



Republic of the Philippines  
Department of the Interior and Local Government  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY**  
**NATIONAL HEADQUARTERS**

144 Mindanao Avenue, Quezon City  
Trunk lines: (+632)927-6383; 927-5505  
Email Address: chief@bjmp.gov.ph Website: www.bjmp.gov.ph

**REQUEST FOR QUOTATION**

The Bureau of Jail Management and Penology – National Headquarters (BJMP-NHQ), through its Bids and Awards Committee, intends to procure the **Repair of Air-conditioning Units at the DPRM Office of the BJMP-NHQ**, which will be undertaken in accordance with the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of the Project	<b>Repair of Air-conditioning Units at the DPRM Office of the BJMP-NHQ</b>
ABC	<b>Fifty Thousand Pesos (Php 50,000.00)</b>
Specifications	See Annex "A"
Delivery Location	BJMP National Headquarters, 144 Mindanao Avenue Project 8, Quezon City
Contract Duration	Seven (7) days

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than 12:00 OCT 2022  
**at 5:00 PM**

Interested suppliers are required to submit the following documents:

- Valid and current Mayor's Permit;
- PhilGEPS Registration Number (Please indicate in the space provided in Annex "A"); and
- Omnibus Sworn Statement together with any documents to prove that the signatory of the quotation is authorized representative of the company or photocopy of ID bearing the picture/signature of the representative issued by the company (*to be submitted before issuance of Notice of Award*).

Quotations may be submitted manually or through email at the address and contact numbers indicated below.

For further information, please refer to:

**JSINSP ARTURO R ESPOS JR**

Directorate for Logistics

BJMP National Headquarters, 144 Mindanao Avenue, Project 8, Quezon City

Telephone Number: 927-6383 local 202

Email Address: bac.bjmpnhq@gmail.com

  
**DENNIS U ROCAMORA, CESE**

Jail Chief Superintendent

Deputy Chief for Operations  
of the Jail Bureau

Chairperson, BJMP-NHQ BAC

## Terms and Conditions

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations shall be denominated in Philippine Peso and shall include all taxes and/or levies payable.
3. Quotation exceeding the Approved Budget for the Contract shall be rejected.
4. Award of Contract shall be made to the Lowest Quotation (for goods and infrastructure) or, the highest rated offer (for consulting service) which complies with the minimum technical specification and other terms and conditions stated therein.
5. Any interlineations, erasure or overwriting shall be valid only if they are signed or initialed by you or your authorized representative/s.
6. The item/s shall be delivered according to requirement specified in the Technical Specifications.
7. The BJMP-NHQ shall have the right to inspect and/or to test the goods to conform their conformity to the technical specifications.
8. Liquidated damages equivalent to one tenth of one percent of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BJMP-NHQ shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other course of action and remedies open to it.

**I hereby understand and commit to comply all the above requirements in accordance with the above-stated terms and conditions.**

Name and Signature of Authorized Representative: \_\_\_\_\_

Name of the Company/ Business Name \_\_\_\_\_

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



## ANNEX "A"

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

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

Business Permit No.: \_\_\_\_\_

PhilGEPS Registration No.: \_\_\_\_\_

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

Telephone/ Cellphone Number: \_\_\_\_\_

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

### Instructions:

1. Do not alter the contents of this form in any way.
2. All the technical specifications are mandatory. Failure to comply with the specification shall be a ground for the disqualification of your quotation.
3. Failure to follow these instructions will disqualify your entire quotation.

### TECHNICAL SPECIFICATIONS

Bidders must state either "Comply" or "Not Comply" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each "Specification". Please do not just check in the bidders "Statement of Compliance"

ITEM	Technical Specifications	STATEMENT OF COMPLIANCE
<b>Directorate for Personnel and Records Management (DPRM) Office (Ground Floor)</b>		
<b>1</b>	-Leak test and system reprocess -(2 months warranty for Freon leak) -Supply, Installation & Conversion of Honeywell switch type from remote control -Replacement of run capacitor <b>-For 1 unit KOPPEL Floor mounted 3TR</b> -Conduct test run to ensure the good operation of the unit.	
<b>2</b>	Leak test and system reprocess -(2 months warranty for Freon) -Replacement of run capacitor <b>-For 1 unit KOPPEL Floor mounted 3TR</b> -Replacement of run capacitor -Conduct test run to ensure the good operation of the unit.	
<b>3</b>	-Supply, Installation & Conversion of Honeywell controller wire type -Replacement of run capacitor <b>-For 1 unit LG window type 2.5HP</b> -Conduct test run to ensure the good operation of the unit.	
	❖ Conduct safety procedure, shut off main breaker ❖ Provide all tools, materials and needed equipment ❖ Start up of unit, test run and observation ❖ Site clean-up, Submit service report, certificate of completion and warranty certificate ❖ Back job must be done immediately with out any additional charge ❖ Provide parts and workmanship warranty	

## Financial Offer

<b>Repair of Air-conditioning Units at the DPRM Office of the BJMP-NHQ</b>		
Approved Budget for the Contract: <b>Fifty Thousand Pesos (Php 50,000.00)</b>		
<i>Note: The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</i>		
<b>ITEM</b>	<b>Technical Specifications</b>	<b>Total Amount</b>
	Parts to be replace	
<b>1</b>	1 Lot, Leak test and system reprocess -(2 months warranty for Freon leak) -Supply, Installation & Conversion of Honeywell switch type from remote control -Replacement of run capacitor <b>-For 1 unit KOPPEL Floor mounted 3TR</b> -Conduct test run to ensure the good operation of the unit.	
<b>2</b>	1 Lot, Leak test and system reprocess -(2 months warranty for Freon) -Replacement of run capacitor <b>-For 1 unit KOPPEL Floor mounted 3TR</b> -Replacement of run capacitor -Conduct test run to ensure the good operation of the unit.	
<b>3</b>	1 Lot, Supply, Installation of manual control switch -Replacement of run capacitor <b>-For 1 unit LG window type 2.5HP AC</b> -Conduct test run to ensure the good operation of the unit.	
	<ul style="list-style-type: none"> <li>❖ Conduct safety procedure, shut off main breaker</li> <li>❖ Provide all tools, materials and needed equipment</li> <li>❖ Start-up of unit, test run and observation</li> <li>❖ Site clean-up, Submit service report, certificate of completion and warranty certificate</li> <li>❖ Back job must be done immediately with-out any additional charge</li> <li>❖ Provide parts and workmanship warranty</li> </ul>	
<b>TOTAL BID AMOUNT</b> (In words and in figures)		
Payment Details: Banking Institution: _____ Account Number: _____ Account Name: _____ Branch: _____		

Name and Signature of Authorized Representative: \_\_\_\_\_

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