City of San Fernando (P) or through electronic mail at [roqued@philhealth.gov.ph](mailto:roqued@philhealth.gov.ph) / [dhonparas1223@gmail.com](mailto:dhonparas1223@gmail.com)

**CAROL E. DONATO**  
 Fiscal Controller-I (LHIO BALER)

Date: \_\_\_\_\_

Sir / Madam

After having carefully read and accepted the general conditions in your Request for Quotation, hereunder is our quotation valid for **90 calendar days**

		Item Description / Specification	Total Contract Cost
1	UNIT	FLOOR MOUNTED	
5	UNITS	WALL MOUNTED	
1	UNIT	AIR CURTAIN	
3	UNITS	CEILING CASSETTE	
		For 1 <sup>ST</sup> , 2 <sup>ND</sup> , 3 <sup>RD</sup> , 4 <sup>TH</sup> Quarter 2025	
		See attached Technical Specification	

Company Name:

Business Address:

Name and Signature of Authorized Representative: \_\_\_\_\_

Contact Number of Authorized Representative: \_\_\_\_\_

## TECHNICAL SPECIFICATIONS

### PREVENTIVE MAINTENANCE OF AIR CONDITIONING UNITS OF PHILHEALTH REGIONAL OFFICE III – LHIO BALER

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#### OBJECTIVE:

To be able to find a service provider that will meet and provide the requirements needed by PhilHealth Regional Office III – LHIO Baler for the Cleaning and Maintenance of Air Conditioners for CY 2025.

#### GENERAL REQUIREMENTS:

- Service provider must be located within Aurora Area.
- Will be able to provide the cleaning and maintenance service from Mondays to Fridays at (6:00 PM onwards) or on Saturdays (8:00 AM to 6:00 PM).

#### COVERAGE:

- Five (5) Split Type – Wall Mounted (Actual Count - 4)
- One (1) Floor Mounted
- One (1) Air Curtain
- Three (3) Ceiling Cassette

#### WARRANTY:

- One (1) month on workmanship and back job.

#### SCOPE OF WORK:

- **Quarterly Maintenance:**
  - General cleaning of evaporator and condenser coil using proper chemical that will not damage the coil fins. Also, perform cleaning of evaporator fans or blower condenser fans, electrical controls, panels and air louvers.
- **Performance check-up**
  - Conduct reading of power supply voltage, voltage reading;
  - Conduct reading of system operation pressures;
  - Conduct reading of operation amperage;
  - Conduct reading of FCU supply air discharge temperature and ACCU condensed air discharge temperature, and;



- Check and observe the performance of FCU and ACCU fans and motors from noise and unusual vibrations. If there are unusual vibration and noise, check condition of fan blade and bearing and motor bearing.
- **Physical check-up**
  - Check condition of electrical parts such as circuit breaker, contactor relays and PCB;
  - Check condition of high and low pressure switches;
  - Check refrigerant service line valves;
  - Check condition of fan motor and compressor capacitor;
  - Check air swing louvers;
  - Check thermostat control;
  - Tighten all panel screws properly and provide screws on vacant screw holes;
  - Replace all rusted screws on the FCU and ACCU panel and electrical control bob, and;
  - Apply epoxy paint on all rusted panel and steel supports.

#### **OTHER TERMS AND CONDITIONS:**

- The Contractor may recommend the procurement or necessary replacement of spare parts or components of the Air-conditioning unit.
- Submit individual service report indicating status/condition of the Air-condition unit.
- Provide individual record card for each Air-condition unit.
- Provide Callback Services free of charge during the duration of the contract.
- Fees and charges payable shall be paid within (15) calendar days from the date of Invoice or Statement of Account and completion of documentary requirements for the processing of payment.

#### **LIQUIDATED DAMAGES:**

If the Service Provider fails to deliver any or all of the goods and/or to performance the services within the period specified in the contract, the Procuring Entity shall, without prejudice to its order remedies under the contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay, provided that the maximum deduction shall be ten percent (10%) of the total amount of the contract price, the Procuring Entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies available to it.

#### **DELIVERY DATE:**

- Seven (7) calendar days from the conforme of Job Order


#### **MODE OF PROCUREMENT:**

- Negotiated Procurement - Small Value

**CONTRACT PERIOD:**

- Duration of Contract is from March to December 2025


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