



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
LEYTE 4TH DISTRICT ENGINEERING OFFICE
Ormoc City, Region VIII



Name of Procuring Entity : DPWH 4TH DEO Request for Quotation (P. R. No.): 2025-03-042
Revised on : Date: March 26, 2025
Standard Form/Title : **REQUEST FOR QUOTATION**
COMPANY NAME :
ADDRESS :
TEL. NO. / FAX NO. :
Office/End-User :
GLENDA F. QUIÑONES

Please quote your lowest price or the item(s) listed below, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than **APR 04 2025**, 9:00 a.m. in the return envelope attached herewith, to the Procurement Office, DPWH, 4TH DEO, Ormoc City, Leyte.

TERMS AND CONDITIONS :

1. All entries must be typewritten or legibly written.
2. All pages must be duly signed.
3. Delivery period within 20 C, D, upon receipt of the approved funded Purchase Order (P. O.).
3. Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be for a minimum for non-delivery without valid reason.
4. Warranty shall be for a minimum of three (3) months for supplies & materials: one year for Equipment from date of acceptance by the end-user.
5. Price validity shall be for a period of sixty (60) calendar days.
6. G-EPIS Registration Number & Mayor's Permit/Business Permit & Omnibus shall be attached upon submission of the quotation.
7. Bidders shall submit original brochures showing certifications of the product if applicable.
8. Quotations to be submitted by Lot
9. Please indicate the brand for each item being offered.
10. Eco-friendly supplies/equipment
11. The approved budget ceiling for this procurement is **P50,050.00**
12. Quotations submitted thru mail & Fax will not be accepted.

JOEL V. PEREZ
BAC Chairman
Engineer III

Item No.	ITEM / DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
Preventive Maintenance (General Cleaning and Check up) & Relocation of Airconditioning Units					
FLOOR MOUNTED					
	Construction Section	2021-10605020-0108-CS	30	Unit	
		2021-10605020-0118-CS			
	Cash Unit	2021-10605020-0117-CU			
	Records Unit	2021-10605020-0114-AS			
		2021-10605020-0116-ICT			
	PIO Office	2021-10605020-0115-PIO			
	Administrative Section	2021-10605020-0109-AO			
	Bidding Room	2021-10605020-0122-TN			
	BAC Procurement Unit	2019-10605020-0066-ADE			
	Conference Room	2021-10605020-0110-CR			
	Planning Section	2023-10605020-0145-PDS			
		2023-10605020-0146-PDS			
		2023-10605020-0147-PDS			
		2023-10605020-0148-PDS			
		2023-10605020-0149-PDS			
		2023-10605020-0150-PDS			
	Quality Assurance Section	2021-10605020-0094-QAS			
		2021-10605020-0092-QAS			
		2021-10605020-0093-QAS			
	Old Construction Office	2017-10605020-0021-QAS			
		2017-10605020-0026-QAS			
	Employees Quarter	1060502000-C16OFE29-2009-11-101-0013			
	COA Office	2019-10605020-0065-COA			
	Finance Section	2019-10605020-0063-FS			
		2019-10605020-0068-FS			
		2020-10605020-0081-FS			
	Maintenance Section	2014-10605020-0005-MS			
		2017-10605020-0022-MS			
		2018-10605020-0047-MS			
			11	Unit	
WALL MOUNTED					
	DE Office	2021-10605020-0124-DE			
	Construction Section	2018-10605020-0039-QAS			
	Supply Unit	2018-10605020-0038-SU			
		2018-10605020-0049-SU			
	Server Room	2018-10605020-0038-SU			
	Training Center	2019-10605020-0070-TC			
		2019-10605020-0071-TC			
		2019-10605020-0072-TC			
		2019-10605020-0073-TC			

Finance Section	2018-10605020-0040-FS			
Old Server Room	2021-10605020-0128-AF			
WINDOW TYPE		12	Unit	
DE's Quarter	2020-10605020-0078-DEQ			
	2021-10605020-0090-DEQ			
	2021-10605020-0129-DEQ			
Server Room	1060701000-C160FE28-2016-09-101101-0419			
Employee's Quarter	2018-10605020-0049-SU			
	1060502000-C160FE28-2011-04-101-0033			
Finance Section	1060502000-C160FE28-2010-06-101-0014			
Old Server Room	1060502000-C160FE28-2017-06-01101101-0056			
Maintenance Section	2023-10605020-0139-ICT			
	2020-10605020-0075-MS			
	2020-10605020-0076-MS			
COA Office	1060502000-C160FE28-2001-12-101101-0010			
CEILING CASSETTE		2	Unit	
ADE Office	2021-10605020-0125-ADE			
DE Office	2021-10605020-0111-DE			
RELOCATION OF 5TH FLOOR STANDING AIRCON UNIT		1	Unit	
Scope of Work:				
• Removed the Evaporator				
• Removed the Piping, Wiring, and Drain Hose				
• Additional Freon Gas				
SCOPE OF WORK:				
A. General cleaning of all units including all internal components;				
B. Greasing of motor bearing and other moving parts that requires lubrications;				
C. Inspection/check-up of all refrigerants line in the air-conditioning system, recommend replenishment as may be necessary;				
D. Check-up all moving parts such as fan motor bearing/bushing and shafting evaporator blowers and blade, recommend repair/ replacement of parts as may be necessary;				
E. Inspection of all components of the system including electrical control and make necessary adjustment, recommend repair/ replacement of parts as may be necessary;				
F. Inspection/check-up of equipment erosion, de-rust, recommend repair/ replacement as may be necessary;				
G. Check-up of undesirable noise and vibration of the units and recommend repair/replacement as may be necessary;				
H. Observation of operation of the compressor performance and recommend repair/ replacement, if necessary;				
I. Inspect control box voltage and high voltage contractors, relays switches, starter switch;				
J. Recommend repair and replacement of the units and parts that should be undertaken;				
K. All major repairs that requires replacement of any parts of the units are not included in the agreement but shall be billed separately; and				
L. The SERVICE PROVIDER must submit report on all works undertaken including findings and recommendation for agency evaluation and action.				
REQUIREMENTS FOR PAYMENT				
A. The SERVICE PROVIDER shall submit all the necessary documents and reports including Inspection and Post-Maintenance/ Relocation Report with the attached documentary photos.				
B. Warranty Certificate of at least 7 working days issued by the SERVICE PROVIDER to assure that whenever there will be problems on the units they will immediately provide technical personnel to repair such problems.				
C. For and in consideration of the full, satisfactory and faithful performance by the SERVICE PROVIDER of all undertaking defined and provided for under this Terms of Reference (TOR).				
D. Any or all payment/s to be made shall be subjected to existing accounting and auditing rules and regulations				
*****NOTHING FOLLOWS*****				
Grand Total				

For the procurement of Preventive Maintenance (General Cleaning and Check up) & Relocation of Airconditioning Unit for the 2nd Semester of 2025 @ DPWH Leyte 4th DEO.

Brand and Model
Delivery Period

Warranty
Price Validity

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at price note above. If the space for Delivery Period, Warranty and Price Validity/ are left blank, it means that I concur with the Terms and Conditions specified by DPWH.

Printed Name / Signature / Date

Tel No.: (053) 255-8683

c/o Vanilyn C. Catampatan/ Ray Dehosaur E. Porcadilla

Tel. No. / Cellphone No. / E.mail Address