



**BAGONG PILIPINAS**



Masaganang Agrikultura,  
Maunlad na Ekonomiya

Republic of the Philippines  
Department of Agriculture  
**BUREAU OF SOILS AND WATER MANAGEMENT**  
SRDC Building Elliptical Road corner Visayas Avenue,  
Diliman, Quezon City 1101  
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Tel. no. (632) 8273-2474 local 3202

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## **REQUEST FOR QUOTATIONS**

**Control No. 2025-RFQ-0346**

The **Bureau of Soils and Water Management (BSWM)** through its **Bids and Awards Committee**, intends to procure "**PROVISION OF AIR-CONDITIONING UNIT**" for CY 2025 in accordance with **Section 34 - Small Value Procurement** of the 2024 Revised Implementing Rules and Regulations of Republic Act No. 12009.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided in this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than October 13, 2025, 12:00 p.m.** at the Procurement Management Section, 2nd Floor, SRDC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City. Quotations may also be submitted through email at [procurement@bswm.da.gov.ph](mailto:procurement@bswm.da.gov.ph) or at [bac@bswm.da.gov.ph](mailto:bac@bswm.da.gov.ph).

Interested service provider shall also submit a copy of the following upon submission of this quotation:

- **Mayor's Permit**
- **PhilGEPS Registration**
- **Notarized Omnibus Sworn Statement (for ABC 50k above)**
- **Income Tax Return (for ABC 500k above)**

The Head of the Procuring Entity (HoPE) of the DA-BSWM reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Section 34 of the 2024 revised IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact the BAC Secretariat at **+63(2) 8529-7640 or +63 (2) 8529-7641 local 204** or email us on the email address provided above.

**France Josephine C. Bautista**

**Administrative Officer V**

### **INSTRUCTIONS:**

Note: Failure to follow these instructions will disqualify your entire quotation.

Do not alter the contents of this form in any way.

The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

**All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

Quotations may be submitted through electronic mail at [bac@bswm.da.gov.ph](mailto:bac@bswm.da.gov.ph) or at [procurement@bswm.da.gov.ph](mailto:procurement@bswm.da.gov.ph)

Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

### **TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of One Hundred Twenty (120) Calendar Days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BSWM BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the DA-BSWM. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. 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 per day of delay. The DA-BSWM may terminate the contract once the cumulative 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.
11. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
12. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Store/Shop: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

**Sir/Madam:**

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

**TERMS OF REFERENCE**

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate “0” if the item being offered is for free.
2. Bidders must state “Comply” or any equivalent term in the column “Bidder’s Statement of Compliance” against each of the individual parameters of each Specification.
3. Bidder shall **state the brand and/or model** of the offered goods, if applicable.

Item	Description	Total Qty.	Unit	(ABC) Unit Cost	Bidder's Statement Of Compliance	(BID) Unit Cost (Vat Inclusive)	(BID) Total Cost (Vat Inclusive)
<b>1</b>	<b>Air-conditioning unit</b>						
	NSHP-2025-2139-BGA	1	lot	996,000.00			
	<b>Supply, Delivery, and Installation of 8 Air-conditioning Units for various areas in BSWM Central Office (Inclusive of 1 preventive maintenance)</b>						
	Site Inspection:						
	October 8, 2025						
	Time: 10 to 10:30 am						
	Note: attached file for the Terms of Reference and detailed cost estimate						
	<b>NOTE: Complete all the BLANK details</b>						
	<b><u>AWARDING: ONE CONTRACT</u></b>						

\*The above quoted prices are inclusive of all costs and applicable taxes.

<b><u>SCHEDULE OF REQUIREMENTS</u></b>		<b>Bidder's Statement of Compliance</b>
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each SCHEDULE.		
A	<b>30 Calendar days upon receipt of PO</b>	

<b><u>FINANCIAL OFFER</u></b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>NINE HUNDRED NINETY SIX THOUSAND PESOS (Php 996,000.00)</b>	In words: _____ _____ In figures: _____ _____ _____

<b><u>Payment Terms:</u></b>	Upon completion of delivery/services and submission of documentary requirement per accounting and auditing rules.
Banking Institution	
Account Number	
Account Name	
Branch	

**NOTE: PLEASE DO NOT LEAVE ANY FIELDS BLANK**

**Please check the applicable documents submitted:**

<input type="checkbox"/>	Mayor's Permit
<input type="checkbox"/>	PhilGEPS Registration
<input type="checkbox"/>	Notarized Omnibus Sworn Statement (for ABC 50k Above)
<input type="checkbox"/>	Income Tax Return (for ABC 500k above)
<input type="checkbox"/>	Others (as required) _____

Signature over Printed Name

Position/Designation

Office Telephone No.

Email address

## Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. [Select one, delete the other:]

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. [Select one, delete the other:]

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting:**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. [Select one, delete the rest:]

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant

**[Jurat]**

[Format shall be based on the latest Rules on Notarial Practice]

## **TERMS OF REFERENCE AND CONDITIONS**

### **I. TITLE**

Supply, Delivery, and Installation of Eight (8) Units of Aircon for Various Areas in BSWM Central Office.

### **II. OBJECTIVES**

To install air conditioning units including its electrical and piping system.

### **III. APPROVED BUDGET FOR THE CONTRACT COST**

The total approved budget for the contract ("ABC") for this procurement is **Nine Hundred Ninety-Six Thousand Pesos only (Php 996,000.00)**.

### **IV. PROJECT PERIOD**

Thirty-days (30) Calendar Days.

### **V. GENERAL REQUIREMENTS**

1. The contractor is required to conduct a site inspection to verify the present condition of the site and determine potential problems that may affect the implementation of the project. End-user will issue a Certificate of Site Inspection and the bidders shall submit the certificate as part of the bidding documents.
2. The contractor shall only be allowed to work at the site within the approved schedules provided by the Building and Grounds Administration (BGA) unless otherwise agreed upon between Bureau of Soils and Water Management., the Contractor, and the BGA.
3. The Contractor shall provide the materials, tools, labor and other necessary services and equipment required to complete the project. All materials to be used in the project shall be new unless noted otherwise.
  - The contractor shall be responsible for the security of all materials and equipment before and during project implementation. Materials shall be carefully handled, properly stored, and adequate, defective items shall be replaced without additional cost to the Bureau of Soils and Water Management.
  - All workmanship shall be of good quality and performed in accordance with industry standards.
4. All required documents/permits by the building administration prior to the implementation of the project should be carried out by the contractor, unless noted otherwise agreed.
  - Any permits, insurances, bonds and other necessary fees.

5. The contractor shall always keep the work area free from accumulation of debris/scrap/waste materials and organized. Ensure that all the areas covered in the statement of work shall be left in a condition that is acceptable to the Building and Grounds Administration.
  - All damaged areas during the working process should be restored to its original condition without additional cost to Bureau of Soils and Water Management
6. The contractor shall not conduct any work that is beyond this statement of work unless approved and agreed in writing. Variation orders may be issued either by the Bureau of Soils and Water Management or by the contractor to cover any increase/decrease in quantities and new work items necessary for the completion of the project, which was not included in the and scope of work. No work shall be initiated under variation order unless Bureau of Soils and Water Management have approved it. However, In the event of an emergency where work is urgent to avoid harm to public service, or damage to life and/or property, the contractor may allow the immediate start of work without the variation order.

## VI. MANPOWER REQUIREMENT

The contractor shall provide adequate number of duly qualified manpower to perform the class of work stated herein. All manpower shall be authorized, properly trained, equipped organized to perform all works in accordance with the terms and conditions stipulated in the within the project duration.

Key Personnel	Experience	Documentary Requirements
Air conditioning Technician	Two (2) Years	<ul style="list-style-type: none"> <li>• Curriculum Vitae</li> <li>• Valid and current National Certificate II in Refrigeration and Air-conditioning Servicing issued by Technical Education and Skills Development Authority (TESDA)</li> <li>• Employment Certification – issued by the contractor/company HR or authorize signatory, stating that the assigned Airconditioning Technician has been employed for at least one (1) year.</li> </ul>

## VII. CERTIFICATE OF DISTRIBUTORSHIP

The contractor must have a valid authorized distributorship agreement or manufacturer's certification, and/or other supporting documents to their offered product.

## VIII. ITEM SPECIFICATIONS

NO.	DECRPTION	QTY	UNIT
1	<b>2.0 HP WALL MOUNTED AIR CONDITIONING UNIT, INVERTER TYPE; 220V/60HZ/1PH</b>	1	UNITS

	<p><b>Specifications:</b>  Cooling Capacity: 18,000 Btu/h or higher  Rated Power Consumption: 1.88 kW or higher  COP: 2.81 W/W or higher  CSPF: 5.02 Wh/Wh or higher  DOE Star Rating: 5 stars  Refrigerant: R32  Indoor Unit Airflow Rate: 430 CFM or higher  Indoor Unit Sound Pressure Level: 42 dB(A) or lower  Outdoor Unit Sound Pressure Level: 52 dB(A) or lower  Compressor: Hermetically Sealed Rotary Type</p> <p><b>Features:</b>  *Wi-fi &amp; Smart Features  *Anti-virus Gin-Ion filter  *Enzyme blue filter  *Vertical auto-swing (up&amp;down)  *Wide angle louvers  *Auto fan speed  *Voltage fluctuation protection  *Digital LED Display on indoor unit  *With remote control  *Auto-restart after power failure</p>		
2	<p><b>2.5 HP WALL MOUNTED AIR CONDITIONING UNIT, INVERTER TYPE; 220V/60HZ/1PH</b></p> <p><b>Specifications:</b>  Cooling Capacity: 22,500 Btu/h or higher  Rated Power Consumption: 1.835 kW or higher  COP: 3.59 W/W or higher  CSPF: 6.10 Wh/Wh or higher  DOE Star Rating: 5 stars  Refrigerant: R32  Indoor Unit Airflow Rate: 640 CFM or higher  Indoor Unit Sound Pressure Level: 43 dB(A) or lower  Outdoor Unit Sound Pressure Level: 52 dB(A) or lower  Compressor: Hermetically Sealed Rotary Type</p> <p><b>Features:</b>  *Wi-fi &amp; Smart Features  *Anti-virus Gin-Ion filter  *Enzyme blue filter  *Vertical auto-swing (up&amp;down)  *Wide angle louvers  *Auto fan speed  *Voltage fluctuation protection  *Digital LED Display on indoor unit  *With remote control  *Auto-restart after power failure</p>	1	UNITS

3	<p><b>3.0 HP WALL MOUNTED AIR CONDITIONING UNIT, INVERTER TYPE; 220V/60HZ/1PH</b></p> <p><b>Specifications:</b>  Cooling Capacity: 24,000 Btu/h or higher  Rated Power Consumption: 1.965 kW or higher  COP: 3.58 W/W or higher  CSPF: 5.75 Wh/Wh or higher  DOE Star Rating: 5 stars  Refrigerant: R32  Indoor Unit Airflow Rate: 640 CFM or higher  Indoor Unit Sound Pressure Level: 43 dB(A) or lower  Outdoor Unit Sound Pressure Level: 52 dB(A) or lower  Compressor: Hermetically Sealed Rotary Type</p> <p><b>Features:</b>  *Wi-fi &amp; Smart Features  *Anti-virus Gin-Ion filter  *Enzyme blue filter  *Vertical auto-swing (up&amp;down)  *Wide angle louvers  *Auto fan speed  *Voltage fluctuation protection  *Digital LED Display on indoor unit  *With remote control  *Auto-restart after power failure</p>	5	UNITS
4	<p><b>4.0 HP CEILING SUSPENDED TYPE AIR CONDITIONING UNIT, INVERTER TYPE; 220V/60HZ/1PH OR 3PH</b></p> <p><b>Specifications:</b>  Rated Cooling Capacity: 34,100 Btu/h or higher  DOE Star Rating: 5 stars  CSPF: 4.0 Wh/Wh or higher  COP: 2.84 W/W or higher  Rated Power Consumption: 3.52 kW or higher  Refrigerant: R32  Indoor Unit Airflow Rate: 988 CFM or higher  Indoor Unit Sound Pressure Level Max: 42 dB(A) or lower  Outdoor Unit Sound Pressure Level Max: 52 dB(A) or lower  Compressor: Hermetically sealed swing type</p> <p><b>Features:</b>  *Wi-fi &amp; Smart Features  *Wide air flow  *Auto-swing (up and down)  *5 steps switchable fan speed and auto airflow  *Oil resistant grille  *Digital LED Display on indoor unit  *with remote control</p>	1	UNITS
<b>TOTAL</b>		<b>8</b>	<b>UNITS</b>

All air conditioning units must have a 5-star rating in the energy label issued by the Department of Energy (DOE).

**IX. DISTRIBUTION LIST**

NO.	LOCATION	CAPACITY	QTY	UNIT	INSTALLATION TYPE
1	COA	3HP	1	UNIT	REPLACEMENT
2	CLIENT CENTER	2HP	1	UNIT	REPLACEMENT
3	LABORATORY CHEM 1	4HP	1	UNIT	REPLACEMENT
4	LIMS	2.5HP	1	UNIT	REPLACEMENT
5	PMS	3HP	1	UNIT	ADDITIONAL
6	NSWRRDC CENTERS	3HP	2	UNITS	REPLACEMENT
7	LECTURE ROOM 1	3HP	1	UNIT	ADDITIONAL
		<b>TOTAL</b>	<b>8</b>	<b>UNITS</b>	

**X. SCOPE OF WORK**

1. The Supply, Delivery, Installation, Testing, and Commissioning of the specified air-conditioning units shall include the following:

**a. Labor**

The scope of work covers the proper dismantling and removal of existing air-conditioning units with proper pump-down procedure and the installation of new indoor and outdoor units, including the drain pump. This includes the installation of piping and wiring, brazing of copper tubing, insulation wrapping, evacuation and charging of refrigerant, fabrication and installation of indoor and outdoor unit brackets, chipping and drilling works, testing and commissioning, cleaning, demobilization, and all other necessary activities required to ensure the successful completion of the project.

**b. Materials**

The project shall include the provision of air conditioning units and accessories, drain pump, copper tubing, insulation, drain hose, wires, conduits, circuit breakers with enclosures, and all other necessary materials required for the completion of the project.

Feeder lines must be installed within an electrical conduit. All materials must be brand new and compliant with industry standards.

The service provider shall ensure that all materials meet the minimum standards set by the air conditioning unit manufacturer and comply with the latest Philippine Electrical Code.

### **c. Preventive Maintenance Services**

The contractor shall conduct one (1) preventive maintenance service, which includes general cleaning and inspection of both outdoor and indoor units for all air conditioning units covered in the project.

The service provider shall coordinate with the Building and Grounds Administration Unit for the schedule the preventive maintenance.

## **XI. PROJECT SAFETY PROTECTION**

1. The project shall be completed within Forty-Five (45) calendar days upon the receipt of Notice to Proceed/ Purchase Order.
  - In case of unacceptable/unjustified delay occur in the completion of the work and exceeds the time duration, BSWM will impose penalty as per government procurement and accounting rules.
2. Term of warranty: 1 year.
  - 2.1. The Supplier/Contractor shall provide a five (5) year warranty on the compressor of each air-conditioning unit, effective from the date of final acceptance by the Procuring Entity.
  - 2.2. The Supplier/Contractor shall provide a one (1) year warranty on parts and labor, covering defects in materials and workmanship under normal use and proper installation, effective from the date of final acceptance.
  - 2.3. Warranty shall include free repair, servicing, or replacement of defective parts, if found to be factory defect or workmanship-related, without additional cost to the Procuring Entity.
  - 2.4. The warranty shall not cover damages due to misuse, negligence, accidents, natural disaster, unauthorized alterations, or improper installation and maintenance.
  - 2.5. All warranty services shall be carried out by the Supplier/Contractor or its authorized service center within a reasonable period upon receipt of notice.

## **XII. RESPONSIBILITIES OF THE END-USER DURING THE PROJECT IMPLEMENTATION**

- The End-User, in coordination with Property Management Unit or any duly authorized representative, shall inspect the compliance of contractor to the materials and tools delivered in accordance with the specifications prior to installation.
- The End-User or any duly authorized representative shall supervise the implementation of the project to monitor the progress and compliance of the contractor with the specified methodologies and safety precautions.
- The End-User or its representative shall raise concerns to the contractor if there are poor workmanships during the implementation of the project.
- The End-User Unit or its representative shall provide assistance to the contractor throughout implementation, and warranty period as the need arises.

## **XIII. TERMS OF PAYMENT/ PAYMENT SCHEME**

The BSWM shall pay the contracted service provider after the completion of the actual services rendered and upon receipt of the billing statement/statement of account and other documents required for the processing of payment in compliance with existing government auditing and accounting procedures.