



Republic of the Philippines  
**METROPOLITAN WATERWORKS AND SEWERAGE  
SYSTEM**



**REQUEST FOR QUOTATION (RFQ)**

**SUPPLY, DELIVERY, AND INSTALLATION OF SIX (6) AIR-CONDITIONING  
UNITS AND FOUR (4) EVAPORATIVE AIR COOLERS  
CONTRACT NO. MWSS-2021-ACU**

1. The **Metropolitan Waterworks and Sewerage System-Corporate Office (MWSS-CO)** through its Bids and Awards Committee (BAC) will undertake the Procurement for the Supply, Delivery, and Installation of Six (6) Air Conditioning Units and Four (4) Evaporative Air Coolers.
2. The MWSS-CO hereinafter referred to as the “the Procuring Entity” now request you to submit price quotation for the procurement of the abovementioned project, as specified in the **Terms of Reference (TOR)** provided in the **Annex “A”** as attached.
3. All items listed in the specifications as stated in the **TOR** must be complied on a pass/fail basis. Failure to meet any of the requirements may result to the rejection of the bid.
4. The **Approved Budget for the Contract (ABC)** is **SIX HUNDRED FORTY THOUSAND PESOS ONLY (PHP 640,000.00)** for **Package 1** and **ONE HUNDRED TWENTY THOUSAND PESOS ONLY (PHP 120,000.00)** for **Package 2** in Philippine Currency inclusive of Twelve Percent (12%) VAT. Quotation submitted higher than the ABC shall be automatically rejected.
5. The award shall be given to the lowest/single calculated responsive quotation as evaluated and determined by the BAC.
6. Partial Quotations are allowed. All Goods are grouped in packages listed in the TOR. Suppliers may have the option of submitting a proposal for any or all packages. Evaluation and contract award shall be undertaken on a per package basis.
7. Quotations must be delivered at the address below not later than **06 May 2021** (Until 3:00PM) (Philippine Standard Time).

**The Chairperson**

MWSS-CO Bids and Awards Committee  
Metropolitan Waterworks and Sewerage System  
4<sup>th</sup> Floor, Administration Building, MWSS Complex,  
Katipunan Road, Balara, Quezon City  
Telefax Number: (632) 928-2252  
Tel. No. 920-5521 loc. 106 /107

8. Prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of 12% VAT and all taxes and duties to be paid and other incidental cost to the delivery site/s if the contract is awarded.
9. The MWSS-CO reserves the right to accept or reject any quotation, and to annul the bidding/shopping process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder/bidders. The MWSS-CO reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall performance and functionality of the equipment and the capability of the supplier to perform the contract.

10. The prospective bidder shall submit the following:

- a) Quotation Form
- b) Mayor's/Business Permit
- c) Proof of PhilGEPS Registration
- d) Income/Business Tax Return
- e) Omnibus Sworn Statement

(original signed)

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**LEONOR C. CLEOFAS, CESO IV**  
Chairperson, MWSS-CO  
Bids and Awards Committee

**TERMS OF REFERENCE**

**SUPPLY, DELIVERY, AND INSTALLATION OF SIX (6) AIR-CONDITIONING  
UNITS AND FOUR (4) EVAPORATIVE AIR COOLERS**  
Contract No. MWSS-2021-ACU

**A. OBJECTIVE**

The Metropolitan Waterworks and Sewerage System – Corporate Office (MWSS-CO) has an old and non-functioning centralized air-conditioning system. The MWSS-CO Bids and Awards Committee (BAC) will undertake the procurement of six (6) brand-new air conditioning units and four (4) brand-new evaporative air coolers for the various departments.

**B. MODE OF PROCUREMENT**

The mode of procurement shall be under small value procurement pursuant to the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

**C. PROJECT SITE**

4<sup>th</sup> and 5<sup>th</sup> Floors MWSS Administration Building, MWSS Compound, Katipunan Rd., Balara, Quezon City

**D. MINIMUM SPECIFICATIONS**

<b>ITEM</b>	<b>QUANTITY</b>	<b>SPECIFICATION</b>	<b>LOCATION</b>
<b>Package 1</b>			
AIR CONDITIONING UNIT (2HP)	3 units	- 2HP - 220-240VAC, 1- phase, 60 Hz - Wall-mounted, split type - Inverter - Remote controlled - 16,000 KJ/hr capacity (minimum) - 11.8 EER (minimum)	5 <sup>th</sup> Floor Administration Building, MWSS Compound, Katipunan Rd., Balara, Quezon City <ul style="list-style-type: none"> <li>• Office of the Board Secretariat</li> <li>• Internal Audit Department</li> <li>• BAC Secretariat Room</li> </ul>
AIR CONDITIONING UNIT (5TR)	3 units	-5TR - 220-240VAC, 1- phase, 60 Hz - Floor-mounted	4 <sup>th</sup> Floor Administration Building, MWSS Compound, Katipunan Rd., Balara, Quezon City

ITEM	QUANTITY	SPECIFICATION	LOCATION
		<ul style="list-style-type: none"> <li>- Inverter</li> <li>- Remote controlled</li> <li>- 11.8 EER (minimum)</li> <li>- 30,900 KJ/hr capacity (minimum)</li> </ul>	<ul style="list-style-type: none"> <li>• PPRD and Legal Services Department</li> <li>• Asset Management Department</li> <li>• Site Operations Management Department</li> </ul>
<b>Package 2</b>			
EVAPORATIVE AIR COOLER UNIT	4 units	<ul style="list-style-type: none"> <li>- For 50 sqm area (minimum)</li> <li>- Heavy Duty</li> <li>- Floor Standing Type with Wheels</li> <li>- Three (3) sides cooling pad</li> <li>- Remote Controlled</li> <li>- 6,000 m3/h airflow (minimum)</li> </ul>	Operations Support Department

**Note to Bidders:** Technical brochure for each item in the proposal shall be provided.

Partial quotations are allowed. All items are grouped in packages listed above. Suppliers shall have the option of submitting a proposal on any or all packages and evaluation and contract award will be undertaken on a per package basis. Packages shall not be divided further into sub-sections for the purpose of quotation, evaluation, and contract award.

The warranty period shall be one (1) year from the date of acceptance of delivered products/items. The warranty shall include repair, replacement of parts, and free services on-call basis.

## E. SCOPE OF WORK

The scope of the project are as follows:

1. The conduct of preliminary inspection to determine or assess the actual location of the units and the total costs for installation.
2. The supply, delivery, installation, testing, and commissioning of six (6) air-conditioning units and four (4) evaporative air coolers.
3. All necessary mechanical piping (cold and drain lines), insulation, electrical circuit (wires, conduits, and air-conditioning unit circuit breakers) and other accessories and miscellaneous items needed for the complete installation of the air-conditioning units shall be borne by the Supplier.

4. The required feeder lines from the air-conditioning unit circuit breaker to the existing electrical power supply of the building are not included in the procurement. The Operations Support Department (OSD) will be responsible to undertake the necessary connection for the power supply of the installed units.

## **F. DELIVERABLES**

The Supplier shall ensure that all materials/equipment to be supplied are in good condition, brand new, and free from defects and must conform to the specifications. The Supplier shall deliver the items within thirty (30) calendar days from receipt of Notice to Proceed (NTP).

## **G. WARRANTY**

The supplier warrants MWSS-CO that the delivered equipment should be free from all defects in material and workmanship for a period of one (1) year after issuance of Certificate of Satisfactory Acceptance.

## **H. PAYMENT SCHEME**

Payment shall be made within fifteen (15) calendar days upon delivery, inspection by the Final Inspection and Acceptance Committee, and submission of the required documents for the request for billing subject to the usual government accounting and auditing rules and regulations. The items shall be subject to inspection by the Final Inspection and Acceptance Committee. Items found defective during the inspection shall be immediately replaced within seven (7) calendar days from the date of inspection.

To assure the performance of the obligations in the warranty clause, 5% will be deducted from the billing pursuant to RA9184 section 62.1.

## **I. OTHER DOCUMENTS REQUIRED FOR SUBMISSION**

1. Proof of PHILGEPS Registration Number (1 Certified True Photocopy)
2. DTI/SEC Registration, Mayor's Business Permit (1 Certified True Photocopy)
3. Latest Income/Business Tax Return (1 Certified True Photocopy)
4. Notarized Omnibus Sworn Statement

Prepared by:

**TECHNICAL WORKING GROUP (TWG)**

(original signed)  
**JEFFRIC JOHN B. DELA PAZ**  
Member

(original signed)  
**ATTY. PORTIA LEAH N. LAYNO**  
Member

(original signed)  
**CONRAD MATTHEW F. SORIANO**  
Member

(original signed)  
**ATTY. ANABELLA S. ALTUNA**  
End-User, Provisional Member

(original signed)  
**PATRICK JAMES B. DIZON**  
Vice-Chairperson

(original signed)  
**BYRON A. CARBON**  
Chairperson