



COOPERATIVE DEVELOPMENT AUTHORITY Head Office

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception Cubao, 1111 Quezon City, Philippines
http://www.cda.gov.ph helpdesk@cda.gov.ph CDA Philippines



REQUEST FOR QUOTATION

Date: October 09, 2023
RFQ No.: GS 2023-233

Name of Company: _____
Address: _____
Business Permit No.: _____
TIN: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your duly authorized representative not later than _____

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

RAY R. ELEVAZO, CESE, MNSA
Chairman, Bids & Awards Committee

| ITEM DESCRIPTION | Quantity (QTY) | Approved Budget for the Contract | PRICE | | | OFFER | | REMARKS |
|---|----------------|----------------------------------|-------|------------|-------------|---|----|---------|
| | | | QTY | Unit Price | Total Price | Compliance with Technical Specifications (please check) | | |
| PURPOSE: FOR THE OFFICIAL USE OF CDA HEAD OFFICE (FY 2024) | | ₱290,000.00 | | | | Yes | No | |
| <p>PREVENTIVE MAINTENANCE OF CDA BUILDING AIRCON UNITS for CY 2024</p> <p>1. Window type (Every 4 months)</p> <p>Scope of work :</p> <p>Cleaning and washing of evaporator, filter and flushing of water drain pipe</p> <p>2. Ceiling Cassette split type, Ceiling suspended split type, Wall mounted and Floor Mounted split type (Every 4 months)</p> <p>Scope of work :</p> <p>Indoor Unit - Pulldown Evaporator for cleaning and washing including filter</p> <p>Outdoor Unit - Cleaning of Condenser Coil</p> <p>Flushing of water drain line</p> <p>QUALIFICATIONS AND REQUIREMENTS OF SERVICE PROVIDER</p> <p>1. The service provider shall have DTI Accreditation on Refrigeration and Air-conditioning Repair and Service Enterprises, proof of which shall be submitted to the CDA upon submission of bid proposal.</p> <p>2. The service provider, in the performance of its services, shall secure and maintain at its own expense all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations.</p> <p>3. The service provider must have at least one (1) year experience in airconditioner (AC) cleaning or maintenance with emphasis on commercial AC system cleaning and/or decontamination.</p> <p>4. The service provider shall provide all the necessary equipment, materials, and labor to adequately perform the specified services.</p> <p>5. The service provider shall ensure that its employees have received safety equipment and training, as required for the work by the Occupational Safety and Health Standards.</p> <p>6. The service provider shall submit a Service Report / accomplishment reports to the Admin- General Services Section upon completion of scheduled cleaning activities.</p> <p>7. AC System Cleaning Requirements</p> <p>i. The service provider shall ensure that debris/wastes removed during the cleaning shall be collected and properly disposed.</p> <p>ii. The service provider shall employ measures to control odors and/or mist vapors during the cleaning process.</p> <p>iii. The service provider shall employ cleaning methods such that all AC systems components must be visibly clean.</p> | 1 LOT | | | | | | | |

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| <p>iv. The service provider shall, upon completion of the cleaning activity, ensure that all components must be returned to settings recorded prior to the cleaning operations.</p> <p>v. The service provider shall ensure that dampers and any air-directional mechanical devices inside the AC System must have their position marked prior to cleaning and, upon completion, must be restored to their marked position.</p> <p>vi. The service provider may remove and re-install ceiling sections to gain access to AC Systems during the cleaning process.</p> <p>vii. The service provider may utilize service openings, as required for proper cleaning at various points of the AC system.</p> <p>viii. The service provider shall clean all air distribution devices using safe cleaning solutions and water.</p> <p>ix. The service provider shall ensure all visible surface contamination deposits shall be removed.</p> <p>x. The service provider shall clean all indoor fan coil unit (FCU) and components, and air-conditioning (AC) outdoor units. Fans, coils and condensate pans shall be chemically cleaned and pressured washed.</p> <p>8. The service provider shall conduct a post cleaning inspection and verification process jointly with Admin-GSS personnel/representative within one (1) working day after every scheduled cleaning activity.</p> <p>9. The service provider shall be held liable and shall be charged for: a. Any work-related damage caused by mishandling of the air-conditioning unit/s or any CDA property; or b. Any work-related accident or illness inflicted by and to any CDA employee or their own personnel during contract implementation.</p> <p>List of Aircon Units</p> <p>7 units Window Type Aircon, 1.0HP & 1.5HP</p> <p>5 units Floor Mounted Split Type Aircon, 3.0T</p> <p>4 units Ceiling Cassette Split Type Aircon, 3.0T</p> <p>10 units Ceiling Suspended Split Type Aircon, 3.0T</p> <p>21 units Wall Mounted Split Type Aircon, 2.0HP & 2.5HP</p> <p>***** nothing follows *****</p> <p>Note: Defective Parts found during the conduct of Preventive Maintenance Service/Cleaning are not included</p> <p>DELIVERY PERIOD: JANUARY 2024 - DECEMBER 2024</p> <p>***NOTHING FOLLOWS***</p> | | | | | | |
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TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations/s must be valid for a period of Thirty (30) calendar days from the date of submission.
3. Price quotations, to be denominated in Philippine peso shall include all taxes.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The items shall be delivered within _____ working days from receipt of Purchase/Job Order.
8. The CDA-CO shall have the right to inspect and/or to test the goods
9. Submit your sealed quotation by mail or through your messenger addressed to the Cooperative Development Authority, 827 Aurora Blvd., Brgy. Immaculate Concepcion, Quezon City.
10. The Cooperative Development Authority reserves the right to accept or reject any or all quotations, waive any informality or technically therein and award to any firm whose proposal is deemed most advantageous to the government.