



REQUEST FOR QUOTATION

RFQ-GAA-2024-005

1. The **DOST-SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (DOST-STII)**, through its Bids and Awards Committee (BAC), invites PhilGEPS registered suppliers/contractors to submit **quotations** for the project **“One (1) Lot Preventive Maintenance of DOST-STII Airconditioning Units”** with Approved Budget for the Contract (ABC) in the amount of **One hundred fifty-six thousand pesos only (Php156,000.00)**:

Descriptions	Source of Fund	Approved Budget for the Contract (ABC)
One (1) Lot Preventive Maintenance of DOST-STII Airconditioning Units <i>(see attached Technical Specifications)</i>	General Appropriations Act (GAA) Fund	Php156,000.00

2. Procurement will be conducted through Negotiated Procurement – Small Value Procurement (Sec. 53.9) as prescribed under Rule XVI – Alternative Methods of Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act”.
3. Suppliers/contractors shall submit their quotations on or before **13 February 2024, 10:00 A.M.** at the DOST-STII – BAC Secretariat - Property Section, 2nd Flr. STII Bldg, DOST Complex, Gen. Santos Avenue, Bicutan, Taguig City. Quotations may also be submitted through email at: rachel.mesias@stii.dost.gov.ph or philip.tumbali@stii.dost.gov.ph.

A copy of your **2023 Mayor’s/Business Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid **Certificate of PhilGEPS Registration (Platinum Membership)** may be submitted in lieu of the Mayor’s/Business Permit.



4. The DOST-STII reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. DOST-STII further reserves the right to reject any and all proposals, or declare a failure of bidding, or not award the contract, and makes no assurance that the contract shall be entered into as a result of this invitation without thereby incurring any liability in accordance with Republic Act (RA) No. 9184 and its Implementing Rules and Regulations.
5. For further information, please refer to:

JONA M. BERNAL
BAC Secretariat
Telephone No. 837-2071 loc. 2145


ALAN C. TAULE
BAC Chairperson

Approved by:


RICHARD P. BURGOS
Director



TECHNICAL SPECIFICATIONS

Project Title: **One (1) Lot Preventive Maintenance for DOST-STII
Airconditioning Unit**

Total ABC: **Php 154,000.00**

Fund Source: **GAA**

Specifications:

- General cleaning of units external front cover and panels
- General cleaning of FCCU filters
- General cleaning of units blower fan blade
- General cleaning of FCCU (indoor/evaporator) coils using cleaning solution and pressurize washer
- General cleaning of FCCU (outdoor/condenser) coils using cleaning solution and pressurize washer
- General cleaning and flushing of drain line and drain pan
- Checking of normal operations of motors (fan/compressor)
- Checking electrical control
- Checking of normal cooling efficiency
- Semi-annual (April and October 2024)
- Submit completion report and documentation after preventive maintenance scheduled
- No. of units
 - Flour mounted = 19 units
 - Split type = 6 units
 - Window type = 27 units
- Others: Technician with TESDA certification