BIDS AND AWARDS COMMITTEE – GOODS AND SERVICES

REQUEST FOR PRICE QUOTATION (RFQ)

RFQ No. : *2026-07-167*
Date: *July 13, 2026*
PR No.: *167*

Company Name: ______________________

Company Address:______________________

Company TIN: ______________________

Gentlemen:

Please quote your lowest price on the item/s listed below, subject to the **Terms & Conditions "Annex A" hereof** and **submit your quotation duly signed by your authorized representative** and the **eligibility documents** at DepEd, Cebu City Division, Bids and Awards Committee, Promotional Office, 2nd Floor DepEd Bldg., Imus Avenue, Brgy. Day-as, Cebu City. **Insert your duly accomplished quotation with the required documents inside an envelope and seal the same.** For more information, please contact the BAC Secretariat at Telephone Number **2539095**. Prospective supplier shall be responsible to verify the quoted items.

JEANNE J. EGGER
BAC Member

JOCELYN B. TEJANO
BAC Member

JOHN PAUL D. LESONDATO
BAC Member

ALLAN S. PANCHO, JR.
BAC Vice-Chairman

LYRA L. ILLAGA
BAC Chairman

Item Nos.	ITEM & DESCRIPTION	QTY	UNIT	Approved Budget for the Contract (ABC)		Supplier/Bidder's Quotation		
				Unit Price	Total Price	Brand/Model if applicable	Unit Price	Total Price
1	**ANNUAL PREVENTIVE MAINTENANCE OF AIRCONDITIONING UNITS** ***** See attached Specification ANNEX A *****	1	LOT	780,800.00	780,800.00			
					780,800.00			

FOR SDCC

Terms of payment: ______________________

Note: Price Validity: 120 days from the date of quotation

After having carefully read and accepted the terms and conditions of this RFQ, I/We quote you on the item at prices noted above inclusive of all costs and applicable taxes.

____
Supplier/Bidder Authorized Representative's Signature over Printed Name

Date: ______________________ **Telephone No.:** ______________
Address: ______________________
Email address:______________________
Mayor's Permit No.: ______________________
DTI/SEC/CDA Registration Certificate No.:______________________
Phil-GEPS Registration No.:______________________
(Please submit the photocopies of the above documents upon submission of quotation)

Canvassed by:

____
Signature over Printed Name
Division Authorized Canvasser

Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu City

BIDS AND AWARDS COMMITTEE – GOODS AND SERVICES
REQUEST FOR PRICE QUOTATION (RFQ)

RFQ No. : 2026-07-167
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ANNEX A

ANNUAL PREVENTIVE MAINTENANCE OF AIRCONDITIONING UNITS

Item Nos.	ITEM & DESCRIPTION	QTY	UNIT	Approved Budget for the Contract (ABC)			Supplier/Bidder's Quotation		
				Unit Price	Quarter	Total Price	BRAND/Model if Applicable Statement of compliants per specification	Unit Price	Total Price
1	WINDOW TYPE	36	UNIT	2,300.00	4	331,200.00			
2	SPLIT TYPE, WALL-MOUNTED	28	UNIT	2,900.00	4	324,800.00			
3	SPLIT TYPE, FLOOR-MOUNTED	8	UNIT	3,900.00	4	124,800.00			
4	**SCOPE OF WORKS** **I. General Air Conditioning Maintenance** **A. FAN COIL UNIT (QUARTERLY)** 1. Clean air filters and face covers. Check and observe for unusual noise and vibrations. 2. Clean evaporator fins and blower wheels using high pressure washer. 3. Oir or grease fan motor and bearings. Check v-belts for tension ands wear. 4. Free Monthly Check-up **B. CONDENSING UNIT (QUARTERLY)** 1. Clean condenser fins and blower fans using high pressure washer. 2. Oil or grease fan motor and bearings. Check valves. 3. Free Monthly Check-up **C. GENERAL (QUARTERLY)** 1. Check piping insulation, brackets, hangers and supports. Check panels for rust. 2. Check, clean and tighten all contact points of circuit breakers and other electrical components. 3. Check compressor and fan motors operating conditions and current/voltage readings. 4. Must be authorized service/maintenance provider of the brand **D. OTHER SERVICES (AS THE NEED ARISE)** 1. Free labor on-call check-up on normal business hours at no extra cost. 2. Repair such as recharging, overhauling & rewinding jobs, replacement of parts, a separate quotation will be submitted for approval. All workmanship are guaranteed for ninety (90) days. 3. Free Labor on parts replacement. **---------------------- See attached aircon units list. ------------------------**					-			
5	************NOTHING FOLLOWS**************					-			
	GRAND TOTAL (ABC) >>>>					**780,800.00**			
	TOTAL								

Supplier/Bidder Authorized Representative's Signature over Printed Name

Date: ______________________ **Telephone No.:** ______________
Address: ____
Email address: ____
Mayor's Permit No.: ____
DTI/SEC/CDA Registration Certificate No.: ______________________
Phil-GEPS Registration No.: ____________________________________
(Please submit the photocopies of the above documents upon submission of quotation)

"ANNEX B"

RFQ No. : *2026-07-167*

ANNUAL PREVENTIVE MAINTENANCE OF AIRCONDITIONING UNITS

TERMS AND CONDITIONS:

A. Submission of Requirement

1 Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) at DepEd, Cebu City Division, 2nd Floor, BAC Office, Imus Avenue, Brgy. Day-as, Cebu City.

2 Supplier shall submit the following requirements:

a. Duly signed Request for Quotation. Prices

b. Valid and Current Mayor's Permit / Municipal License; and

c. Phil-GEPS Registration No./Certificate,

Bidders failure to submit such documents within three (3) calendar days from receipt by the bidder of notice shall be ground for disqualification. (Note: Manufacturers, suppliers, distributors, contractors, and/or consultants are mandated to register with PhilGEPS and provide a PhilGEPS Registration Number in selected alternative methods of procurement as a condition for award of the contract/p.o.)

B. Price Validity

Price validity should be 120 calendar days from the date of quotation.

C. Award

The supplier who submitted the lowest calculated and responsive quotation shall be awarded the Purchase Order/Contract after evaluation by the BAC.

D. Delivery

1 Delivery of Goods shall be made within **7 calendar days** from date of receipt of Purchase Order.

2 Goods shall be delivered to the DepEd, Cebu City Division, Imus Avenue, Brgy. Day-as, Cebu City, Philippines, herein defined as Project Site, costs to the account of Supplier. Risk and title shall pass from the Supplier to the Purchaser upon receipt and final acceptance of the Goods at Project Site.

3 Upon delivery of the Goods to the Project Site, the Supplier shall notify the Purchaser and present the following documents to the Purchaser:

i. Original and 4 copies of the Supplier's Invoice showing the Goods description, quantity, unit price and total price.

ii. Original and 4 copies of Delivery Receipts

iii. Original Statement of Accounts

iv. Approved PO

v. Warranty Certificate(s), (if any)

For the purpose of these conditions, Purchaser's representative at the Project Site is the Supply / Property Officer of DepEd, Cebu City Division.

E. Evaluation of Quotations

Quotations shall be compared and evaluated on the basis of the following criteria:

1 Completeness of Submission

2 Compliance with Technical Specifications

3 Price

F. Instructions

1 Supplier shall be responsible for the source(s) of its goods/services/equipment, and shall provide in accordance with the schedule, and specifications of the RFQ – or contract/award/purchase order. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the provider.

2 Supplier shall pick-up the purchase order issued in its favor within three (3) calendar days from date of receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the Supplier. Thereafter, if the purchase order remains unclaimed, the purchase order shall be cancelled. To avoid delay in the delivery of the requesting agency's requirements, all defaulting suppliers shall be precluded from proposing or submitting substitute quotation(s)s or item(s).

3 Supplier who accepted a purchase order / contract but failed to deliver the required Goods / services / equipment within the time called for in the purchase order / contract shall be disqualified from participating in DepEd or any of DepEd units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.

4. Rejected deliveries shall be construed as non-delivery, and shall be replaced by the supplier subject to liquidated damages for delayed deliveries.

5. All duties, excise, and other taxes and revenue charges shall be paid by the provider.

6. All transactions are subject to withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.

G. Packing

The supplier shall provide such packing of the Goods appropriate to prevent their damage or deterioration during transit to the Project Site. Goods shall be packed in appropriate containers with label identifying the content and quantity per package with the name of the Purchaser and marked "Not for Sale – Government Property".

H. Inspection

1 All deliveries by supplier shall be subject to inspection, and acceptance by the DepEd Inspection Team and the end-user. All costs of the necessary laboratory tests undertaken by the DepEd on the Goods shall be to the account of the suppliers.

2 For the purpose of this condition, Purchaser's representative at Project Site is the Chairman, Division Inspection Committee.

I. Liquidated Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment.

J. Warranty

Supplier warrants that all goods/services/equipment's to be provided are of acceptable industry standard. Warranty shall be for a period of six (6) months for supplies and materials, and one year in case of equipment reckoned from date of acceptance of the Goods at Project Site.

K. Payment

One hundred percent (100%) of the Contract Price shall be paid to the supplier after acceptance of the Goods / Services / Equipment at the Project Site and submission of the documents provided under E. Delivery.

L. Reservation Clause

DepEd, Cebu City Division reserves the right to reject any and all quotations, not to award the PO or annul the bidding process without thereby incurring any liability to the affected parties.

After having carefully read and accepted your Request for Quotation (RFQ) and its Terms and Conditions, I/We submit herein price quotation(s) for the item(s) in this RFQ. The quotations shall be binding upon me/us for thirty (30) calendar days reckoned from last day of submission indicated in this RFQ. The corresponding Award or Purchase Order shall be accepted by us at any time before expiration of this period.

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AIRCON UNITS

	WINDOW TYPE		SPLIT TYPE	
	QTY.	BRAND/MODEL	QTY	BRAND/MODEL
GROUND FLOOR				
PSU	1	KOPPEL		
RECORDS	1	KOPPEL		
HRMU			1	MIDEA
ADMIN	2	KOPPEL		
CASHIER			2	GENERAL , MIDEA (damage)
ACCOUNTING			3	KOPPEL
LOBBY	2	KOPPEL		
2ND FLOOR				
SDS	1	KOLIN	2	MIDEA , CROWN-AIRE
ASDS			3	1-KOPPEL , 2-DAIKEN
BUDGET			1	MIDEA
PLANNING	2	KOPPEL		
SGOD - CHIEF			1	BRUN
SGOD - HRDS	1	MIDEA		
SGOD - PHYSICAL FACILITIES	1	KOPPEL		
SGOD - M & E			1	MATRIX (tons)
SGOD - SOCMOB	1	KOPPEL		
SGOD - SPORTS	1	KOPPEL		
3RD FLOOR				
EPS	3	KOPPEL	1	KOPPEL
PSDS	2	KOPPEL	1	MATRIX (tons)
COA			2	KOPPEL - GENERAL
LEGAL	1	KOPPEL		
LRMS	1	KOPPEL		
CID			1	GENERAL
4TH FLOOR				
DENTAL	3	FUJUDENZ , KOPPEL , KOLIN		
CONFERENCE			6	3-MIDEA , 1-BRUN , 2-MATRIX (tons)
ICT - SERVER ROOM	1	KOPPEL	1	DAIKIN
ICT - OFFICE	1	KOLIN	1	TCL
5TH FLOOR				
SDS - ROOM	2	KOPPEL		
ASDS - ROOM	1	KOPPEL		
FUNCTION HALL			5	BRUN
RAMOS BLDNG.				
SUPPLY NATIONAL	2	CROWN-AIRE , KOPPEL		
SUPPLY LOCAL	1	CARRIER		
ICT TRAINING ROOM	1	KOPPEL	2	CROWN-AIRE (tons)
ALS OFFICE	1	MIDEA		
TOURISM BLDNG.				
MEDICAL	2	KOPPEL		
MEDICAL			2	GENERAL (tons)
BASEMENT	1	KOPPEL		

WINDOW TYPE	36	
SPLIT TYPE	28	(note- 2 damage at cashier)
SPLIT TYPE (TONS)	8	