



REPUBLIC OF THE PHILIPPINES
Sandiganbayan
Quezon City

APPROVED FOR POSTING
MA. TERESA S. PABULAYAN
Executive Clerk of Court IV
FEB 22 2024

RFQ No. / Date: SVP-2024-019-02/ February 22, 2024
P.R. No. and Date: 24-02-141 / February 15, 2024

REQUEST for QUOTATION

The Sandiganbayan, through its Bids and Awards Committee, invites all eligible suppliers, contractors, and/or consultants to submit a quotation of their best offer for the item/s described below, subject to the Terms and Conditions and within the Approved Budget for the Contract (ABC).

Qty	Unit	Description	Approved Budget for the Contract (ABC)
1	lot	Supply and Installation of two (2) units 2Hp or its equivalent in tonner, Split-type, Wall Mounted, Inverter Airconditioning Unit for the proposed Security and Sheriff Extension Office Specifications: 2HP, 220V, 60Hz, 1 570W	Php 291,000.00
		Scope of Work: 1. Supply of labor and materials for the installation of air conditioning unit 2. Mobilization 3. Installation and mounting of indoor and outdoor units 4. Installation, bracing and lay out of refrigerant copper pipe (Type L) 5. Carry out leak testing prior to installation of thermal insulation 6. Installation of rubber insulation, polyethylene tape, control wiring (at least flexible metallic tubing, liquid tight conduit) & drain line 7. Flushing and vacuuming 8. Charging of refrigerant gas, testing and commissioning 9. Final inspection and turnover of the completed project	
		Note: 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 service and at least THREE (3) years on compressor.	

		<p>3. The supplier shall provide one-time cleaning of airconditioning units, free of charge, within six (6) months from the delivery and acceptance thereof.</p> <p>4. Ocular inspection is required & certificate of appearance will be given as part of requirement.</p>	
		<p>Conditions:</p> <p>1. All works shall conform to the internationally accepted standards.</p> <p>2. All service personnel be provided w/ safety gears, proper identification cards & uniforms as safety measure & proper identification.</p> <p>3. A technical supervisor shall be provided to ensure the quality of service rendered.</p> <p>4. A client representative shall assist the crew man/personnel during installation process.</p>	
Delivery Period		Fifteen (15) working days from receipt of the Purchase Order (PO).	
Deadline of Submission		March 01, 2024 / 3:00 P.M.	

INSTRUCTIONS

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

- Suppliers must submit the following required documents as **Attachments** to their Quotation/Proposal:
 - Valid and current Mayor’s/Business Permit
 - PhilGEPS Registration Number
 - Income/Business Tax Return¹
 - Notarized Omnibus Sworn Statement (OSS)² *(may be submitted prior to the issuance of a Notice of Award)*
 - Certificate of Appearance for the Ocular Inspection

***If the supplier has previously submitted the above documents to the Sandiganbayan, please indicate the RFQ No. and the date of submission of such documents.*³**

- All entries must be typed or written in a clear and legible manner.
- There shall be no alteration of the contents of this form, including its attachments. If another form is used other than the attached Price Quotation Form (ANNEX A), please include the following in your quotation:
 - Terms of Payment
 - Warranty; if applicable

¹ For ABC above Php500,000.00 *(As per Appendix A of Annex “H” of the 2016 RIRR of R.A. No. 9184)*

² For ABC above Php50,000.00 *(As per Appendix A of Annex “H” of the 2016 RIRR of R.A. No. 9184)*

³ 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 *(As per Appendix A of Annex “H” of the 2016 RIRR of R.A. No. 9184)*

- c. Place of Delivery: SANDIGANBAYAN, Centennial Bldg., Commonwealth Ave., cor. Batasan Road, Quezon City
- d. Delivery Period
- e. Price Validity Period
- f. Certificate of Exclusive Distributorship; if applicable
- g. Tax Identification Number (TIN)
- h. Use company letterhead for your quotation and address the same to:

ATTY. DASHELL C. YANCHA-PO
Chief Judicial Staff Officer
Procurement Management Division

4. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

5. 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. **Upon receipt of the PO, the supplier shall submit the signed "Conforme" in the PO within two (2) calendar days.**

2. The submission of an alternate quotation/offer is not allowed. Suppliers who submit more than one (1) quotation shall be automatically disqualified.

3. All prices herein offered are valid, binding, and effective for thirty (30) calendar days from date of submission.

4. An alteration or amendment of the Terms and Conditions shall render the quotation as non-responsive/non-compliant, unless such alteration or amendment is advantageous and beneficial to the Procuring Entity.

5. In case of a 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*").

6. 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.

7. The salient provisions of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 on liquidated damages and imposition of administrative penalties shall be observed.

For any clarification, kindly contact Karlo Enrico S. Baguio or Vien Vee Vic P. Abila through +632 8951-4587/ 8951-4596 or email us at sandiganbayanpmd@gmail.com.

Very truly yours,



MARJORIE HAZEL R. COFINO
Judicial Staff Officer III
Procurement Management Division

PRICE QUOTATION FORM

SANDIGANBAYAN BIDS AND AWARDS COMMITTEE

Sandiganbayan Centennial Building

Batasan Road, Quezon City

ATTN: PROCUREMENT MANAGEMENT DIVISION

Sir/Ma'am:

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:

Qty	Unit	Description	Quote per unit	Total Quote
1	lot	Supply and Installation of two (2) units 2Hp or its equivalent in tonner, Split-type, Wall Mounted, Inverter Airconditioning Unit for the proposed Security and Sheriff Extension Office Specifications: 2HP, 220V, 60Hz, 1 570W		
		Scope of Work: 1. Supply of labor and materials for the installation of air conditioning unit 2. Mobilization 3. Installation and mounting of indoor and outdoor units 4. Installation, bracing and lay out of refrigerant copper pipe (Type L) 5. Carry out leak testing prior to installation of thermal insulation 6. Installation of rubber insulation, polyethylene tape, control wiring (at least flexible metallic tubing, liquid tight conduit) & drain line 7. Flushing and vacuuming 8. Charging of refrigerant gas, testing and commissioning 9. Final inspection and turnover of the completed project		
		Note: 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 service and at least THREE (3) years on compressor.		

		3. The supplier shall provide one-time cleaning of airconditioning units, free of charge, within six (6) months from the delivery and acceptance thereof. 4. Ocular inspection is required & certificate of appearance will be given as part of requirement.		
		Conditions: 1. All 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 service rendered. 4. A client representative shall assist the crew man/personnel during installation process.		
Delivery Date		Fifteen (15) working days from receipt of the Purchase Order (PO).		

INSTRUCTIONS

The above quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name & Signature of Authorized Representative

Company Name

Company Address

Tax Identification Number (TIN)

PhilGEPS Registration Number

Contact Number/s

Email Address

Date Issued

In case documentary requirements have been previously submitted to the Sandiganbayan, please fill-up the following details:

Documents submitted on:_____

RFQ No. and date:_____