



Construction Industry Authority of the Philippines
REQUEST FOR QUOTATION/PROPOSAL

CIAP-F-PrM-03
Rev. No.: 00

Procurement of Services for the Preventive Maintenance and Repair Services of Airconditioning Units/System at the CMDF-Training Center

P.R. No./Date: **25-04064 | 28 April 2024**

RFQ/P No. / Date: **2025-05-051 | 01 May 2025**

The **Construction Industry Authority of the Philippines (CIAP)** invites all eligible suppliers, contractors and consultants to quote the best offer for the described item/s in the attached **Terms of Reference/Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

The following are the required document/s to be submitted as attachment/s to the quotation/proposal:

(Please submit the documents required to be submitted by the bidder pursuant to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)

- 1 **Mayor's/Business Permit**
- 2 **PhilGEPS Registration Number**
- 3 **BIR Certificate of Registration (BIR Form No. 2303)**
- 4 **Signed Terms of Reference or Technical Specifications, if applicable**

This pro-forma quotation maybe submitted through registered or electronic mail to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to bac_ciap@construction.gov.ph/russellracelis@construction.gov.ph on or before 08 May 2025, 05:00 pm, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and subject to the following Terms and Conditions:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for **sixty (60)** calendar days upon receipt of the bid. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. CIAP-BAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence is required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.
10. Payment shall be made through **check payment (Landbank)**.
11. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: _____.

Very truly yours,
(ORIGINAL Copy Signed)

Russell N. Racelis

Secretariat, Bids and Awards Committee

CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

4th Floor Room 410, Executive Building Center, 369 Sen. Gil Puyat Ave., cor. Makati Ave., Makati City

Telephone: 0917-855-7198 | e-mail: bac_ciap@construction.gov.ph

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-out by the supplier)		
1	1 lot	₱ 80,000.00	Procurement of Services for the Preventive Maintenance and Repair Services of Airconditioning Units/System at the CMDF-Training Center ***See attached Terms of Reference***			
Total ABC		₱ 80,000.00				
Delivery and Other Instructions:			See Terms of Reference for Other Instructions and Detailed Requirements			

(Please provide **complete** information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that CIAP is not bound to accept the lowest or any proposal that CIAP may receive.

Signature over Printed Name : _____
Designation/Position : _____
Name of Company : _____
Address : _____
Telephone / Fax : _____
E-mail Address : _____
Company Tax Identification Number : _____

TERMS OF REFERENCE

1. **PROJECT TITLE** : Aircon Preventive Maintenance and Repair Services at the CMDF-TC
2. **PROPONENT** : CIAP-CMDF
3. **PROJECT LOCATION** : Construction Manpower Development Foundation – Training Center (CMDF-TC)
Carlos Trinidad Avenue, Bo. Salawag, Dasmarinas, Cavite
4. **APPROVED BUDGET** : Php 100,000.00
5. **DURATION** : 40 Days

6. PROJECT BACKGROUND

The Construction Manpower Development Foundation - Training Center (CMDF-TC) requires regular preventive maintenance and repair services for its air conditioning units to ensure optimal performance and extend their service life. The services will be crucial for maintaining a conducive environment for training activities at CMDF-TC.

7. SCOPE OF WORK AND DELIVERABLES

The service provider shall perform the following tasks:

- Regular inspection, cleaning, and maintenance of all air conditioning units within CMDF-TC.
- Replacement of filters, checking refrigerant levels, and cleaning of coils, drainpipes, and blower fans.
- Diagnosis of potential issues, repair, and replacement of defective components.
- Submission of a maintenance report after each visit, detailing the condition of each unit and actions taken.
- Emergency repair services as required, within 24 hours of notice.

8. DURATION OF SERVICE

The service contract shall be effective for one (1) year, starting from the date of approval, with the possibility of renewal upon satisfactory performance.

Preventive maintenance shall be conducted quarterly, while repairs shall be carried out as needed.

9. COSTING AND BILLING

Costs for repair services and materials replacement shall be billed separately to the Construction Industry Authority of the Philippines (CIAP) based on the actual requirements and upon approval.

10. GENERAL CONDITIONS

The service provider must have a minimum of three (3) years of experience in air conditioning maintenance and repair services.

The company must possess the following valid documents:

- Business Permit
- Bureau of Internal Revenue (BIR) Registration Certificate
- Mayor's Permit
- DTI Business Name Certificate

11. QUALIFICATIONS OF PERSONNEL

The service provider shall deploy certified and trained technicians with a minimum of three (3) years of experience in air conditioning maintenance.

The personnel assigned to CMDF-TC should have the necessary tools and equipment to perform the required services efficiently.

12. TERMS OF PAYMENT

Payment for preventive maintenance services will be made upon submission of billing invoices and maintenance reports.

Payment for repair services and replacement materials will be processed separately upon receipt of the corresponding invoices, subject to verification and approval by CIAP.

13. TERMINATION CLAUSE

CMDF-TC reserves the right to terminate the contract upon written notice should the service provider fail to meet the specified standards or terms of this agreement.

14. LIQUIDATED DAMAGES

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If the company fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this 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 unperformed portion of every day of delay. Pursuant to the Section 68 of the forecited act. The maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

15. CONFIDENTIALITY AND CONFLICT OF INTEREST

The consulting firm shall commit to maintaining utmost confidentiality and refrain from disclosing or utilizing, to any external parties, any information or documents associated with the execution of the contract. This obligation of confidentiality shall endure even after the conclusion of the audit and assessment process.

Prepared By:



NILO ELIGIO M. CALINGASAN JR.

Senior Trade & Industry Development Specialist, CACD

Reviewed By:



JAN AMIEL C. DE LEON

Assistant Division Chief, CACD

Approved By:



OFELIA R. USIGAN

Executive Director, CMDF