



<b>Delivery Period</b>	Within fifteen (45) calendar days upon receipt of approved Purchase Order/Notice to Proceed or from the date stated therein.
<b>Delivery Place</b>	J.C. Aquino Training Center, J.C. Aquino Avenue, Barangay Libertad, Butuan City, 8600

Interested suppliers are required to submit the following documents on or before the deadline:

1. **Price Quotation** (use Annex A); and
2. Technical Specifications and Other Requirements (Annex B).

In the event that the national or local government declares suspension of work by reason of fortuitous event or an event beyond the control of the SEC, the deadline to submit quotation is automatically moved to the next working day, same time and place of submission.

Quotations exceeding the Approved Budget for the Contract shall be disqualified.

The bidder with the single or lowest calculated and responsive quotation, or the awardee, shall be required as condition for the issuance of Notice of Award the submission of the following, unless the requirements were already submitted as part of the quotation or were previously submitted as part of another bid:

1. Valid Mayor's/Business Permit;
2. PhilGEPS Registration Number; and
3. Omnibus Sworn Statement with attached duly Notarized Secretary's Certificate/Special Power of Attorney *[for projects with ABC above Php 50,000.00]*.

*Notes:*

- a. *Certificate of Platinum Membership may be submitted in lieu of the document numbers 1 and 2.*
- b. *Editable file copies of the Omnibus Sworn Statement and the Secretary's Certificate/Special Power of Attorney may be downloaded from the link:  
<https://www.sec.gov.ph/procurement/prescribed-templates/>.*

The following are the terms and conditions of this RFQ:

1. Sub-contracting is not allowed.
2. Bidders who have been determined to have unsatisfactory performance in any government contract may be disqualified from award.
3. Prices quoted shall be valid for a period of thirty (30) calendar days from the date of the opening of bids.
4. Price quotations shall be in Philippine peso and shall include all applicable taxes and/or levies.
5. Award of contract shall be made to the Single/Lowest Calculated and Responsive Quotation (for goods and infrastructure) or the Highest Rated and Responsive Quotation (for consulting services).
6. In case two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotations or Highest Rated and Responsive Quotations, the rules on Tie-Breaking as provided under the existing rules shall be observed to arrive at the S/LCRQ or HRRQ.
7. 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.

8. The goods or services item/s shall be delivered according to the accepted technical proposal specified in the Notice of Award.
9. Brand of the offer, if required, should be indicated as part of the bid. Non-indication of the brand may be considered as ground for disqualification. Sample, if required, shall also be submitted as part of the quotation. Non-submission of sample may be considered as ground for disqualification.
10. SEC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
11. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with the existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be to the contractor's account.
12. 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 for day of delay. The SEC shall rescind the contract once the commutative 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.
13. The SEC reserves the right to reject any and all quotations, declare a failure of bidding, or not award the contract without thereby incurring any liability to the affected bidder or bidders.



**ARMANDO A. PAN, JR.**

Chairman  
/cndc



Very truly yours,

**Authorized Representative**

Signature : \_\_\_\_\_  
Printed Name : \_\_\_\_\_  
Company Name : \_\_\_\_\_  
Contact Number : \_\_\_\_\_  
e-Mail Address : \_\_\_\_\_

<b>Product's/Service's General Description</b>	Supply, Delivery, and Installation of the Air-conditioning units as the SEC Butuan Extension Office
<b>Scope of Works</b>	<ul style="list-style-type: none"> <li>● Installation inclusive up to 15 feet of piping</li> <li>● Supply of Installation materials, tools, brazing equipment, manpower, and supervision</li> <li>● Brazing of copper tubing and polyethylene tape wrapping</li> <li>● Fabrication and Installation of outdoor unit Bracket</li> <li>● Installation of PVC drain line</li> <li>● Electrical works</li> <li>● Civil works <ul style="list-style-type: none"> <li>○ Plastering Works</li> <li>○ Chipping/Coring Works</li> </ul> </li> <li>● System dehydration and Vacuuming</li> <li>● Testing and Commissioning</li> </ul>
<b>Technical Requirements</b>	<p><b>2.5 hp Indoor Unit</b></p> <ul style="list-style-type: none"> <li>● Wall mounted Split-Type 2.5 hp</li> <li>● Power Supply: 220V-230V, 60Hz, single phase for both indoor and outdoor units</li> <li>● Power Consumption: 0.86 kW ~ 1.85 kW</li> <li>● Rated Cooling in Btu/hr: 6,600 ~ 24,500</li> <li>● Rated Cooling in kW: 1.93 ~ 7.18</li> <li>● Unit Weight: 12 kg ~ 15 kg</li> <li>● Inverter Technology</li> <li>● Refrigerant: R32</li> <li>● ACU's air filters must have the following: <ul style="list-style-type: none"> <li>○ Mold-Proof</li> <li>○ Odor removal</li> </ul> </li> <li>● Other Features: <ul style="list-style-type: none"> <li>○ Wireless control</li> <li>○ Removable drain pan</li> <li>○ Vertical auto-swing</li> <li>○ Dry function</li> <li>○ Self-diagnostic</li> <li>○ Self-restart after power failure</li> </ul> </li> <li>● Cooling Seasonal Performance Factor (CSPF) for below 3.33 kW: greater than or equal to 4.01.</li> </ul> <p><b>4.0 hp/3 TR Indoor Unit</b></p> <ul style="list-style-type: none"> <li>● Wall mounted Split-Type 4.0/3.0 TR</li> <li>● Power Supply: 220V-230V, 60Hz, single phase for both indoor and outdoor units</li> <li>● Power Consumption: 3.2 ~ 3.6 kW</li> </ul>

	<ul style="list-style-type: none"> <li>● Rated Cooling in Btu/hr: 17,100 ~ 38,200</li> <li>● Rated Cooling in kW: 5.0 ~ 11.2</li> <li>● Unit Weight: 14 kg ~ 18 kg</li> <li>● Inverter Technology</li> <li>● Refrigerant: R32</li> <li>● ACU's air filters must have the following: <ul style="list-style-type: none"> <li>○ Mold proof</li> </ul> </li> <li>● Other Features <ul style="list-style-type: none"> <li>○ Wireless control</li> <li>○ Vertical auto-swing</li> <li>○ Dry Function</li> <li>○ Self-diagnostic</li> <li>○ Self-restart after power failure</li> </ul> </li> <li>● Cooling Seasonal Performance Factor (CSPF) for 10.0 kW to 14.0 kW: greater than or equal to 4.01.</li> </ul> <p>Outdoor Units</p> <ul style="list-style-type: none"> <li>● Sound Level: 41 dBA ~ 52 dBA</li> <li>● Compressor Type: Swing or Scroll</li> <li>● Voltage fluctuation protection</li> <li>● Low gas pressure detection</li> </ul>
<b>Support Service</b>	<ul style="list-style-type: none"> <li>● The Bidder must maintain local parts and services facilities. The bidder must carry sufficient inventory to cover parts and services within. Further, the bidder shall have a factory trained service representative to furnish all installation, test and start-up supervision necessary for final approval and acceptances as well as perform maintenance and repairs on all components as required.</li> <li>● The bidder must have branches/service centers or in close proximity to the SEC Butuan Extension Office.</li> <li>● The bidder must provide eight (8) business/office hours per five (5) days (Monday-Friday) technical support</li> <li>● Technical support response and resolution time are as follows: <ol style="list-style-type: none"> <li>1. Within three (3) hours upon receipt of notice, either via phone or email.</li> <li>2. For onsite support, the bidder must attend to and repair/replace the defective component within three (3) business days.</li> <li>3. Must provide a ticket for each technical request or issue and must provide a status report until resolution.</li> </ol> </li> </ul>
<b>Warranty</b>	<p>One (1) – 2.5 hp Wall Mounted and one (1) 4.0 hp Wall Mounted Inverter Air-conditioning Units for SEC Butuan Extension office must be covered by a full parts and labor service warranty for a period of one (1) year and compressor warranty for a period of five (5) years from the date of complete installation.</p>
<b>Evidence and Verification:</b>	<p>Bidder must submit a Product Brochure and specify/highlight its compliance to the technical specifications to the BAC and End-user during the post-qualification for verification of the product specification and quality.</p>
<b>Marking and Labelling</b>	<p>The required markings and labelling in accordance with the Prescribing Guidelines of the Philippine Energy Labelling Program (PELP) by DOE.</p>

<b>Green Specifications</b>	<ul style="list-style-type: none"><li>● Suppliers shall supply air conditioners which fulfils at least ENERGY STAR 4.0</li><li>● Suppliers shall ensure that the products do not contain "controlled refrigerants" as defined under the Ozone Layer Protection Regulation</li><li>● Suppliers shall ensure that the products are repairable and that replacement parts are available for minimum of 10 years after end of production</li><li>● Suppliers shall supply the products in recyclable packages and shall provide a packaging take-back service</li></ul>
<b>Delivery Schedule</b>	Delivery and Installation of one (1) – 2.5 hp Wall Mounted and one (1) 4.0 hp Wall Mounted Inverter Air-conditioning Units within Forty Five (45) calendar days upon receipt of Purchase Order/notice to proceed.