



COOPERATIVE DEVELOPMENT AUTHORITY

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 30, 2025
RFQ No.: 2025 - 274

Name of Company: _____
Address: _____

Business Permit No.: _____
TIN: _____

Please quote your best offer for the items 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 _____.

(Signed)
JOSELITO O. HALLAZGO
Chairman, Bids & Awards Committee

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

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget for the Contract	PRICE			OFFER		REMARKS
			QTY	Unit Price	Total Price	Compliance with Technical Specifications (Please check)	Yes	
PURPOSE: FOR THE OFFICIAL USE OF CDA HEAD OFFICE		P550,000.00						
PREVENTIVE MAINTENANCE (General Cleaning) & MINOR REPAIR OF FORTY-SIX (46) UNITS CDA BUILDING AIRCONDITIONERS for CY 2026 (January 1 to December 31, 2026) 1. Window type (Every 4 months) Scope of work : Cleaning and washing of evaporator, filter and flushing of water drain pipe 2. Ceiling Cassette split type, Ceiling suspended split type, Wall mounted and Floor Mounted split type (Every 4 months) Scope of work : Indoor Unit - Cleaning & washing of Evaporator including filter Outdoor Unit - Cleaning of Condenser Coil Flushing of water drain line QUALIFICATIONS AND REQUIREMENTS OF SERVICE PROVIDER 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. 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. 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. 4. The service provider shall provide all the necessary equipment, materials, and labor to adequately perform the specified services. 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. 6. The service provider shall submit a Service Report / accomplishment reports to the Admin- General Services Section upon completion of scheduled cleaning activities. 7. AC System Cleaning Requirements i. The service provider shall ensure that debris/wastes removed during the cleaning shall be collected and properly disposed. ii. The service provider shall employ measures to control odors and/or mist vapors during the cleaning process. iii. The service provider shall employ cleaning methods such that all AC systems components must be visibly clean. 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. 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. vi. The service provider may remove and re-install ceiling sections to gain access to AC Systems during the cleaning process. vii. The service provider may utilize service openings, as required for proper cleaning at various points of the AC system. viii. The service provider shall clean all air distribution devices using safe cleaning solutions and water. ix. The service provider shall ensure all visible surface contamination deposits shall be removed. 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. 8. The service provider shall conduct a post cleaning inspection and verification process jointly with Admin-CSS personnel/representative within one (1) working day after every scheduled cleaning activity. 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 units 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. Breakdown: Php320,000.00 for Preventive Maintenance (General Cleaning). Provision of Php250,000.00 for Repairs to cover supply, delivery and replacement of defective fast moving parts and supplies. (Capacitor, Fan Motor, Freon, Electrical Wiring, Thermostat, Compressor, Repair of Condenser and Evaporator, etc.) In excess of the bid amount, it shall be billed separately. List of Aircon Units: - 7 units Window Type Aircon, 1.0HP, 1.5HP & 2.0HP - 8 units Floor Mounted Split Type Aircon, 3.0T - 3 units Ceiling Cassette Split Type Aircon, 4.0T - 7 units Ceiling Suspended Split Type Aircon, 3.0T - 21 units Wall Mounted Split Type Aircon, 1.5HP, 2.0HP & 2.5HP ***** nothing follows ***** Note: Defective Major Parts found during the conduct of Preventive Maintenance Service/Cleaning are not included only included is the loading of freon gas, capacitor for non-inverter type aircon & thermostat for non-inverter type aircon. *****nothing follows*****	1 LOT							

Note: *Quoted prices must be VAT inclusive.
*Supplier must have a Land Bank of the Phil. Account.
*Supplier must submit a sealed quotation.
*Sealed quotation must be submitted together with the following requirements:
Company Profile, DTI/SEC Registration, Business/Mayor's Permit, BIR Registration, and PhilGEPS Certificate of Membership

Signature over Printed Name

Contact Numbers (Landline and/or Cellphone Nos.)E-mail address