



**DOST-ASTI Bids and Awards Committee  
REQUEST FOR QUOTATION**

<b>Kind of Procurement Activity:</b>	Negotiated Procurement:Small-value Procurement		
<b>Deadline of Submission of Bids:</b>	May-30-2022, 2:00 PM		
<b>RFQ No.:</b>	22-05-3874	<b>Date:</b>	May-25-2022
<b>PR No.:</b>	GAA-22-05-13737	<b>Date:</b>	May-11-2022

The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC), intends to procure the enlisted item/s below. Bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, except otherwise specified in the requirements. Award may be considered for prospective bidder/s proven to be the single/lowest calculated and responsive quotation among all other quotations. Guidelines on the format of quotations and eligibility documents are listed below. Kindly follow the prescribed GUIDELINES to avoid DISQUALIFICATION.

Quotations may be submitted 1) manually to the BAC Secretariat at G/F DOST-ASTI Bldg., UP Technology Park Complex, CP Garcia Ave., UP Campus, Diliman, Quezon City or 2) sent via electronic mail at bac-sec@asti.dost.gov.ph. For further information, please contact the BAC Secretariat at +63 2 8249-8500 loc. 1206/1212.

Thank you.

**BAYANI BENJAMIN R. LARA**  
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p><b>Air conditioning units</b></p> <p>1. BACKGROUND and OBJECTIVES</p> <p>1.1. The Advanced Science and Technology Institute is seeking qualified and competent bidders for the supply, delivery, installation, testing, and commissioning of various air-conditioning system units (ACUs).</p> <p>1.2. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>1.3. These brand-new ACUs will be installed at the premises of the Institute replacing existing AC units, which have either reached the end of their useful life or in a state of disrepair; thus, the bid should include any construction, electrical, and restoration works necessary to complete their installation such as dismantling/removal of all decommissioned units, removal/replacement of old copper piping, and removal/replacement of circuit breakers for the power supply.</p> <p>1.4. The technical specifications indicated herein are minimum requirements, unless otherwise specified.</p> <p>2. SCOPE OF WORK</p> <p>2.1. Supply, delivery and installation, testing, and commissioning of two (2) units of inverter-type wall</p>	2	unit	100000.00	200,000.00

mounted air-conditioning units (ACUs) for OLD COA and CSD.

2.2. Dismantling and removal of all identified existing ACUs (indoor and outdoor units), roughing-ins and other materials to be replaced.

2.3. Chipping and boring of holes through walls, ceiling, and floor (if applicable) for the passage of the refrigerant and condensate piping system and electrical wirings.

2.4. Restoration works on affected areas caused by installation works to its original condition, if any.

2.5. Leak test, test run and observation of each set of ACUs.

2.6. Supply, delivery, installation, and complete layout of copper (refrigerant) piping and condensate drain system, with corresponding fittings and accessories, for each set of AC units.

2.7. Supply, delivery, installation, and complete layout of required electrical wiring system (feeder line) and control devices (circuit breaker with NEMA 3R box) per set of ACUs connected to the main power supply line.

2.8. Supply, delivery, and installation of fabricated steel support frames made of angular bar, pre-painted with metal primer and enamel paint for the condensing (outdoor) unit, to be installed on the concrete wall of the building (outside) with a clearance of at least 0.30 meters. Indoor units (evaporator) shall be properly mounted on the wall or on steel frames (for floor standing units).

2.9. Supply of other equipment, including all necessary accessories and appurtenances not specifically mentioned herein but are considered standard issue and necessary for the safe, reliable, and proper operation of the air conditioning system.

### 3. TECHNICAL SPECIFICATIONS

3.1. Two (2) Units of 1.5 HP Inverter-type Wall mounted Airconditioning Unit (ACU)

3.1.1. ACU must provide a cooling capacity of at least 12,000 BTU/hr or better

3.1.2. ACU must operate with 230-volts, 60Hz, 1-phase or 3-phase power supply

3.1.3. ACU must be rated with an energy efficiency ratio (EER) of 12.5 or higher

3.1.4. ACU must use a R410A cooling agent (refrigerant)

3.1.5. ACU must use refrigerant (copper) piping and communication wires not exceeding 6-meters (~20-feet).

3.1.6. ACU must use condensate drain (PVC) pipes not exceeding 9-meters (~30-feet).

3.1.7. ACU must be equipped with an inverter compressor motor.

3.1.8. ACU's outdoor unit must possess a resistance class of at least IP24.

3.1.9. ACU must possess the following functional features:

3.1.9.1. Remote control operations

3.1.9.2. Auto-swing function for even airflow distribution

3.1.9.3. Indicator LED displays to show current temperature setting

3.1.9.4. Self-diagnosis mode for providing error codes to assist in troubleshooting

3.1.9.5. Auto-restart function for automatically restoring previous function setting after a power interruption

#### 4. TERMS AND CONDITIONS

4.1. ACUs, copper pipes, drain pipes, and fittings must be brand new and unused.

4.2. The manufacturer of the ACUs must be ISO certified or any equivalent certification that guarantees that they have a quality management system in place. The bidder must submit documentary proof of ISO certification of the offered brands issued by accredited registrars or any equivalent certification body.

4.3. The bidder must have at least one (1) authorized service centers in the National Capital Region (NCR) of the brand/model of the product being offered for, but not limited to, regular preventive maintenance and general cleaning services.

4.4. The bidder must perform quarterly general cleaning service for one (1) year covering all ACUs:

4.4.1. Perform general cleaning of condenser and evaporator.

4.4.2. Cleaning of blower wheel and fan blade.

4.4.3. Cleaning of cabinet and face cover.

4.4.4. Conduct thorough inspection of electrical wiring/connections and mechanical controls.

4.4.5. Check cabinet for corrosion and repair

4.4.6. Conduct flushing of drain pipe.

4.4.7. Freon charging (if necessary)

4.4.8. Submit status report of all the activities performed.

4.5. The bidder must submit an "As-Built" plan indicating the exact locations of the circuit breakers, indoor and outdoor units of each ACUs on each floor, and corresponding routes of the condensate drain and refrigerant piping system upon completion of the installation and commissioning activities.

#### 5. WARRANTY and AFTER-SALES SUPPORT

5.1. All ACUs must carry five (5) years warranty for compressor and one (1) year for other parts and services that cover defects in materials and workmanship. Warranty service shall commence from the date of end-user acceptance.

5.2. Technical support services must be available 9 hours per day, Monday to Friday (including holidays), during

	<p>business hours, 9-6PM Philippines Standard Time (UTC+8)</p> <p>5.2.1. Must respond within four (4) business hours, and for unresolved issues exceeding one (1) business day, updates must be made available to the end-users every three (3) business days.</p> <p>5.2.2. Any repair or replacement service must be successfully performed within twenty (20) business days.</p> <p>5.3. End-users must be able to request technical support by phone and/or email.</p> <p>5.4. Onsite technical support may be requested for special cases including, but not limited to, the following issues:</p> <p>5.4.1. Not activating</p> <p>5.4.2. Not blowing cold air</p> <p>5.4.3. ACU freezing up</p> <p>5.4.4. Refrigerant leak</p> <p>5.4.5. Leaking ducts and clogged drains</p> <p>5.4.6. Frozen evaporator coils</p> <p>5.4.7. Electric control failure</p> <p>5.4.8. Drainage problems</p> <p>5.4.9. Thermostat sensor problems</p> <p>6. DELIVERY AND PAYMENT TERMS</p> <p>6.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier within Thirty (30) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>6.2. Payment shall be made only upon certification/acceptance by the End User to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. No payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract.</p>				
2	<p><b>One (1) Aircon with installation</b></p> <p>1. BACKGROUND and OBJECTIVES</p> <p>1.1. The Advanced Science and Technology Institute is seeking qualified and competent bidders for the supply, delivery, installation, testing, and commissioning of various air-conditioning system units (ACUs).</p> <p>1.2. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>1.3. These brand-new ACUs will be installed at the premises of the Institute replacing existing AC units, which have either reached the end of their useful life or in a state of disrepair; thus, the bid should include any construction, electrical, and restoration works necessary to complete their</p>	1	unit	220000.00	220,000.00

installation such as dismantling/removal of all decommissioned units, removal/replacement of old copper piping, and removal/replacement of circuit breakers for the power supply.

1.4. The technical specifications indicated herein are minimum requirements, unless otherwise specified.

## 2. SCOPE OF WORK

2.1. Supply, delivery and installation, testing, and commissioning of one (1) unit of inverter-type ceiling suspended air-conditioning units (ACUs) for ALAM.

2.2. Dismantling and removal of all identified existing ACUs (indoor and outdoor units), roughing-ins and other materials to be replaced.

2.3. Chipping and boring of holes through walls, ceiling, and floor (if applicable) for the passage of the refrigerant and condensate piping system and electrical wirings.

2.4. Restoration works on affected areas caused by installation works to its original condition, if any.

2.5. Leak test, test run and observation of each set of ACUs.

2.6. Supply, delivery, installation, and complete layout of copper (refrigerant) piping and condensate drain system, with corresponding fittings and accessories, for each set of AC units.

2.7. Supply, delivery, installation, and complete layout of required electrical wiring system (feeder line) and control devices (circuit breaker with NEMA 3R box) per set of ACUs connected to the main power supply line.

2.8. Supply, delivery, and installation of fabricated steel support frames made of angular bar, pre-painted with metal primer and enamel paint for the condensing (outdoor) unit, to be installed on the concrete wall of the building (outside) with a clearance of at least 0.30 meters. Indoor units (evaporator) shall be properly mounted on the wall or on steel frames (for floor standing units).

2.9. Supply of other equipment, including all necessary accessories and appurtenances not specifically mentioned herein but are considered standard issue and necessary for the safe, reliable, and proper operation of the air conditioning system.

## 3. TECHNICAL SPECIFICATIONS

3.1. One (1) Unit of 3 TR Inverter-type Ceiling Suspended Airconditioning Unit (ACU)

3.1.1. ACU must provide a cooling capacity of at least 36,000 BTU/hr or better

3.1.2. ACU must operate with 230-volts, 60Hz, 1-phase or 3-phase power supply

3.1.3. ACU must be rated with an energy efficiency ratio (EER) of 12.67 or higher

3.1.4. ACU must use a R410A cooling agent (refrigerant)

3.1.5. ACU must use refrigerant (copper) piping and communication wires not exceeding 6-meters (~20-feet).

3.1.6. ACU must use condensate drain (PVC) pipes not exceeding 9-meters (~30-feet).

3.1.7. ACU must be equipped with an inverter

compressor motor.

3.1.8. ACU's outdoor unit must possess a resistance class of at least IP24.

3.1.9. ACU must possess the following functional features:

3.1.9.1. Remote control operations

3.1.9.2. Auto-swing function for even airflow distribution

3.1.9.3. Indicator LED displays to show current temperature setting

3.1.9.4. Self-diagnosis mode for providing error codes to assist in troubleshooting

3.1.9.5. Auto-restart function for automatically restoring previous function setting after a power interruption

#### 4. TERMS AND CONDITIONS

4.1. ACUs, copper pipes, drain pipes, and fittings must be brand new and unused.

4.2. The manufacturer of the ACUs must be ISO certified or any equivalent certification that guarantees that they have a quality management system in place. The bidder must submit documentary proof of ISO certification of the offered brands issued by accredited registrars or any equivalent certification body.

4.3. The bidder must have at least one (1) authorized service centers in the National Capital Region (NCR) of the brand/model of the product being offered for, but not limited to, regular preventive maintenance and general cleaning services.

4.4. The bidder must perform quarterly general cleaning service for one (1) year covering all ACUs:

4.4.1. Perform general cleaning of condenser and evaporator.

4.4.2. Cleaning of blower wheel and fan blade.

4.4.3. Cleaning of cabinet and face cover.

4.4.4. Conduct thorough inspection of electrical wiring/connections and mechanical controls.

4.4.5. Check cabinet for corrosion and repair

4.4.6. Conduct flushing of drain pipe.

4.4.7. Freon charging (if necessary)

4.4.8. Submit status report of all the activities performed.

4.5. The bidder must submit an "As-Built" plan indicating the exact locations of the circuit breakers, indoor and outdoor units of each ACUs on each floor, and corresponding routes of the condensate drain and refrigerant piping system upon completion of the installation and commissioning activities.

#### 5. WARRANTY and AFTER-SALES SUPPORT

5.1. All ACUs must carry five (5) years warranty for compressor and one (1) year for other parts and services that cover defects in materials and workmanship. Warranty service shall commence from the date of end-user acceptance.

5.2. Technical support services must be available 9 hours per day, Monday to Friday (including holidays), during business hours, 9-6PM Philippines Standard Time (UTC+8)

5.2.1. Must respond within four (4) business hours, and for unresolved issues exceeding one (1) business day, updates must be made available to the end-users every three (3) business days.

5.2.2. Any repair or replacement service must be successfully performed within twenty (20) business days.

5.3. End-users must be able to request technical support by phone and/or email.

5.4. Onsite technical support may be requested for special cases including, but not limited to, the following issues:

5.4.1. Not activating

5.4.2. Not blowing cold air

5.4.3. ACU freezing up

5.4.4. Refrigerant leak

5.4.5. Leaking ducts and clogged drains

5.4.6. Frozen evaporator coils

5.4.7. Electric control failure

5.4.8. Drainage problems

5.4.9. Thermostat sensor problems

#### 6. DELIVERY AND PAYMENT TERMS

6.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier within Thirty (30) calendar days upon issuance of Notice to Proceed (NTP).

6.2. Payment shall be made only upon certification/acceptance by the End User to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. No payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract.

**TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):**

**Php 420,000.00**

## GUIDELINES

### A. Content and Format of Quotations

1. The Quotation/s must include the RFQ Number or the PR Number indicated above
2. Bidders must specify the BRAND NAMES and MODEL NAMES/NUMBER for the following goods:
  - a. Computer and electronic equipment and its accessories or peripherals
  - b. Software applications, programs, and digital licenses
  - c. Commercial off-the-shelf electronic devices or components
3. The Quotation/s must indicate the registered business name of the company (or individual), business address and contact number. It must also include the full name and signature of the company's authorized representative.
4. BIR Certificate of Registration for new DOST-ASTI suppliers.

### B. Eligibility Requirements

Pursuant to Annex "H" or Consolidated Guidelines for the Alternative Methods of Procurement of the 2016 Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, the following documents shall be submitted except for Repeat Order, Shopping under Section 52.1(a), and Negotiated Procurement under Sections 53.1 (Two-Failed Biddings), and 53.5 (Agency-to-Agency):

#### For Procurement of Goods

1. Upon submission of quotation
  - a. Valid PhilGEPS Registration Number / Organization ID
  - b. Valid Mayor's/Business Permit
2. Upon issuance of Notice of Award (NOA)
  - a. Omnibus Sworn Statement (shall be required only for procurement projects with ABC above P50,000.00)
  - b. Income/Business Tax Return (For ABCs above P500,000.00)

#### For Procurement of Infrastructure

1. Upon submission of quotation
  - a. Valid PhilGEPS Registration Number / Organization ID
  - b. Valid Mayor's/Business Permit
  - c. Valid PCAB License
2. Upon issuance of NOA
  - a. Omnibus Sworn Statement (shall be required only for procurement projects with ABC above P50,000.00)
  - b. Income/Business Tax Return (For ABCs above P500,000.00)

*\*Requirements under Section 53.6 (Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services) of the revised IRR of RA No. 9184 will not apply to artists such as singer, performer, poet, writer, painter and sculptor who are engaged in business.*

*\*\*Requirements under Section 53.10 (Lease of Real Property or Venue) of the revised IRR of RA No. 9184, specifically Mayor's/Business Permit, PhilGEPS Registration Number and Income/Business Tax Return will not apply to government agencies as lessors.*

*\*\*\*For methods of procurement requiring Mayor's Permit and PhilGEPS Registration Number, valid Certificate of Platinum Membership may be submitted in lieu of the said documents.*

### C. Terms and Conditions

1. Additional requirements, if necessary, may be requested by the BAC depending on the item to be bid;
2. All transactions are subject to creditable withholding tax and final Value Added Tax or percentage tax per revenue regulation/s of the BIR;
3. Liquidated damages of at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed by the DOST-ASTI pursuant to Section 68 of the revised IRR of RA No. 9184; and
4. The DOST-ASTI reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.