

Republic of the Philippines
Department of Trade and Industry
CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Gil Puyat Ave., Pasay City

Solicitation No.: CITEM-2025-0122

**REQUEST FOR QUOTATION
(NEGOTIATED PROCUREMENT – SMALL VALUE PROCUREMENT)**

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

**SUPPLY, DELIVERY AND INSTALLATION OF BRAND-NEW AIR CONDITIONING UNITS
FOR CITEM OFFICE**

(Please see attached Request for Quotation Form and Terms of Reference for more details.)

Approved Budget for the Contract	: PHP950,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 05 May 2025, 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 06 May 2025, 02:00PM

Conduct of Opening of Bids shall be held virtually thru Zoom and shall be open to all prospective bidders. Link of the Opening of Bids may be requested through the BAC Secretariat at citembac@citem.com.ph. The link will be released on the actual day of the procurement activity.

The *Notice of Award* shall only be issued to the lowest calculated and responsive bidder who has complied with the following documentary requirements below, submitted in an enclosed, sealed and properly labeled envelope or compressed folder:

Eligibility Documents (1st Envelope / Compressed Folder)

1. **Mayor's Permit for the current year or for individuals exercising a profession, BIR Certificate of Registration**
Expired Mayor's permit with Official Receipt of renewal application shall be accepted provided that the renewed permit shall be submitted before the award of the contract.
2. **Valid PhilGEPS Registration Number (evidenced by a certificate or screen shot)**
PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.
3. **Latest Income / Business Tax Return**
4. **Notarized Omnibus Sworn Statement**
5. **Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable**

Financial Bid (2nd Envelope / Compressed Folder)

- **Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.**

Qualitative Evaluation Documents (3rd Envelope / Compressed Folder)

- i. **Company Profile**
- ii. **Business Registration Certificate**
- iii. **Certificate of Service Completion**

To encourage the sanctity of the bids, bidders must submit these documents separately, on the above stated date and time, either on the following:

- a. Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- b. Online submission to the BAC Secretariat through email at citembac@citem.com.ph. A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password must be disclosed on or before the date and time of the Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents as indicated above. Failure to disclose the password during the opening of bids may result to non-responsiveness of the bid.

CITEM-BAC reserves the right to reject any or all bids disadvantageous to, waive any formality or accept such bids as may be considered advantageous to the government. Further, CITEM-BAC assumes no obligation whatsoever to compensate or indemnify the bidders for expenses or losses that may be incurred in participating in this bidding.

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. (02) 8-831-2201 local 309/294 or email at citembac@citem.com.ph.


ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City
Tel.: (632) 8-831-2201 local 309/294 E-mail: citembac@citem.com.ph

CITEM.BAC.FR.009
REV 1



REQUEST FOR QUOTATION

- ☐ Shopping with ABC of Php 50,001 and above ☒ Small Value Procurement with ABC of Php 50,001 and above
☐ Lease of Real Property and Venue ☐ Others: _____

Company Name: _____
Address: _____
Contact No.: _____

Date: 30 April 2025
RFQ No.: 2025-0122

Gentlemen:

Please quote hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently needed by this office. It is requested that the quotation be sealed, signed, and stamped in an envelope or compressed folder and submitted to CITEM BAC / citembac@citem.com.ph.

Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: 05 May 2025	Time: 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: 06 May 2025	Time: 02:00PM Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
8	unit	<p>SUPPLY, DELIVERY AND INSTALLATION OF BRAND-NEW AIR CONDITIONING UNITS FOR CITEM OFFICE</p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP950,000.00</u></p> <p>Date Needed / Delivery Date: Within 30 days upon receipt of Job Order</p> <p><u>(Please see attached Terms of Reference for more details.)</u></p>		

Terms and Conditions:

- 1) Delivery period: _____ working days upon acceptance of Purchase/Job Order.
- 2) Bid price must be **Inclusive of Value Added Tax**.
- 3) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 4) Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 5) Required documents, if any, must be submitted within 3 Days after receipt of notice.
- 6? This requirement is **One Project** having several items that shall be **awarded as One Contract**.

The CITEM-BAC reserves the right to reject any or all bids offer and waive any defects therein and accept bid/s it may consider advantageous to the government.


ATTY. ANNA GRACE I. MARPURI
BAC Chairman

TO: CITEM Bids and Awards Committee:

Per your request, I/we have indicated the prices of the above-mentioned article(s)/work(s) on the unit price/amount column above. I/We also certify that we have read, understood, and shall conform with the terms and conditions of this requirement.

Date Submitted

Signature over printed name of the Authorized Company Representative
Designation: _____
Telephone No(s): _____
Email: _____

TERMS OF REFERENCE

Title	Brand-New Air-Conditioning Units for CITEM Offices
Project, if applicable	Supply, Delivery, and Installation of Eight (8) Brand-New Air-Conditioning Units for CITEM Offices
Period of Engagement / Date of Delivery or Date Needed	Within thirty (30) days upon receipt of JO
Approved Budget for the Contract	Nine Hundred Fifty Thousand Pesos (PHP 950,000.00), inclusive of government taxes
Documents Attached	Purchase Request, Annual Procurement Plan, Philippine Bidding Document

I. Rationale/Objective

CITEM intends to engage the services of a reputable supplier/contractor/bidder who will provide durable and energy-efficient air-conditioning units for its offices to ensure a comfortable and conducive working environment for employees, officials, clients, and visitors.

II. Detailed Scope of Work

1. Supplier/Contractor to supply, deliver, and install the brand-new air-conditioning units. Below are the specifications of the air-conditioning units and the location where the units are to be installed.

Quantity	Item Description	Location
3 units	Air-Conditioner, Inverter, Package/Floor-Mounted, 5 TR <ul style="list-style-type: none"> - With Energy Label certified by the Department of Energy (DOE) - Warranty: At least five (5) years on compressor; At least three (3) years on circuit boards; At least one (1) year on parts and services - Wirings, tubing, piping, insulation and other materials needed for installation included in the bid - Include brochure of the item being offered 	GSP Main Hall (installed between Meeting Room 1 and CBD-EMP), HRMD (beside Clinic), and GSP Hallway (installed outside DM-SBD Office)
3 units	Air-Conditioner, Inverter, Package/Floor-Mounted, 3 TR <ul style="list-style-type: none"> - With Energy Label certified by the Department of Energy (DOE) - Warranty: At least five (5) years on compressor; At least three (3) years on circuit boards; At least one (1) year on parts and services - Wirings, tubing, piping, insulation and other materials needed for installation included in the bid - Include brochure of the item being offered 	GSD, STREDO, and SMDD
1 unit	Air-Conditioner, Inverter, Split-Type Wall-Mounted, 2.5 HP <ul style="list-style-type: none"> - With Energy Label certified by the Department of Energy (DOE) - Warranty: At least five (5) years on compressor; At least three (3) years on circuit boards; At least one (1) year on parts and services 	GSP Main Lobby (Right Side)

	<ul style="list-style-type: none"> - Wirings, tubing, piping, insulation and other materials needed for installation included in the bid - Include brochure of the item being offered 	
1 unit	Air-Conditioner, Inverter, Window-Type, 2 HP <ul style="list-style-type: none"> - With Energy Label certified by the Department of Energy (DOE) - Warranty: At least five (5) years on compressor; At least three (3) years on circuit boards; At least one (1) year on parts and services - Wirings and other materials needed for installation included in the bid - Include brochure of the item being offered 	Server Room

2. Supplier/Contractor to dismantle the old air-conditioning units prior to installation of the brand-new air-conditioning units.

III. Roles/Responsibilities of the Contractor/Supplier/Service Provider

1. Supplier/Contractor to conduct ocular visit at CITEM to inspect the actual location where the brand-new air-conditioning units are to be installed, and to measure the wiring, tubing, and piping needed for the units. Cost of the wirings, tubing, piping, and other materials shall already be included in the bid.
2. Supplier/Contractor to install and commission the brand-new air-conditioning units on Weekend/s or Holiday/s in coordination with CITEM. Work Permit shall be needed for this purpose.
3. Supplier/Contractor to provide manpower, tools, equipment, consumables, and other materials necessary for the installation of the brand-new air-conditioning units. Cost of labor and materials shall be borne by the Supplier/Contractor.
4. Supplier/Contractor to ensure the commissioning of the brand-new air-conditioning units after installation works.
5. Supplier/Contractor to ensure the area clean and organized after the installation works.
6. Supplier/Contractor to take all precautionary measures to ensure the safety of its employees.
7. Supplier/Contractor to provide update or accomplishment report after installation works.
8. Supplier/Contractor to provide Warranty Certificate for the brand-new air-conditioning units.

IV. Roles/Responsibilities of Center for International Trade Expositions and Missions

1. CITEM shall assist the Supplier/Contractor during their ocular visit to coordinate the desired works and output.
2. CITEM shall assist the Supplier/Contractor during dismantling and installation works.

V. Mode of Procurement

The mode of procurement for this requirement shall be Small Value Procurement.

VI. Qualitative Evaluation ☒ REQUIRED / ☐ NOT REQUIRED

Interested bidder/s will undergo Qualitative Evaluation, based on the parameters below. Only those with TWG score of at least **80 points** will proceed to the opening of financial bid. The contract shall be awarded to declared lowest calculated and responsive bidder.

Criteria/s	Document/s to be submitted	Points
Must be in the business of selling air-conditioning units for at least five (5) years <ul style="list-style-type: none"> • 5 years and above (50 points) • Below 5 years (0 points) 	Company Portfolio Business Registration Certificate	50
Must have completed a contract with the government pertaining to supply, delivery, and installation of air-conditioning units for the past five (5) years. <ul style="list-style-type: none"> • 10-15 Government Projects (50 points) • 5-9 Government Projects (40 points) • 4 and Below Government Projects (30 points) 	Company Portfolio Certificate of Service Completion	50
TOTAL		100 points

Proposed Technical Working Group TWG members

Chairman: Florence Pearl M. Buensalido

Member 1 and 2: Clodualdo D. Evio and Fel Andrue J. Pardo

Focal Person: Marc Ferdinand L. Gan

VII. Terms of Payment (may include tranches and milestones with timelines)

Milestones	Deliverable	% of Payment
Complete Delivery and Full Installation of Brand-New Air-Conditioning Units	Delivery Receipt Sales Invoice	100%

VIII. Risk Protection and Management (i.e. off-setting, penalties, or deductions)

1. Supplier/Contractor to repair and/or replace any damage to the property of CITEM that may be caused by the Supplier/Contractor during the installation works.
2. Supplier/Contractor to replace the brand-new air-conditioning units within seven (7) working days if the item/s is/are found to be defective or not in conformity with the specifications upon delivery.
3. Supplier/Contractor shall deliver and install all air-conditioning units within thirty (30) days upon receipt of Job Order (JO). In case of delay in the delivery or performance of the works, a penalty equal to one-tenth (1/10) of one percent (1%) of the contract price shall be imposed for every day of delay.
4. Supplier/Contractor shall observe the air-conditioning units within seven (7) working days from installation date. In case hidden defects are discovered within the observation period, the Supplier/Contractor shall immediately replace the unit/s. The air-conditioning units shall run smoothly for 7 working days to be considered fully operational.
5. Supplier/Contractor shall provide at least one (1) year service warranty for the air-conditioning units.

Prepared by:



MARC FERDINAND L. GAN

Technical Staff

Noted by:



ENGR. REGNER R. PENEZA JR.

Division Chief / Department Manager

Reviewed by:



ATTY. ANNA GRACE I. MARPURI

Department Manager
Corporate Services Department

Recommending Approval:



MA. LOURDES D. MEDIRAN

Deputy Executive Director

Approved by:



LEAH PULIDO OCAMPO

Executive Director