



**PHILIPPINE COUNCIL FOR
AGRICULTURE AND FISHERIES**

Procurement
Quality Form

REQUEST FOR QUOTATION

PCAF-BAC-01
Version 1

2018-130

Reference Number

Date: 10/3/2018 3:40 PM

INSTRUCTIONS:

1. Interested bidders/suppliers are required to read and follow the instructions carefully.
2. Bid proposals/quotations should be submitted in duplicate copies using this Official Canvass Form.
3. Quotations shall be submitted to **BAC Head Secretariat**, at Philippine Council for Agriculture and Fisheries, 3rd Floor, DA-NAFC-LDC Building, Dept. of Agriculture Compound, Elliptical Road, Diliman, Quezon City.
4. Any quotation/offer other than those required and stated in this form shall not be considered for evaluation.
5. Quotations must specify any and all kinds of applicable taxes including delivery and other charges that the supplier requires.
6. Always indicate the brand name and model of the goods being offered.
7. Price quotations are valid THIRTY (30) calendar days from the declaration of winning bidder.
8. Payment is within THIRTY (30) calendar days from the delivery and receipt of goods.
9. Availability of stocks shall be for SIXTY (60) calendar days from the date of submission of quotation.
10. Delivery period shall be based on the date stated in the approved Purchase Order (PO).
11. Quotations through email should bear the signature of the supplier and shall be addressed to the Head Secretariat at nafcbacsec@yahoo.com.ph or pcafbac@gmail.com
12. Quotations through FAX are allowed for suppliers outside Metro Manila only.
13. Quotations should be inserted on sealed envelopes with signature of bidder across the flap thereon. The name of the company, telephone number and PR Number should be written on the face of the envelope.
14. Awarding shall be done by (Item/Lot)
15. Mode of procurement: (Shopping/ Small Value Procurement/Two Failed Bid)
16. Quotations must be written clearly. Indecipherable quotations shall be automatically disregarded.
17. **CERTIFICATE of PHILGEPS REGISTRATION** must be submitted along with sealed bids.

Date of RFQ: October 3, 2018 **Deadline for Submission:** _____

PR No.: 18-09-0631
Total ABC : PhP 258,300.00


End-User: AFMD-GSS

Suppliers/Bidders Portion (Must indicate both unit & total price quotations)

Quantity	Unit of measure	Item Description	Unit Price	Total								
1	lot	<p>One year general cleaning services of PCAF air-conditioning units (FY2019)</p> <p>Breakdown of cleaning services every four months (3 times a year)</p> <table border="0"> <tr> <td>Type of Aircon</td> <td>Quantity</td> </tr> <tr> <td>1. Window Type</td> <td align="center">29</td> </tr> <tr> <td>2. Ceiling Mounted</td> <td align="center">15</td> </tr> <tr> <td>3. Wall Mounted</td> <td align="center">40</td> </tr> </table> <p>Scope of works:</p> <ol style="list-style-type: none"> 1. Cleaning of FCU air filters/face covers. 2. Check-up refrigerant charge and inspect for possible leakage. 3. Inspection and checking of electrical components/controls. 4. Ampere & voltage readings. 5. Pressure washing of FCU/ACCU coils/fins. 6. Test run and observe units. 7. Prepare service report w/ remarks & recommendations. <p>VAT inclusive.</p> <p>Purpose: For PCAF use.</p>	Type of Aircon	Quantity	1. Window Type	29	2. Ceiling Mounted	15	3. Wall Mounted	40		
Type of Aircon	Quantity											
1. Window Type	29											
2. Ceiling Mounted	15											
3. Wall Mounted	40											

Amount in words:

Please quote your lowest price for the hereinafter listed good/s strictly following the instructions above.


ELGIE L. NAMIA
 Chairperson, BAC

Canvasser

The PCAF Bids & Awards Committee (BAC)
3rd Floor, DA-NAFC-LDC Building, DA Compound, Elliptical Road,
Diliman, Quezon City

Sir:

In connection with your Request for Quotation, I/We have carefully read, fully understood your instructions and requirements. I/We agree to furnish/deliver, in conformity with the above-stated specifications, any/all of the items described/required shall be based on the date stated in the approved Purchase Order (PO).

Name of Company

Name/Designation of Supplier

Signature

Address of Company/Firm

Telephone Number(s)

Tax Identification Number