



Republic of the Philippines
 Sandiganbayan
 Quezon City
 Telephone/Fax No. +632 8951-4514/ 8951-4599
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 Contact Persons: *Thelma Marco/Joy Gallego/Connie Haplasca*

MA. TERESA S. PABULAYAN
 Executive Clerk of Court IV

MAR 10 2023

RFQ No.: 74-2023
 Date: March 9, 2023

REQUEST for QUOTATION

The *Sandiganbayan*, through its Supply Section, Administrative Division, intends to undertake the following procurement project in accordance with Annex “H” of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (R.A.) No. 9184:

Item No.	Quantity	Description	Reference P.R. No.	Approved Budget for the Contract
1	1 lot	<p><u>Supply and Installation of 4 units 3HP Wall Mounted Airconditioning Unit, Inverter Type (R32) of the Office of Justice Malabaguio</u></p> <p><u>Specifications: 3HP, 220V, 60Hz, at least 2230W</u></p> <p><i>Scope of Work:</i></p> <ol style="list-style-type: none"> 1. Supply of labor and materials for the installation of airconditioning unit 2. Mobilization 3. Installation and mounting of indoor and outdoor units 4. Installation, bracing and layout of refrigerant copper pipe (Type L) 5. Carry out leak testing prior to installation of thermal insulation 6. Installation of rubber insulation with at least $\frac{3}{4}$ thickness, polyethylene tape, control wiring (ground wire shall be green in color), feeder line conduit (flexible metal conduit, liquid tight with straight connector) 7. Flushing and vacuuming 8. Charging of refrigerant gas, testing, and commissioning 9. Restoration of the affected area during the installation process (cleaning, masonry, minor repainting if needed) 10. Final inspection and turnover of the completed project <p>NOTE:</p> <ol style="list-style-type: none"> 1. The supplier shall utilize the existing electrical lines and power sources in the installation. In the absence thereof and when the same is required, the supplier shall provide the installation of necessary electrical lines and equipment that should be compatible with the existing and appropriate power sources of the building. 2. With at least ONE (1) year warranty on parts and services and at least FIVE (5) years on compressor. 3. Ocular inspection is required, and certificate of appearance will be given as part of the requirement. 	23-03-199	541,000.00

		Conditions: <ol style="list-style-type: none"> 1. All the works shall conform to the internationally accepted standards. 2. All service personnel be provided w/ safety gears, proper identification cards & uniforms as safety measure & proper identification. 3. A technical supervisor shall be provided to ensure the quality of the service rendered. 4. Client shall provide the power & adequate water necessary in the installation process. 5. A client representative shall assist the crew man/personnel during the installation process. 		
		nothing follows	Total:	541,000.00

INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. If another form is used other than the attach quotation form (ANNEX A), please include the following in your quotation:
 - a. Terms of Payment
 - b. Warranty; if any
 - c. Place of Delivery: SANDIGANBAYAN, Centennial Bldg., Commonwealth Ave., cor. Batasan Road, Quezon City
 - d. Delivery Period
 - e. Price Validity Period
 - f. Stock Availability
 - g. Certificate of Exclusive Distributorship; if any
 - h. Tax Identification Number (TIN)
 - i. Use company letterhead for your quotation and address to:
Atty. RITCHELLE M. DESINGAÑO-YRAÑELA
Chief Judicial Staff Officer
Administrative Division
3. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS and CONDITIONS

1. All quotations are considered an offer of the items specified above at the prices quoted in the Price Quotation Form (“Annex A”) and a guaranty of availability of the quoted items. In the event that the offer is accepted, a Purchase Order (PO) for the above-mentioned items will be sent to the suppliers concerned advising them of such acceptance and such other terms of delivery, as applicable.
2. Delivery period shall be within fifteen (15) working days upon receipt of the PO.
3. Failure of the supplier to deliver within the period stipulated shall make the supplier liable for the payment of the difference of the amount paid by the Sandiganbayan to the supplier quoting the next lower price and that offered by the delinquent supplier.
4. Goods supplied are subject to inspection by the auditor or his duly authorized representative. Payment shall be made after said inspection and acceptance of items supplied, subject to the usual auditing rules and procedures, and further subject to Item No. 11 of this Terms and Conditions.
5. Price Quotation/s must be valid for a period of thirty days (30) calendar days from date of submission, except for quotations for drugs and/or medicines which must be valid for fifteen (15) calendar days from date of submission.
6. Altering and/or amending the Terms and Conditions may be considered non-responsive/non-compliant, unless such alteration or amendment is advantageous and beneficial to the Procuring Entity.
7. In case of tie, the concerned parties will be informed and invited to a “drawing of lots” or any other similar method of chance, in accordance with GPPB Circular 06-2005 (“Tie-Breaking Method”).
8. The Sandiganbayan reserves the right to reject any or all offers, or accept such offer it may consider most economical and advantageous to the government.
9. The supplier warrants that the Official Invoice/Official Receipt contains the Tax Account No. and BIR Permit No of his/her company, pursuant to P.D. No. 1255, as amended.

10. Prior to award or payment, and subject to Item III, Annex “H” of the 2016 RIRR of R.A. No. 9184¹, the supplier who submitted the Lowest Calculated and Responsive Quotation shall be required to submit the following documentary requirements² :

- a. Valid and current Mayor’s /Business Permit
- b. PhilGEPS Registration Number
- c. Income/Business Tax Return³
- d. Omnibus Sworn Statement (OSS)⁴

11. 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 *Sandiganbayan* 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.

Very truly yours,

THELMA M. MARCO
OIC – Property and Supply Section

¹ Procuring Entities already maintaining an updated file of any of the bidder’s above-mentioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer require its re-submission.

² Item II., Annex “H” of the 2016 RIRR of R.A. No. 9184.

³ Subject to the pertinent provision of GPPB Resolution No. 15-2021 dated 14 October 2021

⁴ Subject to the pertinent provision of GPPB Resolution No. 15-2021 dated 14 October 2021

Price Quotation Form

Administrative Division
Sandiganbayan
Sandiganbayan Centennial Building
Batasan Road, Quezon City

Attn: Supply Section

Sir:
After having carefully read and accepted the terms and conditions in the Request for Quotation, please find below our quotation for the item/s as follows:

Item No.	Quantity	Description	Supplier's Quotation
1	1 lot	<p><u>Supply and Installation of 4 units 3HP Wall Mounted Airconditioning Unit, Inverter Type (R32) of the Office of Justice Malabaguio</u></p> <p><u>Specifications: 3HP, 220V, 60Hz, at least 2230W</u></p> <p>Scope of Work:</p> <ol style="list-style-type: none">Supply of labor and materials for the installation of airconditioning unitMobilizationInstallation and mounting of indoor and outdoor unitsInstallation, bracing and layout of refrigerant copper pipe (Type L)Carry out leak testing prior to installation of thermal insulationInstallation of rubber insulation with at least ¾ thickness, polyethylene tape, control wiring (ground wire shall be green in color), feeder line conduit (flexible metal conduit, liquid tight with straight connector)Flushing and vacuumingCharging of refrigerant gas, testing, and commissioningRestoration of the affected area during the installation process (cleaning, masonry, minor repainting if needed)Final inspection and turnover of the completed project <p>NOTE:</p> <ol style="list-style-type: none">The supplier shall utilize the existing electrical lines and power sources in the installation. In the absence thereof and when the same is required, the supplier shall provide the installation of necessary electrical lines and equipment that should be compatible with the existing and appropriate power sources of the building.With at least ONE (1) year warranty on parts and services and at least FIVE (5) years on compressor.Ocular inspection is required, and certificate of appearance will be given as part of the requirement. <p>Conditions:</p> <ol style="list-style-type: none">All the works shall conform to the internationally accepted standards.All service personnel be provided w/ safety gears, proper identification cards & uniforms as safety measure & proper identification.A technical supervisor shall be provided to ensure the quality of the service rendered.	

		<div>4. <i>Client shall provide the power & adequate water necessary in the installation process.</i></div> <div>5. <i>A client representative shall assist the crew man/personnel during the installation process.</i></div>	
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The above quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name & Signature of Authorized Representative

Name of Company

Company Address

Tax Identification Number (TIN)

PhilGEPS Registration Number (required prior to award):

Contact Number/s

Email Address